



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS
Brgy. Poto, Tayabas City



DEPED-TAY-DM-SGOD-19- 287

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT,
CHIEF EDUCATION SUPERVISORS, HEADS, PUBLIC
ELEMENTARY AND SECONDARY SCHOOLS AND
ALL OTHERS CONCERNED**

FOR : CATHERINE P. TALAVERA, CESO VI
Schools Division Superintendent

BY : CONRADO C. GABARDA
Administrative Officer V

**SUBJECT : CORREGENDUM ON THE
INDUCTION PROGRAM FOR NEWLY HIRED TEACHERS**

DATE : SEPTEMBER 5, 2019

1. This office announces a new list of participants and Technical Working Group (TWG) for Induction Program for Newly-Hired Teachers.
2. Please refer to the enclosure of this memorandum
 - a. enclosure 1 List of Participant.
 - b. enclosure 2 Technical Working Group (TWG) and terms of references.
3. Immediate dissemination of this memorandum is desired.

Encl: As stated:

SEP 5 2019
B EPI CK



INDUCTION PROGRAM FOR NEWLY HIRED

List of Participants

1	Alonte, Maria Eleonor Pascual	Lawigue ES	60	Ordillano, Kaye J.	Masin
2	Altamarino, Marahlloyd A.	WPNHS	61	Oracion, Krisyl M.	Dapdap IS
3	Alvarez, Rachel Z.	EFES	62	Gonzales, Kerren Kiscia Jemimah	LPIHS
4	Andaya, Maria Donna A.	Lawigue ES	63	Pabelonia, Dolor D.	Malao-A ES
5	Atienza, Pamela C.	Kalumpang ES	64	Pabilonia, Jaymark	Domoit
6	Avila, Dulce D.	Malao-A ES	65	Quijano, Venus G.	Kalumpang
7	Bacera, Patricl S.	Busal ES	66	Pacios, Lady Ann T.	Lalo ES
8	Unson, Marchella C.	TECS	67	Padera, Kelvin John	EFES
9	Baldovino, Glades Palambiano	Tayabas West 4	68	Padua, Marigel Manalang	Ipilan-Alitao
10	Bang-Asan, Merielle P.	Pandakaki ES	69	Padua, Norian Cabarrubias	TECS III
11	Biscocho, Jessica M.	LPIHS	70	Parago, Mary Grace D.	TECS
12	Blanca, Gina	WPNHS	71	Pasacsac, Sheena N.	WPNHS
13	Blasorca, Sarah J.	WPNHS	72	Penana, Mary Ann E.	Mate ES
14	Bregondo, Joel Jr.	LPIHS	73	Pilar, Honey Leyden R.	Katigan
15	Cabriga, Jessamae M.	TECS	74	Olar, Sherly	Luis Palad
16	Obciana, Jocelle R.	TECS	75	Rabo, Lyza	Gibanga ES
17	Cabriga, Aizel Ann C.	EPES	76	Ramilo, April May Q.	Katigan ES
18	Cabriga, Jeewel	Mate ES	77	Rasay, Samia Joy A.	Gibanga ES
19	Cabriga, Jesette O.	EPES	78	Recto, Jomari	Masin ES
20	Cabuyao, Sarah Jane C.	North Palale es	79	Reyes, Christelle A.	Masin ES
21	Cantos, Lady Lee	LPIHS	80	Reyes, Clarine L.	Alsam ES
22	Capistrano, Arlene A.	West Palale	81	Reyes, Dalle Jane	Wpnhs
23	Capistrano, Marc Dennis Gianan	Gibanga ES	82	Reyes, Rhona R.	Pandakaki ES
24	Capistrano, Megan	TWCS II	83	Roces, Princess Camelle C.	Masin ES
25	Comiso, Jane Karell V.	EPES	84	Roxas, Lorena Jane Tabernilla	Tecs II
26	Coronel, Zandra Clarisse C.	LPIHS	85	Salumbides, Lester S	Ipilan-Alitao ES
27	De Guzman, Vanessa	Mate ES	86	Sate, Alyssa T.	Lalo Es
28	De La Peña, Maria Catsharel A.	Dapdap IS	87	Serenio, Shyrene	TECS
29	Degran, Jecel C.	Masin ES	88	Sotomayor, Dawn Valerie E.	Lpihs
30	Dimayuga, Jovelynda Añonuevo	TWCS IV	89	Sumilang, Marvin Obnamia	Lakawan ES
31	Durante, Erhane C.	Ipilan ES	90	Tabernilla, Denver	Masin ES
32	Eclarin, Joan	TECS	91	Tabi, Kassandra Camille Q.	Potol ES
33	Edrad, Leslee Diane	Gibanga ES	92	Tabi, Mark Lester Quinto	TECS II
34	Ferreras, Sherwen T.	Katigan ES	93	Talisic, Angelic	WPNHS
35	Forca, Jame Hala C.	Ipilan-Alitao ES	94	Tolentino, Giselle E.	LPIHS
36	Flores, Emily Camil	Dapdap IS	95	Ursolino, Erika Roshelle Reyes	WPES
37	Gaela, Nerissa J.	Dapda IS	96	Ortiz, Allan Emmanuel	Stand Alone
38	Galapati, Hannah Michelle Cuarto	Kalumpang ES	97	Velasco, Angelita G.	Dapdap IS

We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.

S-atisfy customers' needs O-ptimize the use of ICT enabled system A-dvocate the promotion of healthy schools R-ender timely and responsive services
H-elp create a child-friendly environment I-ntegrate QMS in all SDO activities G-overn a gender sensitive and safe workplace H-ail quality standards

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(042) 710-0329 or (042) 797-0773



39	Galapati, Joanne	Dapdap IS	98	Veluz, Carmela	Valencia Elementary School
40	Gaurano, Marian A.	WPNHS	99	Veranga, Elzen Joy	South Palale ES
41	Jabola, Romana T.	Valencia	100	Villalon, Rousean De Veluz	WPNHS
42	Lacorte, Joie Ellaine T.	Kalumpang ES	101	Villamayor, Daureen	LPIHS
43	Lagar, Eloisa E.	Potol ES	102	Villanueva, Cherie Joy T.	Katigan
44	Las, Marri Joi P.	Valencia ES	103	Villoria, Cecille N.	Lalo
45	Lavadia, John Meynard	Alsam ES	104	Vitto, Analiza Cariaga	Ipilan-Alitao ES
46	Libranda, Maria Duveen Riva O.	LPIHS	105	Yanilla, Karla Isabel O.	South Palale ES
47	Mayor, Ana Karmella O.	Ipilan-Alitao Elementary School	106	Zaracena, Mary Joyce N.	TWCS III
48	Mirandilla, Jeric J.	TCDSASHS	107	Zarsadias, Imelda Medina	Domoit ES
49	Montano, Agodilla	WPNHS	108	Erika Avilledo	TWCS III
50	Morta, Jollie Ann Velasquez	Ipilan-Alitao ES	109	Jan Julius Z. Infante	Wakas ES
51	Nadera, Haide P.	LPIHS	110	Aco, Mary Grace	Stand Alone
52	Nañez, Lyra	Eugenio Francia Elementary School	111	Oblea, Cherious P.	Stand Alone
53	Nañez, Marjorie P.	TECS	112	Melendres, Anvi	Luis Palad IS
54	Napao, Flordeliz P.	LPIHS	113	Jacela, Evangelyn T.	Luis Palad IS
55	Naynes, Leuvin D.	Gibanga ES	114	Linsasagin, Kimberly R.	Luis Palad IS
56	Oabel, Judelyn A.	FELES	115	Vicente, Pearly Dawn A.	Luis Palad IS
57	Oabel, Pauline Jean	RQMNHS	116	Vicente, Daryl Moses R.	Luis Palad IS
58	Oabel, Rea Rachel E.	Wpnhs	117	Guaño, Rachel	North Palale
59	Ocado, Rhea Mariz Q.	Ilasan ES			

This serves as travel order.

TECHNICAL WORKING GROUP

Edwin R. Rodriguez	Program Focal Person
Fideliza V. Lucas	Program Coordinator
Kendrick C. Cabriga/Erick Cuarto	ICT/Monitoring and Evaluation
Lailani T. Omlas	Nurse II
Arjoy Demandante/Jerome Javin	Secretariat
Angelica Villalba Camille Bargo Sariah Letz Ambas	Class Manager

Terms of Preference

PROGRAM FOCAL PERSON	Coordinates and give assistances to each committee Maintains communication to each committee Ensures that obligations are paid and/or liquidated after the conduct of the activity -provides technical advice to coordinators in the preparation of the training Plan/Design and Its Implementation - finalize activity completion report	EDWIN R. RODRIGUEZ
Program Coordinator	Leads debriefing process -Ensures preparation of training design and plan, and other training materials -manages the pool of trainers and facilitators vis-à-vis day-to-day activities Conducts orientation orientation of facilitators/trainers where necessary	FIDELIZA V. LUCES
FACILITATOR/TRAINER	-Conducts assigned sessions using the session guides and other training packages given -Responsible for participants learning -ensures provision of training materials to participants Where necessary, develops reviews, contextualizes the session guides/ training packages for the assigned session -provides feedback to training coordinators -attends the debriefing sessions Checks the readiness of the training venues/sessions rooms	
ICT	Ensures training venues have appropriate set up of its training facilities including audio, peripherals etc.	KENDRICK CABRIGA/EUFRAGEL
Secretariat	Ensures attendance participants in all classes -Ensure correct spelling of participants in the certificates of recognition, participation and appearance -keeps the master list of the participants -spearheads the registration and checking of attendance of participants -safe keeps the training materials and supplies and monitors usage -coordinates with coordinators ,CMs and QATAME Associates -Gathers and keeps supporting documents for liquidation and reporting purposes	ARJOY DEMANDANTE/JEROME A. JAVIN



CLASS MANAGERS	<ul style="list-style-type: none"> -Ensures attendance of participants in the assigned class -assist the facilitator/trainer during the sessions including the distribution of materials -ensures that time indicated in the training matrix is strictly implemented. Served as time keeper -serves as the class adviser and monitors the whereabouts of the participants - Takes down minutes of all meeting/debriefing -Ensures training venues have appropriate set up of its training facilities including audio, video, peripherals, ets. -submits all document to program coordinator 	ANGELICA VILLALBA CAMILLE BARGO SARIAH LETZ AMBAS
Medical/ First Aid	Assisted and oversee the health and welfare of the participants	Nurse Lailani T. Omlas
Janitor/Job Order	Giving assistance and preparation of the venue/ other concerns of the training	Tristan Ladines/Joselito Racelis

