



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Cordillera Administrative Region  
DIVISION OF BAGUIO CITY  
Upper Session Road, Military Cut-Off, Baguio City  
Tel. No.: (074) 442-7819



## DIVISION MEMORANDUM

No. 04, s. 2015

To : All Public Schools District Supervisors;  
Public Elementary School Heads;  
Public Secondary School Heads;  
Teachers-In-Charge;  
Administrative Officers;  
Teachers;  
Non – Teaching Personnel; and  
All Others Concerned

From : **FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent

Subject : **ORIENTATION OF NEW TEACHERS AND EMPLOYEES**

Date : 09 January 2015

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1. This is to inform the field that the division administrative section will conduct the orientation of new teachers and employees, including newly appointed principals, on **January 16, 2015, Friday, 2:30 P.M.** at the Division Office Conference Hall.
  2. Anent the foregoing, all new teachers and employees (who were not able to attend previous orientations conducted by the Division) are directed to attend.
  3. All concerned school heads are requested to look into the classes of the teachers who will be attending.
  4. For immediate dissemination and compliance of all concerned.

For the Schools Division Superintendent:

  
**AUGUSTIN P. LABAN III**

OIC – Asst. Schools Division Superintendent