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


23 SEPT 2022

DIVISION MEMORANDUM

No. 607 s. 2022**VIRTUAL ORIENTATION ON TEACHERS INDUCTION PROGRAM 2022**

To: OIC - Assistant Schools Division Superintendent
Chief Education 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 **Virtual Orientation on Teachers Induction Program 2022**. This is in line with the implementation of the enhanced Teacher Induction Program (TIP) or Induction Program for Beginning Teachers (IPBT) on **September 27-29, 2022 - 8:30 am- 2:00pm via Google Meet**.
2. Participants of the orientation are school heads, and master teachers who are requested to register through this link on <https://tinyurl.com/IPBTorientation-2022> or before September 26, 2022.
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.


NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

Encl.: As stated



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph

<https://depeditayabas.com/>

Enclosure 1

LIST OF PARTICIPANTS

	NAME	SEX	DATE OF APPOINTMENT	POSITION TITLE
1	Awa, Jess Llehit	M	AUG. 17, 2022	Teacher I
2	Padua, Marianne Quinto	F	AUG. 17, 2022	Teacher I
3	Palines, Remenchie Garcia	F	AUG. 17, 2022	Teacher I
4	Cabañas, Jecel Nanea	F	AUG. 17, 2022	Teacher II (Academic - HUMSS)
5	Capagcuan, Jean Ramilo	F	AUG. 17, 2022	Teacher II (Academic - HUMSS)
6	Cuare, Aries Lawrence Tañiana	M	AUG. 17, 2022	Teacher II (Academic - ABM)
7	Cueto, Cascelyn Garcia	F	AUG. 17, 2022	Teacher II (Academic - HUMSS)
8	Durante, John Troy Cablaida	M	AUG. 17, 2022	Teacher II (Academic - STEM)
9	Palmero, Josephine Salvador	F	AUG. 17, 2022	Teacher II (Academic - HUMSS)
10	Potestades, Alison Tampoc	F	AUG. 17, 2022	Teacher II (Academic - HUMSS)
11	Reyes, Sjerilyn Belo	F	AUG. 17, 2022	Teacher II (Academic - STEM)
12	Talavera, Fezeh Nahravar	F	AUG. 17, 2022	Teacher II (Academic - STEM)
13	Catipon, Donna Laraine Sandoval	F	AUG. 17, 2022	Teacher I
14	Odasco, Anthonette Lames	F	AUG. 17, 2022	Teacher I
15	Mabilin, Regina Emma Ranillo	F	SEPT. 1, 2022	Teacher I
16	Eclavea, Jun Dayate	M	SEPT. 9, 2022	Teacher I

Enclosure 2

Technical Working Committee

Over all Chairperson: NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

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

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)	JEAN ROSE B. RABANO	<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	JOAN KATHLEEN T. BRIZUELA	<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.
Resource Speakers/Facilitators	EDWIN R. RODRIGUEZ MARIA CORAZON A. BORBON JEAN ROSE B. RABANO JOAN KATHLEEN T. BRIZUELA JUSLYN ROSE F. SANCHEZ JENNELYN M. MIRANDILLA KATHLEEN J. DAZO	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s workshop • Attend/s engages in the debriefing sessions



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Support Staff/s	JAYRON BAER and AREN KREZEL ABUEL	<ul style="list-style-type: none"> • Prepare the platform of the orientation • Take/s pictures from the opening until closing programs. • Ensure/s that registration meals and attendance sheets are properly and completely accomplished. • Assist/s the session facilitators/s • Manage/s unexpected system glitches.
Certificate	JEROME A. JAVIN	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Moderator	JEAN ROSE B. RABANO	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Opening Program Preliminaries to include the following: <ul style="list-style-type: none"> - Present Agenda outline - Discuss relevant session protocol. - Moderate Q&A sessions - Close out conference