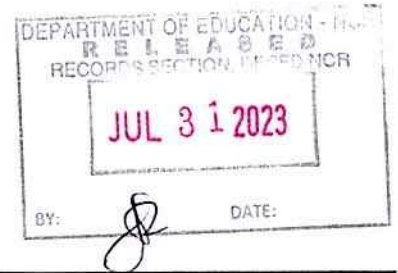




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



July 26, 2023

**REGIONAL MEMORANDUM**

No. NCR 697, s. 2023

To: Schools Division Superintendents  
SGOD Chiefs  
All other concerned


**Submission of Induction Program Schedule for the Newly Hired Non-Teaching and Teaching Related Personnel CY 2023**

1. As part of the mandate of the Human Resource and Development Division to provide technical assistance in the conduct of the Induction Program of Schools Division Offices, SDO counterparts are enjoined to submit **the above-captioned document on or before August 4, 2023.**
2. Enclosed is the template of the Induction Program Schedule for your reference and guidance. Signed scanned copies are to be uploaded on the link provided below.

<https://tinyurl.com/SDO-Induction-Schedule-2023>



3. SDOs who have already conducted Induction Program may also upload the result of the QAME during the activity on the same link provided.
4. For queries and other concerns, you may contact Dr. Rhea B. Eden Regional Induction Program Focal Person, HRDD- NEAP through [rhea.eden@depEd.gov.ph](mailto:rhea.eden@depEd.gov.ph) or call at 09177358913.
5. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**WILFREDO E. CABRAL, CESO III**  
Regional Director

Encl. As stated





Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

<b>Induction Program Schedule for Non-Teaching Personnel Form</b>						
Quarter	No. of Vacancies	No. of Inductees	SDD No. of Male & Female Inductees		Date	Remarks <i>(Indicate whether CONDUCTED on time, TO BE CONDUCTED, RESCHEDULED)</i>
			Male	Female		
Quarter 1						
Quarter 2						
Quarter 3						
Quarter 4						

<b>Induction Program Schedule for Teaching Related Personnel Form</b>						
Quarter	No. of Vacancies	No. of Inductees	SDD No. of Male & Female Inductees		Date	Remarks <i>(Indicate whether CONDUCTED on time, TO BE CONDUCTED, RESCHEDULED)</i>
			Male	Female		
Quarter 1						
Quarter 2						
Quarter 3						
Quarter 4						

*Note: Kindly refer to your respective Recruitment Plan*

**Prepared by:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Recommending Approval:** \_\_\_\_\_  
(ASDS)

**Approved:** \_\_\_\_\_  
(SDS)

