



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

SGD-2020-08-037

August 13, 2020

**DIVISION MEMORANDUM**

No. 128, s. 2020

**ORIENTATION OF NEWLY-HIRED TEACHERS ON  
 TEACHER INDUCTION PROGRAM (TIP)**

To: Assistant Schools Division Superintendent  
 Chief, Schools Governance and Operations Division  
 Chief, Curriculum and Implementation Division  
 Elementary and Secondary School Heads

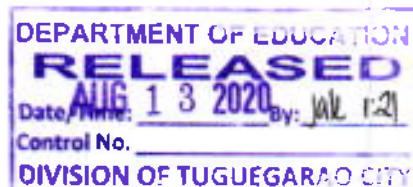
1. This Office through the Schools Governance and Operations Division-Human Resource Development Unit shall conduct a one-day orientation on Teacher Induction Program on August 20, 2020, 8am at Cataggaman Elementary School, Tuguegarao City for them to gain deeper understanding on the DepEd Order No. 43, s. 2017 and further strengthen commitment on the teaching profession.
2. Participants to this activity are advised to register at 7:30 am and shall come in casual/formal attire appropriate to the aforementioned activity.
3. Health and Nutrition Section shall be tasked to observe health and safety protocols through the use of face mask, face shield and observance of physical distancing among participants.
3. Attached is the list of participants.
3. For information, dissemination and guidance.

**REYNANTE Z. CALIGUIRAN**

Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent

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

TRAINING



ex: SGOD/gnd/jdp



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Republic of the Philippines

## Department of Education

REGION II - CAGAYAN VALLEY

SCHOOLS DIVISION OF TUGUEGARAO CITY

### Attachment A : LIST OF PARTICIPANTS

	NAME	POSITION	SCHOOL / OFFICE
1	Danica Mae Bucayo	Teacher	Annafunan ES
2	Filipina Malana	Teacher	Annafunan ES
3	Juvy M. Malihan Jr.	Teacher	TECS
4	Jener Quizzagan	Teacher	Carig Norte ES
5	Eugene La Madrid	Teacher	Carig Norte ES
6	Jessica Baro	Teacher	Carig Norte ES
7	Marie Joyce C. Calabon	Teacher	Atulayan ES
8	Marinette Caddauan	Teacher	Atulayan ES
9	Kristian Dave Delayun	Teacher	Atulayan ES
10	Marissa Baricaua	Teacher	Gosi HS
11	Janet Tuppil	Teacher	Gosi HS
12	Florence Baysa	Teacher	TNECS
13	Rowena Campus	Teacher	TNECS
14	Remalyn Pulpulaan	Teacher	Bagay ES
15	Estela Bangayan	Teacher	Bagay ES
16	Marjorie Francisco	Teacher	Bagay ES
17	Bernadeth M. Basal	Teacher	Dadda ES
18	Mary Rose G. Pattai	Teacher	Dadda ES
19	Susan B. Guimay	Teacher	Dadda ES
20	Jericson Menseses	Teacher	Cataggaman ES
21	Leslie Faye L. Lucas	Teacher	Namabbalan ES
22	Mary Jean U. Collado	Teacher	Namabbalan ES
23	Nancy M. Baligod	Teacher	Namabbalan ES
24	Monaliza Rueco	Teacher	TWCS
25	Ludivina Babaran	Teacher	TWCS
26	Rose Attaban	Teacher	CNHS
27	Maricel Jardinero	Teacher	CNHS
28	Rosie Talang	Teacher	CNHS
29	Christian Czar Mallilin	Teacher	CNHS
30	Jose Kenneth Narag	Teacher	CNHS
31	Carlo Domingo	Teacher	LNHS
32	Genara Jane Gammad	Teacher	LNHS
33	Jerryson Orpilla	Teacher	CNHS
34	Jeannie Tamayao	Teacher	CNHS
35	Ralph Turingan	Teacher	CNHS
36	Anthony Zipagan	Teacher	CNHS
37	Ruth Taccad	Teacher	CNHS
38	Abigail Abat	Teacher	CNHS



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39	Rose Attaban	Teacher	CNHS
40	Rosie Ghimire	Teacher	CNHS
41	Maricel Jardinero	Teacher	CNHS
42	Larry Sario	Teacher	CNHS
43	Jennyfer Guerrero	Teacher	CNHS
44	Lailani Calling	Teacher	CNHS
45	Gabriela Adduru	Teacher	CNHS
46	Aprille Napigue	Teacher	CNHS
47	Marlyn Lattao	Teacher	CNHS
48	Cherry Calimag	Teacher	CNHS
49	Arvin Concha	Teacher	CNHS
50	Amelia Guiquing	Teacher	CNHS
51	Carmen Bautista	Teacher	TWCS
52	Judith Bunagan	Teacher	Cat Nuevo ES
53	Lougarda Bialba	Teacher	TNCS
54	Joahna John Calubaquib	Teacher	TNCS

*\*Additional rows may be added*

**SUMMARY OF PARTICIPANTS**

**MALE : 14                  FEMALE : 40                  TOTAL : 54**

Prepared by:

*Jane Marie Pagulayan*  
**JANE MARIE PAGULAYAN**  
 Proponent

Approved:

*Reynante Z. Caliguiran*  
**REYNANTE Z. CALIGUIRAN**  
 Head of Office





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**Attachment B : TRAINERS' / LEARNING FACILITATORS' PROFILE**

	NAME	POSITION	SCHOOL / OFFICE	TRAININGS ATTENDED RELEVANT TO THE SUBJECT MATTER TO BE HANDLED	TRAININGS FACILITATED
1	Gina M. Durian	Chief, SGOD	SDO		Division Facilitator
2	Estela S. Cabaro	Chief, CID	SDO		Division Facilitator
3	Atty. Jeremy Jones Maramag	Legal Officer	SDO		Division Facilitator
4	Ventura R. Durian	AO V	SDO		Division Facilitator
5	Mariel Cammayo	Accountant III	SDO		Division Facilitator
6	Jovy Claire Tungcul	Budget Officer	SDO		Division Facilitator
7	Flor Marie Maramag	Personnel Officer	SDO		Division Facilitator
8	Eduardo Balubal	SEPS, SocMob	SDO		Division Facilitator
9	Aileen C. Ibanez	SEPS, M&E	SDO		Division Facilitator
10	Jay Loren Tabugay	T3	SDO		Division Facilitator
11	Eloisa Mangulad	T3	SDO		Division Facilitator
12	Jesus B. Maggay	ASDS	SDO		Facilitator
13	Reynante Z. Caliguiran	SDS	SDO		Facilitator
14	Alec Cedric B. Aganus	T3	CNHS		Facilitator
15	Enqirue M. Garcia	MT1	CNHS		Facilitator

\*Additional rows may be added

Prepared by:

  
**JANE MARIE D. PAGULAYAN**  
SEPS-HRD  
SGOD

Approved:

  
**REYNANTE Z. CALIGUIRAN**  
Assistant Schools Division Superintendent  
OIC, Office of the Schools Division Superintendent



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**Attachment C: BUDGET PROPOSAL**

ITEM OF EXPENDITURE	UNIT COST	REQUIRED NO OF PAX	REQUIRED NO OF DAYS	AMOUNT
Meals and Snacks		69	1	27,600 00
54 participants & 15 speakers	400 00			
Tokens for the RO Speakers	2,500 00	2		5,000 00
Tokens for DO Speakers	1,000 00	11		11,000 00
Token for 2 Moderators	1,000 00	2		2,000 00
Tokens for 2 School Speakers	1,000 00	2		2,000 00
<b>Grand Total</b>				<b>47,600.00</b>

*\*Additional rows may be added*

Prepared by

**JANE MARIE D. PAGULAYAN**  
 Proponent

Budget Availability

Fund Availability **₱47,600.00**

**JOVY CLAIRE V. TUNGCUL**  
 Budget Officer

**MARIEL A. CASIMAYO**  
 Accountant III 8/12/2020

Approved

**REYNANTE Z. CALIGUIRAN**  
 Assistant Schools Division Superintendent  
 OIC, Office of the Schools Division Superintendent



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 SCHOOLS DIVISION OF TUGUEGARAO CITY

**L & D Attachment D. TRAINING MATRIX**

**TITLE OF THE L & D PROGRAM / ACTIVITY**  
**Venue: Division Online Orientation on Teacher Induction Program**  
**Date: August 20, 2020**

<i>Time</i>	<i>Activity</i>	<i>In-charge</i>
7:00-7:30	<b>Arrival and Registration</b>	Secretariat
7:31-8:00	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• National Anthem</li> <li>• Opening Prayer</li> <li>• TEExercise</li> <li>• Attendance Check</li> <li>• House R.U.L.E.S</li> <li>• Welcome Remarks</li> <li>• Statement of Purpose</li> <li>• Message</li> </ul>	HRDU  Jesus B. Maggay Gina M. Durian Reynante Z. Caliguiran
8:01-8:45	<b>Session 1</b> <b>The TEP Policy and TIP Modules: An Overview</b>	Chief HRDD Jerry B. Sario
8:46-9:15	<b>Session 2</b> <b>Teacher's and Mentor's Travlogue on TIP</b>	
9:16-9:45	<b>Session 3</b> <b>Journey of An Outstanding Teacher: Teacher na Lodi at Petmah</b>	Teacher Awardee and Mentor
9:46-10:15	<b>Morning Tea</b>	
10:16-11:00	<b>Session 4</b>	RO-HRDD EPS Liberato Umangay



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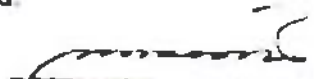
	<b>Introduction to RPM8-PP8T, COT, e-SAT, Portfolio Preparation</b>	
11:01-12:00	<b>Open Forum</b>	<b>Aileen C. Ibanez</b>
12:01-1:00	<b>Lunch Break</b>	
1:01-4:30	<b>Kapitan sa TIP (Panel Interview)</b> <b>SDS</b> <b>ASDS</b> <b>CID</b> <b>SGOD</b> <b>Finance</b> <b>Budget</b> <b>Administrative Concerns</b> <b>Legal Concerns</b> <b>Personnel Concerns</b>	<b>Reynante Z. Caliguiran</b> <b>Jesus B. Maggay</b> <b>Estela S. Cabaro</b> <b>Glan M. Durian</b> <b>Maribel Cammayo</b> <b>Jovy Claire Tungcal</b> <b>Ventura R. Durian</b> <b>Atty. Jarosay Jones Maramag</b> <b>Marie Flor Maramag</b>
4:31-5:00	<b>Closing Program</b> <ul style="list-style-type: none"> <li>• <b>Pledge of Commitment</b></li> <li>• <b>Awarding of Certificate</b></li> </ul>	<b>Eduardo Balnbal</b>

\*Additional Columns may be added or may be removed dependent on the number of days the activity will be conducted  
\* Cells may be merged dependent on the duration of identified activity/session  
\* Each cell box must contain the title of the specific activity / session and name of person-in-charge or learning facilitators

Prepared by:

  
**JANE MARIE D. PAGULAYAN**  
SEPS, HRD  
Proponent

Approved:

  
**REYNANTE Z. CALIGUIRAN**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



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