



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

09 Oct 2023

DIVISION MEMORANDUM  
No. 543 s. 2023

**DIVISION ORIENTATION FOR THE INDUCTION PROGRAM FOR BEGINNING TEACHERS 2023: ORIENTATION FOR THE 2<sup>ND</sup> BATCH OF TEACHERS AND MENTORS**

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

1. In compliance with DepEd Order No. 43 s. 2017 on the Teacher Induction Program Policy that supports new teachers in their first year of teaching in public schools, SDO Tayabas City will conduct **Division Orientation for the Induction Program for Beginning Teachers 2023: Orientation for the 2<sup>nd</sup> Batch of Teachers and Mentors**. This is in line with the implementation of the enhanced Teacher Induction Program (TIP) or Induction Program for Beginning Teachers (IPBT) on **October 16-18, 2023 – 2:00 pm- 5:00pm via Google Meet** for the second batch of newly hired teachers and **October 20, 2023, 8:00am- 3:00 pm** for select school heads at Puente de Alitao Hall, SDO Tayabas City.
2. Participants of the orientation are the second batch of newly hired teachers and selected school heads. Newly hired teachers are requested to register through this link <https://tinyurl.com/ipbt2023batch2> while for selected school heads : <https://tinyurl.com/ipbt2023schoolheads> on or before October 15, 2023.
3. Attached is Enclosure 1 List of participants and Enclosure 2 Technical Working Committee.
4. Wide 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:

HUMAN RESOURCE DEVELOPMENT  
TEACHER INDUCTION PROGRAM  
INDUCTION PROGRAM FOR BEGINNING TEACHERS

SGOD/ - division orientation for the induction program for beginning teachers 2023: orientation for the 2<sup>nd</sup> batch of teachers and mentors  
None/October 10, 2023



Enclosure 1

**List of Participants**

**October 16-18, 2023 – 2:00 pm- 5:00pm via Google Meet**

	<b>Name</b>	<b>Sex</b>	<b>Date Of Appointment</b>	<b>Position</b>	<b>School</b>
1	Quijano, Fatima Joy Villania	F	SEPT. 1, 2023	TEACHER I	Malao-a Calantas ES
2	Tarray, Patricia Louise Paderes	F	SEPT. 1, 2023	TEACHER I	WPNHS
3	De Rama, Maricel Latag	F	SEPT. 1, 2023	TEACHER I	Katigan Alupay ES
4	Oabel, Mariel Cabalsa	F	SEPT. 1, 2023	TEACHER I	Mate ES
5	De Los Santos, Jona Reyes	F	SEPT. 1, 2023	TEACHER I	LPIHS
6	Diaz, Camille Rempillo	F	SEPT. 1, 2023	TEACHER I	LPIHS
7	Jader, Tyrone Dosalla	M	SEPT. 1, 2023	TEACHER I	LPIHS
8	Masongsong, Aileen Mindanao	F	SEPT. 1, 2023	TEACHER I	LPIHS
9	Mindanao, Maria Jhoan Cabuyao	F	SEPT. 1, 2023	TEACHER I	LPIHS
10	Moya, Alyette Leyda Escueta	F	SEPT. 1, 2023	TEACHER I	LPIHS
11	Bargo, Camille Lyka Cabuyao	F	SEPT. 7, 2023	TEACHER I	LPIHS
12	Averilla, Rona Grace Cadao	F	SEPT. 7, 2023	TEACHER I	LPIHS
13	Valencia, Emerenciana Palad	F	SEPT. 14, 2023	TEACHER I	PANDAKAKI IS
14	Manzanares, Dessa Liana Capistrano	F	SEPT. 14, 2023	TEACHER I	MATE IS

**List of Participants**

**October 20, 2023, 8:00am- 3:00 pm**

<b>Name of School head</b>	<b>School</b>	<b>School ID</b>	<b>No. of Teachers Taking IPBT [SY 2023-2024]</b>
1. Larvin O. Labrada	Alsam Elementary School	109231	1
2. Adrian N. Naynes	Busal Elementary School	109232	2
3. Elpidia C. Palayan	East Palale Elementary School	109233	1
4. Luz A. Pacaigue	Eugenio Francia Elementary School	109249	1
5. Dennis O. Labita	Froilan E. Lopez Elementary School	109254	1
6. Akeem Aron P. Valdeavilla	Katigan Alupay Elementary School	109235	2

7. Lorynel C. De Sagun	Malao-a Calantas Elementary School	109257	2
8. Alita C. Rodriguez	Mate Elementary School	109239	1
9. Jeffrey G. Dimailig	Mayuwi Community School	137190	1
10. Adrian D. Maano	Pandakake Elementary School	109241	1
11. Waldymar E. Pasacsac	Tayabas West Central School III	109261	1
12. Gener C. Delos Reyes	Luis Palad Integrated High School	301347	14
13. Evelyn R. Palambiano	Buenaventura Alandy National High School	342576	3
14. Mary Grace M. Cabili	West Palale National High School	301416	5
15. Michael M. Safred	Dapdap Integrated School	500496	1
16. Democrito C. Cabile Jr.	Rosario Quesada Integrated National High School	301381	1



Enclosure 2

**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"> <li>➤ Prepares Training Design and other Training Package requirements.</li> <li>➤ Prepares and submits activity completion report (ACR).</li> </ul>
Over-all L&D Management including (Logistics)	LUZVIMINDA E. SALUDARES	<ul style="list-style-type: none"> <li>➤ Manages the conduct of L&amp;D.</li> <li>➤ Analyzes gathered data and information to come up with recommendations for endorsement to SGOD Chief.</li> <li>➤ Monitors L&amp;D activities.</li> <li>➤ Prepares and submits complete report (narrative report) to SGOD Chief</li> <li>➤ Leads the debriefing sessions.</li> <li>➤ Prepares memo/advisories.</li> <li>➤ Assists the proponent in the preparation of documentary</li> </ul>

		requirements including but not limited to PR.
QAME	JOAN KATHLEEN T. BRIZUELA	<ul style="list-style-type: none"> <li>➤ Quality Assure the Activity Designs an L&amp;D Package</li> <li>➤ Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>➤ Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	DR. EDWIN R. RODRIGUEZ  MARIA CORAZON A. BORBON  JOAN KATHLEEN T. BRIZUELA  DR. IMELDA C. RAYMUNDO  JEAN ROSE B. RABANO  GRASIELA HERNANDEZ  LAURA G. BIGYAN  JENNELYN MIRANDILLA	<ul style="list-style-type: none"> <li>➤ Lead/s the discussion of topics</li> <li>➤ Facilitate/s workshop</li> <li>➤ Attend/s engages in the debriefing sessions</li> </ul>
Support Staff/s	ARJOY DEMANDANTE  JEROME JAVIN	<ul style="list-style-type: none"> <li>➤ Prepare the platform of the orientation</li> <li>➤ Take/s pictures from the opening until closing programs.</li> <li>➤ Ensure/s that registration meals and attendance sheets are properly and completely accomplished.</li> <li>➤ Assist/s the session facilitators/s</li> <li>➤ Manage/s unexpected system glitches.</li> </ul>
Certificate	IAN ILAO	<ul style="list-style-type: none"> <li>➤ Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>



Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"><li>➤ Coordinates with the Program Proponent regarding the contents and flow of the activity</li><li>➤ Host the Opening Program Preliminaries to include the following:</li><li>➤ Present Agenda outline</li><li>➤ Discuss relevant session protocol.</li><li>➤ Moderate Q&amp;A sessions</li><li>➤ Close out conference</li></ul>
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