



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

03 October 2025

### DIVISION MEMORANDUM

No. 701 s. 2025

#### CONDUCT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT) ORIENTATION


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

1. The Induction Program for Beginning Teachers (IPBT), formerly known as the Teacher Induction Program (TIP) is defined as an institutionalized continuing professional development program pursuant to **DepEd Order No. 43, s.2017**, titled **Teacher Induction Program (TIP) Policy**.
2. In support to the said program, the Schools Division of Tayabas City implements Project OPEN (**O**nboarding Program for **P**romoted **E**mployees and **N**ew Entrants) signifying the division's advocacy for an open, caring and nurturing environment exemplified by its mother program, SHIELD (**S**trategies in **H**oning **I**ndependent **E**mployees through **L**earning and **D**evelopment) which supports all projects on employee welfare and development.
3. To initiate the program for newly hired teachers, an **online orientation** will be held on **October 14, 2025**, starting at **3:00 P.M.** This will be followed by a **face-to-face orientation** on **October 21, 2025**, at the **St. Jude Cooperative Hotel and Event Center, Lucena Diversion Road, Tayabas City**.
4. The orientation aims to make participants:
  - a. Understand the core principles, structure, and implementation guidelines of the IPBT, as outlined in DepEd Order No. 43, s. 2017;
  - b. Apply IPBT strategies and tools to support professional growth and classroom effectiveness aligned with the Philippine Professional Standards for Teachers (PPST); and
  - c. Demonstrate commitment to continuous learning and professional development as a beginning teacher within the DepEd system.
5. The online orientation must be attended by all attendees to the Face-to-Face session, **including all Master Teachers**.
6. Expenses for food and venue shall be charged to the Human Resource Training and Development (HRTD) fund. Travel and incidental costs may be charged to the Maintenance and Other Operating Expenses (MOOE) or other available local

funds, subject to fund availability and in accordance with applicable accounting and auditing regulations.

7. Attached are Enclosure 1: List of Participants, Enclosure 2–Orientation Matrix, and Enclosure 3–Program Management Team.

8. 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:

EMPLOYEE WELFARE  
INDUCTION PROGRAM  
PROFESSIONAL DEVELOPMENT

SGOD- conduct of induction program for beginning teachers (ipbt) orientation  
SGOCE6PA-003606/October 3, 2025

Enclosure 1

LIST OF PARTICIPANTS (Online and Face-to-Face)

No.	Name	Station
1	Mark Josua J. Francisco	Alsam IS
2	Jeric C. Gabarda	Busal IS
3	Marielle C. Rea	Dapdap IS
4	Jewel S. Olivera	Dapdap IS
5	Crysmelle S. Peralta	Mayuwi IS
6	Princess Ann C. Cablesuelas	Mayuwi IS
7	Anabel D.L. Ermidilla	Malao-a-Calantas ES
8	Maria Frances E. Reyes	Malao-a-Calantas ES
9	Elizza J. Francia	Malao-a-Calantas ES
10	Gerlyn M. Oabel	Talolong IHS
11	Zyrine Jean L. Revellame	Talolong IHS
12	Rodina D.G. Bellalba	Dapdap IHS
13	Regbert N. Oabel	Busal IS
14	Evanie C. Cabriga	Ilasan IS
15	Dessa Liana C. Manzanares	Mate IS
16	Camille P. Devela	Alsam IS
17	Emerenciana P. Valencia	Pandakake IS
18	Princess Sheindy O. Rojas	Buenaventura Alandy NHS
19	Judy Ann S. Dalmacio	Buenaventura Alandy NHS
20	Glenn Wilson D. Guerra	Busal IS
21	Janeth B. Ella	Buenaventura Alandy NHS
22	Maria Elizabeth S. Pastrana	Rosario Quesada INHS
23	Maria Cecilia R. Tolentino	West Palale NHS
24	Alvin M. Cabalsa	Buenaventura Alandy NHS
25	Jeny B. Sumilan	Tayabas City NHS
26	Venus N. Dalit	Dapdap IS
27	Richard M. Miraflores	Busal IS
28	Rhoda B. Salipande	Tayabas City NHS
29	Charlene R. Rago	Buenaventura Alandy NHS
30	Janssen Cherish D.L.S. Almonte	Dapdap IS
31	Jackie Lou R. Magsino	Pandakake IS
32	Lileth O. Labastida	Ilasan IS
33	Rashel C. Alpay	Talolong IHS
34	Nicole R. Laracas	West Palale NHS
35	Rally M. Ballesteros	Rosario Quesada INHS
36	Anje Rose R. Lames	Eugenio Francia IS
37	Desiree V. Ramiro	Ilasan IS
38	Ara Angela O. Gaytano	Mate IS
39	Jorinne Mae Priela	Pandakake IS
40	Margarit C. Cabalsa	Ilasan IS
41	Eden D.R. Matalog	West Palale NHS
42	Lorynel C. De Sagun	Alsam IS
43	Lilibeth B. Vargas	Busal IS
44	Babylyn T. Olandes	Domoit ES
45	Teresa E. Andaya	East Palale ES
46	Emelia Eclarin	Eugenio Francia IS
47	Roderick O. Hugo	Froilan E. Lopez ES
48	Aldwin V. Capistrano	Gibanga ES

49	Michael M. Safred	Ilasan IS
50	Alona C. Crisanto	Ipilan-Alitao ES
51	Honesto P. Caagbay, Jr.	Kalumpang IS
52	Ronald O. Hugo	Katigan-Alupay ES
53	Larvin O. Labrada	Lakawan ES/TCNHS
54	Regicelle D. Cabaysa	Lalo ES
55	Wenefredo B. Baylongo	Lawigue ES
56	Elpidia C. Palayan	Malao-A/Calantas ES
57	Arlene D. Pagana	Masin ES
58	Evelyn R. Palambiano	Mate IS
59	Joel N. Dela Cruz	Mayuwi IS
60	Luz A. Pacaigue	North Palale ES
61	Democrito C. Cabile Jr.	Pandakake IS
62	Dennis O. Labita	Potol ES
63	Ingrid A. Palad	South Palale ES
64	Ronan R. Ranillo	Tayabas East CS
65	Lea A. Cosico	Tayabas West CS I
66	Girlie Abaricia	Tayabas West CS II
67	Natalia A. Andaya	Tayabas West CS III
68	Julieta M. Labita	Tayabas West CS IV
69	Reniel C. Cabuyao	Valencia ES
70	Rowena O. Sabiduria	Cipriano Querubin ES
71	Corazon M. Oabel	West Palale ES
72	Cherry G. Hugo	Buenaventura Alandy NHS
73	Mary Grace M. Cabili	Dapdap Integrated School
74	Gener C. Delos Reyes	Luis Palad IHS
75	Rempson P. Sumilang	Rosario Quesada INHS
76	Joy B. Go	West Palale National High School
77	Adrian Naynes	Talolong Integrated High School
78	L. C. Richelle F. Quintero	Curriculum Implementation Division (CID)
79	Christian J. Bables	CID
80	Generosa F. Zubieta	CID
81	Mildred Z. Galleno	CID
82	Mikael Sandino T. Andrey	CID
83	Michael Leonard D. Lubiano	CID
84	Edwin R. Rodriguez	CID
85	Jerome A. Chavez	CID
86	Imelda C. Raymundo	School Governance and Operations Division (SGOD)
87	Maria Corazon A. Borbon	SGOD
88	Conrado C. Gabarda	Office of the Schools Division Superintendent (OSDS)
89	Grasiela L. Hernandez	OSDS
90	Luzviminda E. Saludaes	SGOD
91	La Trisha R. Dalit	SGOD
92	Montano L. Agudilla Jr.	SGOD
93	Jerome A. Javin	OSDS
94	Lailani T. Omlas/Mariles F. Contreras/ Alelie Padillo	SGOD
95	Herbert D. Perez	OSDS
96	Celedonio B. Balderas Jr.	OSDS

Enclosure 2

### ORIENTATION MATRIX

<b>ONLINE ORIENTATION</b> <b>Induction Program for Beginning Teachers</b> <b>October 14, 2025</b>			
<b>Time</b>	<b>Activity/Topic</b>	<b>In-charge/Persons Involved</b>	<b>Resources Needed</b>
3:00 – 3:15 P.M.	Preliminaries	PMT	Platform, AVP
3:15– 4:00 P.M.	Rationale Processes and Course Requirements Terms of Reference of Stakeholders	Dr. Imelda C. Raymundo	Slide Decks, Platform
4:00– 4:40 P.M.	IPBT Encapsulated IPBT Forms and Documents Timeline of Activities	Dr. Luzviminda E. Saldares	Slide Decks, Platform
4:40-5:00	Use of Learning Portal for Summative Assessment per Course	Mark Bryan F. Valencia/ Ermelo Escobinas	Platform, Video Explainer
<b>FACE-TO-FACE ORIENTATION</b> <b>October 21, 2025</b> <b>St. Jude Cooperative Hotel and Event Center</b>			
<b>Time</b>	<b>Activity/Topic</b>	<b>In-charge/Persons Involved</b>	<b>Resources Needed</b>
7:00 – 8:00 A.M.	Arrival and Registration	PMT, LFs, & Participants	Registration Form
8:00 – 8:30 A.M.	OPENING PROGRAM Preliminaries	Ms. La Trisha R. Dalit	Slide Decks, AVP
8:30 – 9:15 A.M.	Module 1: Becoming a DepEd Teacher Module 2: Gearing up for the School Year	Dr. Edwin R. Rodriguez	Slide Decks Copy of Course Book
9:15-9:45 A.M.	Course 1: The DepEd Teacher Module 3: Creating an Engaging Physical and	Dr. Edwin R. Rodriguez	Slide Decks Copy of Course Book

	Virtual Learning Environment		
9:45-10:00 A.M.	HEALTHY BREAK		
10:00-10:45 A.M.	Course 2: Professional Responsibilities Module 1 – Understanding the K to 12 Curriculum Module 2 – Navigating the K to 12 Curriculum Guides	Dr. Edwin R. Rodriguez	Slide Decks Copy of Course Book
10:45-11:30 A.M.	Course 2: Professional Responsibilities Module 3 – Lesson Planning Module 4 – Implementing Learning Plans and Enriching Teaching Practice	Sherwin C. Quesea	Slide Decks Copy of Course Book
11:30 A.M. - 12:00 NOON	Course 3: The Philippine Professional Standards for Teachers and its Aligned Systems and Tools Module 1 – Achieving Teacher Quality through PPST	Dr. Edwin R. Rodriguez	Slide Decks Copy of Course Book
12:00-12:50 NOON	LUNCH BREAK		
12:50-1:00 NOON	Stretching/Icebreaker		
1:00 -1:45	Course 3: The Philippine Professional Standards for Teachers and its Aligned Systems and Tools Module 2 – Embedding the PPST in HR Systems	Dr. Imelda C. Raymundo	Slide Decks Copy of Course Book

	Module 3 – The Results-based Performance Management System (RPMS)		
1:45 – 2:15	Course 4: Responding to Community Contexts Module 2: Teaching with the Context in Mind	Dr. Edwin R. Rodriguez	Slide Decks Copy of Course Book
2:15 – 2:45	Course 4: Responding to Community Contexts Module 1: Building Relationships with the Wider School Community	Dr. Imelda C. Raymundo	Slide Decks Copy of Course Book
2:45-3:15	Course 5: The DepEd Teacher Module 1- DepEd Organizational Structure and Processes	Dr. Maria Corazon A. Borbon	Slide Decks Copy of Course Book
3:15-3:30	HEALTHY BREAK		
3:30-4:00	Course 5: The DepEd Teacher Module 2: Relevant Laws for Teachers	Legal Officer	Slide Decks Copy of Course Book
4:00 – 4:30	Course 6: Teachers' Professional and Personal Development Module 1: Salaries, Wages, and Benefits of Teachers Module 3: Policies on Promotion and Opportunities for Progression	Grasiela L. Hernandez	Slide Decks Copy of Course Book
4:30 – 5:00	Course 6: Teachers' Professional and Personal Development	Dr. Luzviminda E. Saludaes	Slide Decks Copy of Course Book

	Module 2: Continuing Professional Development Module 4: Personal Development and Well-being Module 5: Developing a Personal Professional Improvement Plan		
5:00 – 5:30	Closing Ceremony	PMT	Slide Decks AVP

Enclosure 3

**PROGRAM MANAGEMENT TEAM**

**Overall Chairperson:** Celedonio B. Balderas, Jr.  
Schools Division Superintendent

**Co-Chairpersons:** Herbert D. Perez – Assistant Schools Division Superintendent  
Imelda C. Raymundo – CES-SGOD

<b>Committee</b>	<b>Person/s In-Charge</b>	<b>Terms of Reference</b>
Program Manager	Luzviminda E. Saldares	<ul style="list-style-type: none"> <li>- Oversees the implementation of the entire program.</li> <li>- Orients the PMT on their terms of reference and details of the program design</li> <li>- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards</li> <li>- Leads in crafting the Program Completion Report</li> </ul>
Learning Manager	Luzviminda E. Saldares La Trisha R. Dalit	<ul style="list-style-type: none"> <li>- Leads the conduct of the program Ensures that the program is carried out based on the detailed design in collaboration with the resource persons</li> <li>- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs</li> <li>- Facilitates management of learning activities as scheduled and as nee</li> </ul>
Resource Speakers/ Facilitators	Imelda C. Raymundo Luzviminda E. Saldares Mark Bryan F. Valencia Ermelo Escobinas Edwin R. Rodriguez Sherwin C. Quesea Maria Corazon A. Borbon <b>Legal Officer</b> Grasiela L. Hernandez	<ul style="list-style-type: none"> <li>- Applies effective presentation and facilitation techniques in conducting assigned sessions</li> <li>- Provides expert content input during learning sessions</li> </ul>
M&E Officer	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> <li>- Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT</li> </ul>

		<ul style="list-style-type: none"> <li>- Applies process observation and prescribed tools to monitor and evaluate program delivery</li> <li>- Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing</li> <li>- Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation</li> <li>- Prepares Post-Program Delivery M&amp;E Report and submits to PM for inclusion in the Program Completion Report</li> </ul>
Documenter/ Secretariat	La Trisha Dalit Jerome A. Javin	<ul style="list-style-type: none"> <li>- Documents the proceedings of the learning sessions using the prescribed documentation template</li> <li>- Take photos of the different parts of the program delivery</li> <li>- Attends to registration needs of learners/participants</li> <li>- Ensures that the learners/participants fill up attendance sheets</li> <li>- Assists in the distribution of learning materials and supplies</li> <li>- Assists in the collection of session outputs</li> <li>- Compiles session documents and learning resource materials</li> </ul>
Physical Arrangement	Food/Venue Supplier	<ul style="list-style-type: none"> <li>- Prepare the venue as to the prescribed arrangement</li> <li>- Arrange the needed material for the activities</li> <li>- Ensure the cleanliness of the area before and after the conduct of the activity</li> </ul>
Logistics Officer	Luzviminda A. Saludaes	<ul style="list-style-type: none"> <li>- Ensures the quality, adequacy, and availability of facilities and resources to support the successful implementation of the program</li> <li>- Leads the ocular inspection of venues to ensure adherence to standards and specifications</li> </ul>

		<ul style="list-style-type: none"> <li>- Checks that venue are always ready for use and conducive to learning</li> <li>- Ensure that training adheres to ethical considerations</li> </ul>
Welfare Officer	Lailani T. Omlas/Mariles F. Contreras/ Alelie Padillo	<ul style="list-style-type: none"> <li>- Ensures that provisions for inclusion, safety, security, health and wellness of participants, PMT, resource persons are adequate and available at all times in the venue</li> <li>- Attends to emerging inclusion, safety security, health and wellness concerns of participants, PMT and resource persons (including incidents of social exclusion, sexual harassment, etc.)</li> </ul>
Finance Officer/s	Benjamin A. Millares Agnes M. Luzadas	<ul style="list-style-type: none"> <li>- Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation</li> <li>- Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices</li> <li>- Monitors and documents all disbursements against budget to support liquidation</li> <li>- Liquidates all fund disbursement and prepares a financial report</li> </ul>