




Republic of the Philippines  
Department of Education  
DIVISION OF MISAMIS ORIENTAL

**MEMORANDUM**

TO : **Lynneth R. Abroguena - P-III, Jasaan CS**  
**Roie M. Ubayubay - District-in-Charge Manticao**  
**Kim Eric Lubguban - PDO II**  
**Gloria C. Sabasaje - MT, MOGCHS**  
This Division

FROM :  **RANDOLPH B. TORTOLA**,  
Schools Division Superintendent

SUBJECT : **SCHEDULE OF TEACHER INDUCTION PROGRAM (TIP)**  
**ORIENTATION FOR TEACHERS AND COMPOSITION OF TIP**  
**TEAM**

DATE : July 16, 2018

1. The Department of Education, through its implementing arm, the Division of Misamis Oriental is committed to the development of new and beginning teachers. Hence, the Division shall conduct a **Teacher Induction Program (TIP): 2-Day Orientation for Teachers** on July 17-18, 2018 (Batch 1) and July 19-20, 2018 (Batch 2) at the 2<sup>nd</sup> Floor, Pelaez Sports Complex, Velez St., Cagayan de Oro City.
2. In light of this, you are hereby requested to serve as **Resource Speakers** for the said activity following the matrix attached to this Unnumbered Memorandum.
3. Meals shall be charged to Division MOOE while travel and other related expenses of participants shall be charged to School downloaded funds subject to the existing, accounting, and auditing policies, rules and regulations.

RBT/rom/ikm



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**T R A V E L O R D E R**

NAME OF EMPLOYEE	POSITION	STATION
LYNNETH R. ABROGUENA	Principal III	JASAAN CS, Jasaan District
ROIE M. UBAYUBAY	PSDS	Manticao District
KIM ERIC LUGUBAN	PDO II	Division Office
GLORIA C. SABASAJE	MT	MOGCHS

DESTINATION : 2<sup>nd</sup> Floor, Pelaez Sports Complex, Velez St. CDO

DATE OF DEPARTURE : July 17, 2018 and July 19, 2018

DATE OF TRAINING : July 17-18, 2018 (Batch 1)  
July 19-20, 2018 (Batch 2)

DATE OF EXPECTED RETURN : July 18, 2018 and July 20, 2018

PURPOSE : To attend the **The Teacher Induction Program (TIP): 2-Day Pre-Service Orientation for Teachers Batch 1 and 2.**

REMARKS : On **Official Business** as per Unnumbered Division Memorandum series 2018. Travel and other related expenses of participants shall be charged to School downloaded funds subject to the existing, accounting, and auditing policies, rules and regulations.

Approved:

**RANDOLPH B. TORTOLA**  
Schools Division Superintendent



**Teacher Induction Program (TIP): 2-DAY PRE-SERVICE  
 ORIENTATION FOR TEACHERS**

**2-DAY ACTIVITY MATRIX  
 2<sup>nd</sup> Floor, Pelaez Sports Complex**

<b>Day 1</b>	<b>Activity/ Topic</b>	<b>Person-in-Charge</b>
<b>Morning Session</b>		
7:30-8:00 AM	<b>Arrival and Registration</b>	SGOD Secretariat
8:00-8:30 AM	<b>Preliminaries:</b> National Anthem Opening Prayer Welcome Message  Presentation of Participants  Inspirational Message  Statement of Purpose/ Training Norms and Session Topics  Energizer	Assigned Participant Assigned Participant <b>Rowena H. Para-on</b> Asst. SDS <b>Rudy O. Magdugo</b> Chief, SGOD <b>Randolph B. Tortola</b> Schools Division Superintendent <b>Irish Karylle D. Monte</b> SEPS HRD  Assigned Participant
8:30-9:30 AM	DepEd Mission, Vision and Core Values  DepEd Mis Or Organizational Structure	<b>Rudy O. Magdugo</b> Chief, SGOD
9:30-10:30 AM	Financial Literacy: Salaries, Wages and Benefits	<b>Mark Lorren T. Tejano</b> Budget Officer
10:30-12:00 Noon	D.O. 49 s. 2006 Revised Rules of Procedure of the Department of Education in Administrative Cases  R.A 6713 Code of Conduct of Ethical Standards, CSC Rules on Attendance, Leave of Absence, Dress Code	<b>Atty. Jedah Mae Nangcas</b> Legal Officer
12:00-1:00 PM	<b>Lunch Break</b>	
1:00- 3:00 PM	Policy Guidelines on Assessment, Awards and Recognition (with Workshop)	<b>Danny A. Asio</b> SEPS- SMME
3:00-4:00 PM	Walkthrough on the Curriculum Guides of the K to 12 Subjects	<b>Ma. Teresa M. Absin</b> Education Program Supervisor
4:00 PM- 5:00 PM	Learning Resource Management System (LRMDS)	<b>Celieto B. Magsayo</b> EPS I- LRMDS  <b>Kim Eric G. Lubguban</b> PDO II



**Teacher Induction Program (TIP): 2-DAY PRE-SERVICE  
ORIENTATION FOR TEACHERS**

**2-DAY ACTIVITY MATRIX  
2<sup>nd</sup> Floor, Pelaez Sports Complex**

<b>Day 2</b>	<b>Activity/ Topic</b>	<b>Person-in-Charge</b>
<b>Morning Session</b>		
7:30-8:00 AM	<b>Arrival and Registration Management of Learning</b>	SGOD Secretariat Assigned Participant
8:00-9:00 AM	Overview of the K to 12 Curriculum	<b>Rhodora L. Gallares</b> ES I, SGOD
9:00-11:00 AM	Policy Guidelines on Daily Lesson Preparation for the K to 12 Basic Education	<b>Sally A. Aguilar</b> ES I, Filipino  <b>Gloria C. Sabasaje</b> MT 1, MOGCHS
11:00-12:00 Noon	Research Management Guidelines	<b>Lindo M. Cayadong</b> SEPS- Planning and Research
12:00-1:00 PM	<b>Lunch Break</b>	
1:00- 2:00 PM	Teaching Strategies, Approaches with Focus on Learning Pedagogy	<b>Erlinda G. Dael</b> Chief, CID  <b>Roie M. Ubayubay</b> District-in-Charge (Manticao)
2:00-3:00 PM	School Forms, LIS and EBEIS	<b>Edwin L. Gamorot</b> Planning Officer/ LIS Coordinator  <b>Gerry P. Madrid</b> EPS II- SMME
3:00-4:00 PM	The Philippine Professional Standards for Teachers (PPST)  The TIP Policy and Modules	<b>Irish Karylle D. Monte</b> SEPS- HRD
4:00- 5:00 PM	<b>Closing Program:</b> Pledge of Commitment Distribution of Certificates Closing Prayer Makabayan Song	