



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

31 March 2023

DIVISION MEMORANDUM
No. 107, s. 2023

**POLISHING THE GEMS: ORIENTATION FOR THE INDUCTION PROGRAM FOR
BEGINNING TEACHERS (IPBT)-COMPLETION OF SELF-PACED COURSEBOOKS**

To: **OIC, Asst. Schools Division Superintendent
Chief, SGOD/ CID
Administrative Officer V
Elementary and Secondary School Heads
Newly-Hired ALS MT, Elementary & Secondary Teachers
All Others Concerned
This Division**

1. In line with the implementation of the unnumbered memorandum from ATTY. NEPOMUCENO A. MALALUAN, Chief of Staff and Undersecretary, dated December 21, 2021 *Re: Implementation of the Induction Program for Beginning Teachers (Enhanced Teacher Induction Program)*, this Office hereby announces the Orientation for the Induction Program for Beginning Teachers (IPBT)-Completion of Self-Paced Coursebooks on **April 14, 2023 at Grand Caprice Restaurant, Limketkai, Cagayan De Oro City.**
2. The Induction Program for Beginning Teachers (IPBT) is institutionalized to provide systematic and comprehensive support system for teacher inductees in order to seamlessly immerse them to the teaching profession in the public school system. Specifically, this orientation aims to target the following competencies:
 - a. demonstrate knowledge and understanding of DepEd- its vision, mission, goals, and strategic directions, systems and processes, school policies and procedures and teacher rights and responsibilities;
 - b. articulate and apply knowledge, skills, attitudes, and values (KSAVs) required as specified in the PPST and DepEd Core Values; and
 - c. improve practice towards career progression based on set professional development goals and subsequently, for the improvement of student learning.
3. Attached is the indicative matrix of activities for reference.
4. This Memorandum serves as **authority to the travel** of the participants.



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

5. Further, members of the Technical Working Group shall join in the pre-work and preparation on April 13, 2023 (1:00-5:00 p.m.).

NAMES	DESIGNATION
Dr. Gladys Grace H. Cabeltes	Medical Officer III
Karen Rose A. Serrania	SEPS-HRD
Jurica Ethel L. Estrada	PDO II
Cecille Z. Khobuntin	Nurse II
Kenneth Angel B. Guillena	AO II
Merogim P. Mugot	Master Teacher I
James P. Clarabal	Office Clerk
Nishi M. Abratiguin	Admin Aide VI

6. This activity shall adhere to Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. Immediate and wide dissemination of this Memorandum is desired.


VICTOR G. GRACIA, JR, PhD, CESO V
Assistant Regional Director
Concurrent Schools Division Superintendent

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

PROFESSIONAL DEVELOPMENT INDUCTION PROGRAM FOR BEGINNING TEACHERS TEACHER TRAINING
SGOD/HRD



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 1 Indicative Matrix of Activities: Division Memorandum_____, s. 2023

POLISHING THE GEMS: ORIENTATION FOR THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)-COMPLETION OF SELF-PACED COURSEBOOKS

TIME	NO. OF MINUTES	ACTIVITY	IN-CHARGE
7:00-7:30 a.m.	30	Arrival and Registration of Participants	JAMES P. CLARABAL, Office Clerk
7:30-8:00 a.m.	30	National Anthem (AVP)	JURICA ETHEL L. ESTRADA, PDO II
		Prayer (AVP)	JURICA ETHEL L. ESTRADA, PDO II
		Introduction of Participants	KAREN ROSE A. SERRANIA, SEPS
		Welcome Address & Statement of Purpose	ROLLY B. LABIS, EdD Chief, SGOD
8:00-8:15 a.m.	15	Message	RANDOLPH B. TORTOLA Schools Division Superintendent
8:30-9:30 a.m.	60	Course 1: The DepEd Teacher	ROLLY B. LABIS, EdD Chief, SGOD
9:30-9:45 a.m.	15	Health Break	
9:45-10:15 a.m.	30	Workshop 1	
10:15-11:15 a.m.	60	Course 2: Professional Responsibilities	NINIAN A. ALCASID, PhD Chief, CTD
11:15-11:45 a.m.	30	Workshop 2	
11:45-1:00 p.m.	75	Lunch	
1:00-2:00 p.m.	60	Course 3: The Philippine Professional Standards for Teachers	MEROGIM P. MUGOT, Master Teacher I
2:00-2:30 p.m.	30	Workshop 3	
2:30-3:30 p.m.	60	Course 4: Responding to Community Contexts	ANALYN G. FABRIA, Education Program Supervisor
3:30-4:00 p.m.	30	Workshop 4	
4:00-4:30 p.m.	30	Course 6: Teachers' Professional & Personal Development	KAREN ROSE A. SERRANIA, SEPS
4:30-5:00 p.m.	30	Workshop 5	

Training Facilitator:

KAREN ROSE A. SERRANIA, SEPS



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Enclosure 2 List of Participants: Division Memorandum 167, s. 2023

A. Teacher Participants

	NAME OF INCUMBENT	POSITION TITLE	SEX	DATE OF APPOINTMENT	STATION	LEVEL OF ASSIGNMENT
1	BANGAD, NIKKI FABRE	TEACHER I	F	3/14/2023	HINIGDAAN NHS	JUNIOR HIGH SCHOOL
2	RUBI, FRANCIS AMPOSTA	TEACHER I	M	3/14/2023	HINIGDAAN NHS	JUNIOR HIGH SCHOOL
3	LAURE, MARY JANE PALASAN	TEACHER I	F	2/6/2023	HINIGDAAN ES	ELEMENTARY
4	MAGTRAYO, CLYDE KAYE ELLACONE	TEACHER I	F	1/23/2023	HINIGDAAN ES	ELEMENTARY
5	ABARQUEZ, RYAN SAREN	TEACHER I	M	1/23/2023	SAN FRANZ ES	ELEMENTARY
6	ALQUISALAS, EMELIA LUMAHANG	TEACHER I	F	1/9/2023	ALTERNATIVE LEARNING SYSTEM (ALS)	MULTI-LEVEL
7	BACULIO, SHEILA CALISO	TEACHER I	F	12/12/2022	HINIGDAAN NHS	JUNIOR HIGH SCHOOL
8	AMONCIO, CHRISTINE MARIE BONIEL	TEACHER I	F	11/10/2022	EL SALVADOR CITY NHS	JUNIOR HIGH SCHOOL
9	GEMINEZ, ELDA CAGUBCUB	TEACHER I	F	11/7/2022	COGON ES	ELEMENTARY
10	BALILI, ERIC GABRIEL CULAGBANG	TEACHER I	M	11/7/2022	MOLUGAN NHS	JUNIOR HIGH SCHOOL
11	MADRINA, RACHEL ANN UBANAN	TEACHER I	F	11/7/2022	SAN FRANZ ES	ELEMENTARY
12	REBOSURA, MARICEL BACO	TEACHER II	F	11/3/2022	SHS-HINIGDAAN NHS	SENIOR HIGH SCHOOL
13	EDOROT, LAIFANIE MEJILA	TEACHER II	F	10/10/2022	SHS-HINIGDAAN NHS	SENIOR HIGH SCHOOL
14	ROSAS, JELKHIM MONERAL	TEACHER I	M	10/3/2022	SAN FRANZ NHS	JUNIOR HIGH SCHOOL
15	CARPENTERO, RIZZA MAE TAGARO	TEACHER II	F	8/25/2022	SHS-SAN FRANZ	SENIOR HIGH SCHOOL
16	MAGDUGO, CLOYD NACUA	TEACHER II	M	8/22/2022	SHS-COGON NHS	SENIOR HIGH SCHOOL
17	MAANDIG, JENNIFER CAGAS	TEACHER II	F	8/22/2022	SHS-HINIGDAAN NHS	SENIOR HIGH SCHOOL
18	UNSON, APPLE KATE SALVAÑA	TEACHER I	F	8/22/2022	SINALOC NHS	JUNIOR HIGH SCHOOL
19	JAGONAL, CRISTINE ESTANILLA	TEACHER II	F	8/2/2022	SHS-SAN FRANZ	SENIOR HIGH SCHOOL
20	MONFORTE, MELCHIE BARBAS	TEACHER I	F	6/1/2022	EL SALVADOR CITY CS	ELEMENTARY
21	QUILAB, HELBERT NONAY	TEACHER I	M	3/14/2022	ULALIMAN ES	ELEMENTARY
22	DUMALAG, FRANCIS LACHICA	TEACHER II	M	12/2/2021	SHS-MOLUGAN NHS	SENIOR HIGH SCHOOL
23	SALUGSUGAN, LARKEN LATAYADA	TEACHER II	M	12/1/2021	SHS-HIMAYA NHS	SENIOR HIGH SCHOOL
24	ROSALES, MARIZ JOY VERGABERA	TEACHER I	F	11/22/2021	EL SALVADOR CITY CS	ELEMENTARY
25	KINDOM, EVEMIE MARIMON	TEACHER I	F	11/22/2021	EL SALVADOR CITY NHS	JUNIOR HIGH SCHOOL
26	ALAWI, AEROL KENT ARREGLO	TEACHER I	M	10/4/2021	COGON NHS	JUNIOR HIGH SCHOOL
27	APUS, JOMAR NACUA	TEACHER I	M	10/1/2021	SAN FRANZ NHS	JUNIOR HIGH SCHOOL
28	ESTRERA, ELIANE POLOTAN	TEACHER I	F	10/1/2021	SAN FRANZ NHS	JUNIOR HIGH SCHOOL



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines

Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY

29	SABASAJE, ANGIE OLBISANO	TEACHER I	F	10/1/2021	SAN FRANZ NHS	JUNIOR HIGH SCHOOL
30	DIVINO, DARYL JAY HONLAY	TEACHER I	M	10/1/2021	SINALOC NHS	JUNIOR HIGH SCHOOL
31	MORENO, KATHLEEN PEARL CANTONA	TEACHER I	F	9/20/2021	EL SALVADOR CITY CS	ELEMENTARY
32	VALIENTE, LEOPOUL JECK UBANAN	TEACHER I	M	9/20/2021	EL SALVADOR CITY NHS	JUNIOR HIGH SCHOOL
33	ENCABO, SHEILA JEAN BAHIAN	TEACHER I	F	9/20/2021	SHS-HINIGDAAN NHS	SENIOR HIGH SCHOOL
34	ROCIOS, JAEN KIETH FAJARDO	TEACHER I	F	9/20/2021	SINALOC NHS	JUNIOR HIGH SCHOOL
35	UY, RAZZEL JEE MAGBANUA	TEACHER I	F	9/1/2021	COGON ES	ELEMENTARY
36	LABASTIDA, KIMBERLY ANN RADA	TEACHER I	F	9/1/2021	EL SALVADOR CITY CS	ELEMENTARY
37	ROSAS, PSYREL MONERAL	TEACHER I	M	9/1/2021	HIMAYA NHS	JUNIOR HIGH SCHOOL
38	BAUTRO, JENEVIE MAJORENOS	TEACHER I	F	9/1/2021	HINIGDAAN NHS	JUNIOR HIGH SCHOOL
39	JAMODIONG, RUBY ANG	TEACHER I	F	9/1/2021	KALABAYLABAY IS	ELEMENTARY
40	LOMONGO, JOANNA MARIE LOMUNTAD	TEACHER I	F	9/1/2021	KALABAYLABAY IS	JUNIOR HIGH SCHOOL
41	NERI, JOERIGENE ODETTE COMON	TEACHER I	F	9/1/2021	SAMBULAWAN NHS	JUNIOR HIGH SCHOOL
42	GALLEGA, NELLBEN MAGHUYOP	TEACHER I	M	9/1/2021	SAN FRANZ ES	ELEMENTARY
43	RAGMAC, CHRISTIAN DELLE CANOY	TEACHER I	M	9/1/2021	SAN FRANZ NHS	JUNIOR HIGH SCHOOL
44	SAGUING, DEVY VALDEZ	TEACHER I	F	9/1/2021	ULALIMAN ES	ELEMENTARY
45	MEJILA, AHMELY QUILAB FRANCISCO, CHRISTINE	TEACHER I	F	2/1/2021	SAN FRANZ ES	ELEMENTARY
46	HEAZEL OGNIR	TEACHER I	F	1/7/2021	COGON NHS	JUNIOR HIGH SCHOOL

B. School Head Participants

47	Amoros ES	SAMMY S. TRES REYES	HEAD TEACHER I
48	Bolisong ES	BOB T. PAQUINOL	HEAD TEACHER I
49	*Badiangon ES	CHARLOTTE J. YTANG	SCHOOL PRINCIPAL I
50	Cogon ES	JACKELINE L. OCON	HEAD TEACHER IV
51	Cogon NHS	CHUCHIE A. QUIRING	HEAD TEACHER I
52	Cogon NHS (SHS)	EMMA B. MENIRVA	TEACHER III
53	El Salvador City CS	MELANIE M. LIGUTOM	SCHOOL PRINCIPAL II
54	El Salvador City NHS	NILO L. LOMONGO	HEAD TEACHER III
55		RICHARD A. SABELLANO	TEACHER I
56	Himaya ES	JOVEL C. LABIS	HEAD TEACHER I
57	Himaya NHS	SALVADOR T. BENDIJO II	HEAD TEACHER I
58	Hinigdaan ES	BOB T. PAQUINOL	HEAD TEACHER I
59	Hinigdaan NHS	REBECCA B. NAMOC	SCHOOL PRINCIPAL I
60	Kalabaylabay IS	ARNEL A. SUPERABLE	TEACHER I



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

61	Kibonbon ES	JESSICA MARIE B. RAMOS	HEAD TEACHER III
62	Molugan CS	IAN KHAY H. CASTRO	SCHOOL PRINCIPAL I
63	Molugan NHS	MARIVIC S. TORRES	SCHOOL PRINCIPAL I
64	PSB ES	HELEN S. PALASAN	SCHOOL PRINCIPAL I/II
65	Sambulawan ES	ROSEMARIE U. SAGUING	HEAD TEACHER III
66	Sambulawan NHS	JOEY A. OCO	TEACHER III
67	San Francisco de Asis ES	IVY MAE P. BERGADO	TEACHER I
68	San Francisco de Asis NHS	MARK ANTHONY G. ARRIETA	TEACHER III
69	Sinaloc ES	MA. LOU LEA C. NOB	SCHOOL PRINCIPAL II
70	Sinaloc NHS	MARISTEL C. CASTAÑOS	TEACHER I
71	Taytay ES	ROGER E. PAGAYON	HEAD TEACHER IV
72	Ulaliman ES	ZIGGER E. VILLAHERMOSA	HEAD TEACHER I

C. Resource Persons & Technical Working Group

73	TORTOLA, RANDOLPH B.	SDS	DIVISION OFFICE
74	ABRATIGUIN, NISHI MACALAGUING	ADMINISTRATIVE AIDE VI	DIVISION OFFICE
75	ALCASID, NINIAN ABNE	CHIEF EDUCATION SUPERVISOR	DIVISION OFFICE
76	MALACO, ESMAN JR. VIÑA	PROJECT DEVELOPMENT OFFICER I	DIVISION OFFICE
77	ALONTO, NURUS SINNA SARAH RADAZA	DENTIST II	DIVISION OFFICE
78	LIWAGON, DIONESIO JR. LUMBAR	ASDS	DIVISION OFFICE
79	LOLO, JENICE MAE NANOL	EDUCATION PROGRAM SPECIALIST II	DIVISION OFFICE
80	LABIS, ROLLY BUNA	CHIEF EDUCATION SUPERVISOR	DIVISION OFFICE
81	ASEQUIA, KEVIN BETE	PLANNING OFFICER III	DIVISION OFFICE
82	KHOBUNTIN, CECILLE ZABLAN	NURSE I	DIVISION OFFICE
83	GUILLENA, KENNETH ANGEL BAHIAN	ADMINISTRATIVE OFFICER II	DIVISION OFFICE
84	CABELTES, GLADYS GRACE HOCSON	MEDICAL OFFICER III	DIVISION OFFICE
85	FABRIA, ANALYN GALAGNARA	EDUCATION PROGRAM SUPERVISOR	DIVISION OFFICE
86	GAID, FRANZ MAYBELLE MAGRIÑA	NURSE I	DIVISION OFFICE
87	MARTINEZ, JEFFREY MACADINE	ADMINISTRATIVE OFFICER V	DIVISION OFFICE
88	SERRANIA, KAREN ROSE ABANES	SENIOR EDUCATION PROGRAM SPECIALIST	DIVISION OFFICE
89	TIAD, VANESSA PRORES LAURIO	NURSE I	DIVISION OFFICE
90	MUGOT, MEROGIM P	Master Teacher I	HINIGDAAN NHS
91	CLARABAL, JAMES P.	Office Clerk	DIVISION OFFICE
92	ESTRADA, JURICA ETHEL LABIS	PROJECT DEVELOPMENT OFFICER II	DIVISION OFFICE
93	COLARTE, FAITH QUINAL	GUIDANCE COUNSELOR II	DIVISION OFFICE
94	DESCALLAR, MARILOU YUGO	GUIDANCE COUNSELOR II	DIVISION OFFICE



Address: Zone 3, Poblacion, El Salvador City | Website: www.depedelsalvadorcity.net
 Tel. No. (088) 555-0475 | Email: elsalvador.city@deped.gov.ph