



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

27 February 2023

DIVISION MEMORANDUM

No. **133** s. 2023

ADDENDUM TO DIVISION MEMORANDUM No. 117, s. 2023
re: INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT):
A 2-Day Pre-Service Training for Teachers (Batch 3, SY 2022-2023)

To: **IPBT (Enhanced TIP) Team**
Newly-Hired Elementary and Secondary Teachers
This Division

1. Relative to Division Memorandum No. 117, s. 2023 re: Induction Program for Beginning Teachers (Enhanced-TIP): A 2-Day Pre-Service Training for Teachers (Batch 3, SY 2022-2023) on March 1 & 2, 2023, the in-person training will be conducted at **Grand Caprice Restaurant, Limketkai, Cagayan de Oro City**.
2. Attached to this Division Memorandum is the matrix of activities.
3. All other provision of Division Memorandum No. 117, s. 2023 remain in enforced.
4. For questions and clarifications, please coordinate with Ms. Irish Karylle D. Monte, SEPS – Human Resource Development via email irishkarylle.monte@deped.gov.ph.
5. Wide dissemination of this Memorandum is hereby enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: As stated

References: *DepEd Order No. 42, s. 2017*

To be indicated in the Perpetual Index

under the following subjects:

IPBT- Enhanced TIP

PROFESSIONAL DEVELOPMENT

SGOD, HRD-i.monte



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Republic of the Philippines
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SCHOOLS DIVISION OF MISAMIS ORIENTAL

Enclosure No. 1 of Division Memorandum No ____, s. 2023

TRAINING & DEVELOPMENT MATRIX

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

A. Training Information

Title of Training or Program	Induction Program for Beginning Teachers (IPBT): 2 Day Pre-Service Training (Batch 3, SY 2022-2023)
Description	A 2-day Pre-Deployment Training designed to prepare teachers as they embark on their journey as a basic education teacher in the Department of Education. This activity serves as a prelude to the 3-year Induction Program of the Department of Education.
Proposed Training Date/s	March 1 & 2, 2023
No. of Training Hours	16 hrs
Target Participants	Newly-Hired Teaching Personnel

B. Matrix

Day 1

Time	Activity/Topic	Person-In-Charge
7:30 am	Registration	
8:15- 9:00 AM	Preliminaries: National Anthem Opening Prayer Roll-Call of Participants Opening Remarks Welcome Message Statement of Purpose and Session Topics Message of the Head of Office	c/o SHAYNE YANNAH M. FRIAS AO III AVP AVP SHAYNE YANNAH M. FRIAS AO III MARIA TERESA M. ABSIN, PhD Chief ES, SGOD ERLINDA G. DAEL, PhD, CESE OIC ASDS IRISH KARYLLE D. MONTE, PhD SEPS HRD JONATHAN S. DELA PEÑA, PhD Schools Division Superintendent
9:00-10:00 AM	DepEd Mission, Vision and Core Values/DepEd Mis Or Organizational Structure/and Teacher's Career Path	MA. TERESA M. ABSIN, PhD. Chief EPS, SGOD
10:00-11:00 AM	Financial Literacy: Salaries, Wages and Benefits	MARK LORREN T. TEJANO AO V- Budget Officer

11:00-12:00 NN	R.A 6713 Code of Conduct of Ethical Standards, CSC Rules on Attendance, Leave of Absence, Dress Code	RHODORA L. GALLARES, PhD. ES 1 SGOD
12:00 NN- 1:00 PM	LUNCH BREAK	
1:00 PM – 2:00 PM	The Philippine Professional Standards for Teachers (PPST) Policy on Induction Program for Beginning Teachers (IPBT)	IRISH KARYLLE D. MONTE SEPS- HRD
2:00 PM – 3:00 PM	Performance Management: Updates on RPMS	ERLINDA G. DAEL, PhD, CESE OIC ASDS
3:00 PM – 4:00 PM	DO 49, s. 2006 “Revised Rules of Procedure of the Department of Education in Administrative Cases”	ATTY. CHRISTOPHER PASCO LEGAL OFFICER
4:00 PM – 5:00 PM	Research Management Guidelines and Data Utilization	JOSEPHINE D. LABARES OIC SEPS- Planning and Research
5:00 PM	Acknowledgements and Reminders	c/o SHAYNE YANNAH M. FRIAS AO III

Day 2

Time	Activity/Topic	Person-In-Charge
7:30 AM	Log In Time	
7:45- 8:00 AM	Management of Learning: Prayer Roll-Call of Participants Recap Motivation/Game	c/o SHAYNE YANNAH M. FRIAS AO III
8:00-9:00 AM	Walkthrough of the K to 12 Curriculum Guides and Most Essential Learning Competencies (MELCS)	GLADYS S. BANAC EPS I- ENGLISH
9:00-10:00 AM	Teaching Reading	GLADYS S. BANAC EPS I- ENGLISH
10:00-11:00 AM	Instructional Alignment to Facilitate Learning	SALLY S. AGUILAR, PhD. ES I, Filipino
11:00-12:00 NN	Policy Guidelines on Assessment, Awards and Recognition (with Workshop)/ Interim Guidelines on Assessment	DANNY A. ASIO SEPS- SMME
12:00 – 1:00 PM	LUNCH BREAK	
1:00-2:00 PM	DepEd ICT Systems	FREDDIEJUN T. DELIG IT Officer
2:00-3:00 PM	School Forms, LIS and EBEIS	EDWIN L. GAMOROT Planning Officer/ LIS Coordinator GERRY P. MADRID EPS II- SMME
3:00-4:00 PM	Learning Resource Management System (LRMDS)/ SLMs Writing/ Copyright Integrity	KIM ERIC G. LUBGUBAN PDO II, LRMDS
4:00-5:00 PM	Closing Program	

	Impression Commitment Distribution of Certificates Acknowledgement Closing Prayer Makabayan Song	c/o SHAYNE YANNAH M. FRIAS AO III
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C. Program Management Team

Function	Name	Designation
Program Consultant	<i>Jonathan S. Dela Pena, PhD.</i> <i>Erlinda G. Dael, PhD.</i> <i>Maria Teresa M. Absin, PhD.</i> <i>Cydel P. Valmores, PhD.</i>	<i>SDS</i> <i>ASDS</i> <i>SGOD Chief</i> <i>OIC-CID Chief</i>
Program Management Team Leader	<i>Irish Karylle D. Monte, PhD.</i>	<i>SEPS HRD</i>
Program Management Asst Leader	<i>Edwin L. Gamorot</i>	<i>Planning Officer III</i>
QAME Associate	<i>Danny A. Asio</i> <i>Gerry P. Madrid</i>	<i>SEPS- SMME</i> <i>EPS II SMME</i>
Technical Officers	<i>Kim Eric G. Lubguban</i> <i>Karl Joseph A. Noriga</i> <i>Paul Dominic F. Saa</i>	<i>IT Staff</i> <i>ADA I</i> <i>AO II</i>
Secretariat	<i>Shayne Yannah M. Frias</i> <i>Eva Dela Pena</i> <i>Cindy Karl S. Dela Pena</i> <i>Bakhita D. Loplop</i>	<i>AO III</i> <i>ADA I</i> <i>AO II</i> <i>Admin Staff</i>