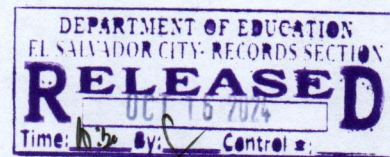




Republic of the Philippines  
**Department of Education**  
REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the  
Schools Division Superintendent

14 October 2024

DIVISION MEMORANDUM  
No. 409, s. 2024

**2<sup>nd</sup> Batch INDUCTION PROGRAM FOR BEGINNING TEACHERS CUM PINNING CEREMONY Sy 2024-2025**

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

1. In line with the implementation of the **Memorandum DM-OUHROD-2023-1372** from Gloria Jumamil-Mercado, Undersecretary from Human Resource & Organizational Development, this Office with this announces the Induction Program for Beginning Teachers cum Pinning Ceremony on **October 24 (Thursday), 2024 at Hotel Monicon, Zone 3, Poblacion, El Salvador City at 8:00-5:00 pm.**
2. Induction Program for Beginning Teachers (IPBT) is a systematic and comprehensive professional development program for beginning teachers with 0 to 3 years of teaching experience that has been developed to improve their knowledge, skills, attitudes, and values (KSAVs), and increase their confidence in teaching to make them effective and efficient teachers who nurture the potentials, abilities, and talents of every learner. Specifically, 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 of beginning teachers as specified in the PPST and DepEd Core Values; and
  - c. improve practice towards career progression based on set professional development goals. The IPBT will serve as the foundation for the professional development of beginning teachers and, subsequently, for the improvement of student learning.
3. The following attachments are appended to this memorandum:
  - a. Indicative Matrix of Activities,
  - b. IPBT Participants (**advised to browse and bring their hard copy or electronic copy of the IPBT coursebook**)



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners





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

- Further, assessment and evaluation measures (such as pre/posttest, QAME) shall be conducted in the activity.
- Further, members of the Program Management Team shall join in the pre-work and preparation on October 18, 2024 @ 3:00-4:30 pm at the Conference Room, Diamond Bldg.

<b>NAMES</b>	<b>DESIGNATION</b>
Conniebel C. Nistal, PhD	Asst. Schools Division Superintendent
Rolly B. Labis, EdD	Chief, SGOD
Ninian A. Alcasid, PhD	Chief, CID
Jeffrey M. Martinez, JD	AO-V
Analyn G. Fabria, PhD	EPS-SGOD
Karen Rose A. Serrania	SEPS-HRD
Marilou Y. Descallar	EPS II-HRD
Felanie Marie A. Lim	HRMO-II
Cheriemy D. Generol	EPS II-M & E

- This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
- This is for information, guidance and compliance.

  
**RANDOLPH B. TORTOLA**  
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/myd                      SY 2024



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners





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 401, s. 2024

**2<sup>nd</sup> Batch ORIENTATION FOR INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)-COMPLETION OF SELF-PACED COURSEBOOKS CUM PINNING CEREMONY**

Venue: Hotel Monicon, Zone 3, Poblacion, El Salvador City

<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
7:30-8:00 a.m.	Arrival and Registration of Participants	HRD
8:00-8:30 am	National Anthem	AVP
	Prayer (AVP)	AVP
	Introduction of Participants	<b>MARILOU Y. DESCALLAR</b> <i>EPS II-HRD</i>
	Welcome Address & Statement of Purpose	<b>ROLLY B. LABIS, EdD</b> <i>CHIEF, SGOD</i>
	Message	<b>RANDOLPH B. TORTOLA</b> <i>Schools Division Superintendent</i>
8:30-8:45 a.m.	Pretest	<i>HRD</i>
8:45-10:00 a.m.	Course 1: The DepEd Teacher	<b>CONNIEBEL C. NISTAL, PhD</b> <i>Asst. Schools Division Superintendent</i>
9:45-10:00 a.m.	Health break	
10:00-10:45 a.m.	RPMS	<b>MEROGIM P. MUGOT</b> <i>Master Teacher I</i>
10:45 am-12:00nn	Overview of Matatag Curriculum/The Philippine Professional Standards for Teachers	<b>NINIAN B. ALCASID, PhD</b> <i>Chief, CID</i>
12:00-1:00 p.m.	Lunch Break	c/o Hotel Monicon
<b>TIME</b>	<b>ACTIVITY</b>	<b>IN-CHARGE</b>
1:00-2:00 p.m.	Responding to Community Contexts	<b>ANALYN G. FABRIA, PhD</b> <i>EPS-SGOD</i>



Address: Zone 3, Poblacion, El Salvador City  
 Telephone No: (088) 855-0113  
 Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
 Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
 Forging Partners





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

2:00-2:45 p.m.	RA 6713: Code of Ethics of Public Officials and Employees	<b>JEFFREY M. MARTINEZ</b> AO-V
2:45-3:00	Health break	
3:00 pm-3:45 p.m.	DepEd Organizational Structure and Processes	<b>KEVIN B. ASEQUIA</b> <i>Planning Officer III</i>
3:45-4:30 pm	Personal Development and Well-Being	<b>MARILOU Y. DESCALLAR, RGC</b> <i>EPS II-HRD</i>
4:30 pm-5:00	Pinning Ceremony	Top Management/ <i>SEPS-HRD Office</i>
	QAME	<b>CHERIEMY D. GENEROL, LPT</b> <i>EPS II- M &amp; E</i>

Training Facilitator:

**RICCA STEPHANIE EDRALIN OCO, LPT**  
*Administrative Assistant III*



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

*Transforming Schools,  
Forging Partners*





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

Enclosure 2 List of Participants: Division Memorandum 409, s. 2024

A. Teacher Participants

	Name of Incumbent	POSITION TITLE	SEX	DATE OF APPOINTMENT	STATION	LEVEL OF ASSIGNMENT
1	LAID, JESSA MAE BAJUYO	Teacher 1	F	19/03/2024	HIMAYA ES	Elementary
2	EBAJAY, ELLEN PACLAR	Teacher 1	F	01/04/2024	AMOROS ES	Elementary
3	BALANSAG, EDWINA FABRICANTE	Teacher 1	F	29/07/2024	JHS-SFDA NHS	Junior High
4	MELENDEZ, CYRA JIMMA ACERA	Teacher 1	F	29/07/2024	BADIANGO N ES	Elementary
5	VILLAROYA, JOY ORAIS	Teacher 1	F	29/07/2024	SAMBULAW AN ES	Elementary
6	PERGES, VANGIE TIALA	Teacher 1	F	29/07/2024	SFDA ES	Elementary
7	MANGAYAN, ARJELYN BONAYOG	Teacher 1	F	29/07/2024	ALS	Elementary
8	MACA, JAY R MAGSAYO	Teacher 1	M	29/07/2024	ALS	Senior High
9	ESCALANTE, MARICAR YANA	Teacher 1	F	29/07/2024	SAMBULAW AN NHS	Junior High
10	LARETA, DONNA MAE SALASAYO	Teacher 1	F	29/07/2024	JHS-KALABAYLA BAY IS	Junior High
11	RAPERAP, ERWIN TOMARONG	Teacher 1	M	29/07/2024	SHS-KALABAYLA BAY IS	Senior High
12	SACULINGAN, JULIUS ALLAN SUMANDO	Teacher 1	M	29/07/2024	SHS-SINALOC ES	Senior High
13	RACHO, JUDE ADAM MASONGSONG	Teacher 1	M	29/07/2024	SHS-COGON NHS	Senior High
14	GENERAL, ANGELA INOTAO	Teacher 1	F	29/07/2024	SHS-COGON NHS	Senior High
15	DE GUZMAN, DEXBY PENASO	Teacher 1	M	29/07/2024	SHS-EL SALVADOR CITY NHS	Senior High
16	OTAMIAS, JEMWEL MABUGAY	Teacher 1	M	29/07/2024	SHS-SAMBULAW AN NHS	Senior High
17	BONGLAY, JOHNEVIE APUS	Teacher 1	F	29/07/2024	SHS-HINIGDAAN NHS	Senior High



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners





Republic of the Philippines

## Department of Education

REGION X- NORTHERN MINDANAO

### SCHOOLS DIVISION OF EL SALVADOR CITY

18	OBLIGADO, MA. CECILIA UY	Teacher 1	F	29/07/2024	SHS- COGON NHS	Senior High
19	SANTOS, JAN KYLE AZCUNA	Teacher 1	M	29/07/2024	SHS-ALS	Senior High
20	MATANOG, JUL ALVAN MACALAGUING	Teacher 1	M	29/07/2024	SHS-SFDA NHS	Senior High
21	BAHIAN, NICHOL GRACE N/A	Teacher 1	F	29/07/2024	SHS- MOLUGAN NHS	Senior High
22	ROBLE, GABRIEL OMAMALIN	Teacher 1	M	29/07/2024	SHS-EL SALVADOR CITY NHS	Senior High
23	BARINA, ROXAN MACARANDAN	Teacher 1	F	29/07/2024	SFDA ES	Elementary
24	BURAY, VANESSA VIRTUDAZO	Teacher 1	F	29/07/2024	ULALIMAN ES	Elementary
25	MEJOS, AIRENE CASTILLANO	Teacher 1	F	05/08/2024	SHS- MOLUGAN NHS	Senior High School
26	BULAT-AG, MELODY MOLION	Teacher 1	F	06/08/2024	KALABAYLA BAY IS (ES)	Elementary
27	NOBLEZA, DULCE CASAS	Teacher 1	F	27/08/2024	MOLUGAN CS	Elementary
28	SABELLINA, MARIA JEAN GAUPAN	Teacher 1	F	27/08/2024	KALABAYLA BAY IS (ES)	Elementary
29	ESTRADA, MICHAEL CLINT EDUBOS	Teacher 1	M	27/08/2024	SAMBULAW AN ES	Elementary
30	SAMONTE, LORNA LUMBAB	Teacher 1	F	27/08/2024	JHS-SFDA NHS	Junior High
31	MAGRIÑA, RHEAMIE CANEOS	Teacher 1	F	05/08/2024	HINIGDAAN ES	Elementary
32	SAGUING, ANDRIE CRIS LAID	Teacher 1	F	16/08/2024	HINIGDAAN ES	Elementary
33	LIGNES, YOLLY KAYE G.	Teacher 1	F	OCT 1, 2024	Himaya National High School	Junior High
34	CABILADAS, CRYSTAL GAY N.	Teacher 1	F	Oct. 7, 2024	Ulaliman ES	Elementary



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners





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

Enclosure 2 List of TWG : Division Memorandum \_\_\_, s. 2024

IPBT Working Committees

<b>Committees</b>	<b>Personnel Involved</b>	<b>Tasks</b>
Over-All Head	Chairman: Randolph B. Tortola, PhD Conniebel C. Nistal, PhD Members: Marilou Y. Descallar Karen Rose A. Serrania Rolly B. Labis, EdD Analyn G. Fabria	Prepare the ff. documents relative to the conduct of the activity  a. Training Design b. Activity Design c. Memorandum d. Prepares Reports of the Activity
Program, Hosting and Invitation	Chairman: Ricca Stephanie Edralin Oco, LPT Members: Marilou Y. Descallar Karen Rose A. Serrania	a. Prepares and distributes the program b. Invites Resource Persons c. Follow-up Curriculum vitae d. Host the program
Attendance, Registration & Certificates/Document Photos	Chairman: Jurica Ethel L. Estrada  Members: Felanie Marie A. Lim Marilou Y. Descallar	1. Prepares attendance & Certificates of Appearance and distribution 2. Facilitates signing and submission of attendance 3. Facilitates documentation of menu and food
Venue & Meals	Chairman: Marilou Y. Descallar  Members: Jurica Ethel L. Estrada Dear Bab Staff	1. Finds and suggest a conducive venue for the program 2. Follow up and coordinate with the hotel manager 3. Assign rooming assignments to the participants
Physical Arrangement/Technical	c/o Sir James Clarabal	a. Responsible for stage aesthetics and physical arrangement b. Ensures venue is conducive and clean





Republic of the Philippines

## Department of Education

REGION X- NORTHERN MINDANAO

### SCHOOLS DIVISION OF EL SALVADOR CITY

Budget and Accounting	Chairman: Stephanie B. Saligumba Member: Maricel B. Jangao Budget and Accounting Personnel	a. Ensures appropriate budgeting, auditing, and accounting subject to the usual accounting and auditing rules and procedures of the Division Office
Procurement and Canvass	Chairman: Esmael Malaco  Members: Bella C. Edmilao Marilou Descallar	<ol style="list-style-type: none"><li>1. Procuring the goods and services they need promptly while also maintaining the department's financial health.</li><li>2. Seek and purchase products and services at the best possible price and value.</li></ol>
Tarp	Chairman: Sherrie R. Dungog  Members: Emelie Yuboco Marilou Descallar	<ol style="list-style-type: none"><li>1. Responsible for lay-outing of the tarp</li><li>2. Coordinate with the procurement Charge regarding the release of the tarp;</li><li>3. Get the tarp from the store before the activity</li></ol>
QAME	Cheriemy G. Daculan	<ol style="list-style-type: none"><li>1. Responsible of making the QAME link</li><li>2. Facilitate evaluation and reporting of the assessment</li></ol>



Address: Zone 3, Poblacion, El Salvador City  
Telephone No: (088) 855-0113  
Website: [www.depedelsalvadorcity.net](http://www.depedelsalvadorcity.net)  
Email Address: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)

Transforming Schools,  
Forging Partners

