



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

15 Aug 2023


DIVISION MEMORANDUM

No. 408 s. 2023

INDUCTION PROGRAM FOR BEGINNING TEACHERS

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Unit/Section
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to **Deped Order No. 43, s. 2017** titled **Teacher Induction Program Policy** which aims to provide a systematic and comprehensive support system for the newly hired teachers in order to seamlessly immerse them in the teaching profession in the public-school system, this office announces the orientation on the **Induction Program for Beginning Teachers on August 24, 2023** at **Dalampasigan Resort, Sariaya Quezon**.
2. Participants are advised to register on this pre-registration link <https://tinyurl.com/IPBRegistration2023> on or before August 22, 2023.
3. Attached are the List of Participants, activity matrix and list of technical working committee for reference.
4. Widest dissemination and strict compliance of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: Deped Order No. 43 s. 2017

To be indicated in the Perpetual Index
under the following subjects:

Induction Program for Beginning Teachers

SGOD - induction program for beginning teacher
None/August 15, 2023



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Enclosure 1

Induction Program for Beginning Teachers 2023

List of Participants

	Name	Sex	School	Position/Designation
1	Villaverde, Reniel Talavera	M	LPIHS	Teacher I
2	Rozol, Mariz Macalintal	F	LPIHS	Teacher I
3	Gigantoni, Allysa Joy Raya	F	BANHS	Teacher I
4	Nanea, Melani	F	BANHS	Teacher I
5	Ranillo, Genevee-Lyn Limen	F	WPNHS	Teacher I
6	Oabel, Leah Rosette Cabile	F	LPIHS	Teacher I
7	Cabalsa, Evanie Padua	F	BANHS	Teacher I
8	Ambas, Sariah Letz Elises	F	PANDAKAKE ES	Teacher I
9	Arban, Analyn Magpantay	F	EUGENIO FRANCIA ES	Teacher I
10	De La Puerta, Sheryl Cabriga	F	BUSAL ES	Teacher I
11	Gob, Celine Joy Abella	F	TWCS III	Teacher I
12	Saludes, Angelica Rapal	F	LPIHS	Teacher I
13	Mirandilla, Jeric Magno	M	LPIHS	Special Science Teacher I
14	Oriasel, Anthony Tome	M	DAPDAP IS	Teacher I
15	Quirante, Veronica Racelis	F	ALSAM ES	Teacher I
16	Maaliw, Dexter Causapin	M	MAYUWI CS	Teacher I
17	Reyes, Shara Lou Paingas	F	KATIGAN-ALUPAY ES	Teacher I
18	Buenafe, Judineth Peñaana	F	EAST PALALE ES	TEACHER I
19	Romero, Gian Joseph J.	M	LPIHS	Teacher I
20	Cruzat, Romina Joy S.	F	LPIHS	Teacher I
21	Lorico, Jamara Mae D.	F	LPIHS	Teacher I
22	Padilla, Annaliza D.	F	WPNHS	Teacher I
23	Reyes, Shiela Mae P.	F	WPNHS	Teacher I
24	Francia, Jem Joyce R.	F	MALAO-A CALANTAS ES	Teacher I
25	Soncados, Lailanie S.	F	BUSAL ES	Teacher I
26	Regala, Erriene Grace Fatmah A.	F	FELES	Special Education Teacher I
27	Alcantara, Mayzel P.	F	WPNHS	Teacher I
28	Cabriga, Irene B.	F	RQINHS	Teacher I

Enclosure 2

Induction Program for Beginning Teachers 2023

Activity Matrix

Time	Activities	Resource Speaker/s and Assigned Facilitator/s
7:30-8:00 am	Registration	Assigned TWG
8:30 – 9:00 am	Opening Program <ul style="list-style-type: none"> National Anthem Prayer Opening Remarks Inspirational Message Rationale and Setting of Expectations 	
9:00 – 9:30 am	Overview on the Induction Program for Beginning Teachers	Dr. Jean Rose B. Rabano
9:30 – 9:45 am	Break	
9:45-11:00 am	Module 1: The DepEd Teacher	Dr. Edwin R. Rodriguez
11:00 – 12:00 nn	*Module 2: Professional Responsibilities	Dr. Luzviminda E. Saldares
12:00 – 1:00 pm	Lunch Break	
1:00 – 2:00 pm	*Module 3: PPST and its Aligned Systems and Tools	Dr. Imelda C. Raymundo SGOD-Chief
2:00 – 3:00 pm	*Module 4: Responding to Community Contexts	Joan Kathleen T. Brizuela EPS II
3:00-4:00 pm	*Module 4: DepEd Organizational Structure and Process and Relevant Laws for Teachers	Conrado C. Gabarda Administrative Officer V
4:00-5:00 pm	*Module 6: Teacher's Professional and Personal Development- Salaries, Wages and Benefits	Grasiela L. Hernandez Administrative Officer II Laura Vida Gob Administrative Assistant III Jennelyn Mirandilla Administrative Officer II



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Technical Working Committee (TWC)

Over all Chairperson: **CELEDONIO B. BALDERAS JR.**
Schools Division Superintendent

Co- chairpersons: **ANTONIO P. FAUSTINO JR.**
OIC – Assistant Schools Division Superintendent
IMELDA C. RAYMUNDO
SGOD – Chief
DR. EDWIN R. RODRIGUEZ
CID- Chief

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> ➤ Prepares Training Design and other Training Package requirements. ➤ Prepares and submits activity completion report (ACR).
Over-all L&D Management including (Logistics)	LUZVIMINDA E. SALUDARES	<ul style="list-style-type: none"> ➤ Manages the conduct of L&D. ➤ Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief. ➤ Monitors L&D activities. ➤ Prepares and submits complete report (narrative report) to SGOD Chief ➤ Leads the debriefing sessions. ➤ Prepares memo/advisories. ➤ Assists the proponent in the preparation of documentary requirements including but not limited to PR.
QAME	MONTANO L. AGUDILLA JR.	<ul style="list-style-type: none"> ➤ Quality Assure the Activity Designs an L&D Package ➤ Prepares evaluation tool and conduct QATAME and gather feedback. ➤ Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices. ➤ Distribute Certificate of Participation and Appearance for the session participants with complete attendance and evaluation via email.
Resource Speakers/Facilitators	DR. EDWIN R. RODRIGUEZ	<ul style="list-style-type: none"> ➤ Lead/s the discussion of topics ➤ Facilitate/s workshop



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	<p>DR. IMELDA C. RAYMUNDO</p> <p>DR. LUZVIMINDA E. SALUDARES</p> <p>DR. JEAN ROSE B. RABANO</p> <p>CONRADO C. GABARDA</p> <p>JOAN KATHLEEN T. BRIZUELA</p> <p>JOSEFINA R. OABEL</p> <p>JOAN KATHLEEN T. BRIZUELA</p> <p>JEAN ROSE B. RABANO</p> <p>LUZVIMINDA E. SALUDARES</p>	<p>➤ Attend/s engages in the debriefing sessions</p>
Support Staff/s	<p>GRASIELA L. HERNANDEZ</p> <p>LAURA VIDA GOB</p> <p>JENNELYN MIRANDILLA</p>	<p>➤ Take/s pictures from the opening until closing programs.</p> <p>➤ Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</p> <p>➤ Assist/s the session facilitators/s</p> <p>➤ Manage/s unexpected system glitches.</p> <p>➤ Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</p>
Moderator	<p>JEAN ROSE B. RABANO</p>	<p>➤ Coordinates with the Program Proponent regarding the contents and flow of the activity</p> <p>➤ Host the Opening Program Preliminaries to include the following:</p> <p>➤ Present Agenda outline</p> <p>➤ Discuss relevant session protocol.</p> <p>➤ Moderate Q&A sessions</p> <p>➤ Close out conference</p>



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