



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

July 18, 2024

**DIVISION MEMORANDUM**  
 NO. 395-2024

**CONDUCT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS**

To: OIC- Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 All Elementary and Public School Heads  
 All Others Concerned

1. This Office through the School Governance and Operations Division (SGOD)- Human Resource Development Section in coordination with the Curriculum Implementation Division (CID) and the Office of the Schools Division Superintendent (OSDS) announces the conduct of the 2024 Induction Program for Beginning Teachers (IPBT), a training for newly hired teachers to seamlessly immerse them in the teaching profession in the public school system and Orientation of IPBT Mentors on their roles and responsibilities on the following schedule:

Date	Time	Activity	Venue
July 22-24, 2024	8:00 am -5:00 pm	IPBT	Alberto Hall Baguio Teachers Camp
July 25, 2024		Orientation of IPBT Mentors	

2. The objectives of the program are as follows:
  - 2.1. Ensure that the beginning teachers are properly oriented and guided on the DepEd policies, structure, roles, duties and responsibilities.
  - 2.2. Enhance the competences of new teachers to make them efficient and confident, and eventually commit themselves to nurture every learner and become passionate in teaching.
  - 2.3 Improve teachers' knowledge, skills, attitude, and values (KSAVs).
3. Please see attached enclosures for reference.
  - Enclosure 1: List of Participants
  - Enclosure 2: Training Matrix
  - Enclosure 3: Program Management Team
  - Enclosure 4: IPBT Mentors
4. Expenses incurred relative to the conduct the program shall be charged against HRTD funds subject to the usual auditing and accounting rules and regulations.
5. This memorandum shall serve as Travel Order of the participants.
6. Immediate dissemination of and compliance with this Memorandum is enjoined.

**SORAYA T. FACULO, PhD, CESO VI**  
 OIC-Schools Division Superintendent



**ENCLOSURE 2: TRAINING MATRIX**

**INDUCTION PROGRAM FOR BEGINNING TEACHERS**

<b>Date of Conduct: July 22-25, 2024</b>		<b>Venue: Baguio Teachers Camp, Alberto Hall</b>	
<b>Time/Session</b>	<b>Day 1- July 22</b>	<b>Day 2- July 23</b>	<b>Day 3- July 24</b>
7:30-8: 20	Registration/ Attendance	Management of Learning (MOL) District 1 & 2	MOL District 3&4
8:20-9:40	Opening Program Pre-test	<i>The Phil Prof Standards for Teachers and Its Alignment and Tools</i> <b>NIXON ELAHE</b> PSDS	<i>The 21st Century Skills</i> <b>SYDNEY CARIÑO</b> EPS- SNED
Preliminary Activities			<i>Guide for IPBT/TIP Mentors</i> <b>LOURDES LOMAS E-</b>
<b>9:40-10:00</b>	<b>Coffee Break</b>		
10:00-12:00	<i>IBPT Introduction and Guidelines</i> <b>JOVELYN T. BALANTIN</b> SEPS-HRDS	<i>Salaries, Wages, Financial Benefits of Teachers</i> <b>BELEN TOMIN</b> Budget Officer III	<b>Inclusive Education</b> -S. CARINO
Session 1		<i>Leave Benefits of Teachers</i> <b>NIEVES EBANIO</b> Administrative Officer V	<i>The Teacher Induction Program Policy</i> <b>CARMEL F. MERIS</b> OIC- ASDS
<b>12:00-1:00</b>	<b>Lunch Break</b>		
1:00-2:00	<i>The DepEd Organizational Structures and Processes</i> <b>NINO M. TIBANGAY</b> CES-SGOD	<i>Relevant Laws for Teachers</i> <b>ATTY. ANNETTE DOYAOEN</b> Legal Officer III	<i>Familiarization on the Enhanced IPBT Course books</i> <b>JOVELYN T. BALANTIN</b> SEPS-HRDS
2:00-3:00	<i>The DepEd Teacher</i> <b>JERRY C. YMSON</b> EPS- SGOD	<i>The DepEd MATATAG Curriculum</i> <b>JULIET SANNAD</b> CES- CID	<i>District Progress Reporting of the IPBT Implementation</i> <b>ROSANNA D. DIZON</b> PSDS
<b>3:00-3:20</b>	<b>Coffee Break</b>		
3:20-5:00	<i>Professional Responsibilities</i> <b>REY GAPASIN</b> PSDS	Cont	<i>Workshop: Preparation of Action Plan for the IPBT Batch 2024-2025</i> <b>C/O- HRDS</b>
		<i>Closing Program</i> Sharing of Insights Way Forward Mass Oath Taking c/o TWG	<i>Planning for the IPBT Completion Program/ Way Forward</i> <b>C/O- HDRS</b>
<b>Facilitators Lilybeth Balutoc, Helen Acop, Ariani Buccat</b>			



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Enclosure 1: List of Participants – Newly Hired Teachers

	<b>Name of Employee</b>	<b>School</b>	<b>Position Title</b>
1	AIYANA JOY D. ANIEVAS	BCNSHS	SPECIAL SCIENCE TEACHER I
2	ANALIZA S. ABENOJA	SAN VICENTE ES	TEACHER I
3	APPLE GAY S. TUGUINAY	SAN CARLOS HEIGHTS ES	TEACHER I
4	ARK A. MARAON	JOAQUIN SMITH NHS	TEACHER I
5	ARNEL R. LUMBO	MABINI ES	TEACHER I
6	CARMELITA S. SAGMAYAO	QUEZON HILL NHS	TEACHER I
7	CARYL P. MAKIE	GIBRALTAR ES	TEACHER I
8	CHANNY LYNE W. AMADOR	PINGET NHS	TEACHER I
9	CHARLENE GRACE B. LANGAOAN	ROXAS NHS	TEACHER II (Senior High School)
10	CHARMIEN U. LUCAS	QUEZON HILL ES	TEACHER I
11	CHRESLIE JOY O. ASILUM	HOLY GHOST EXT ES	TEACHER I
12	CHRISHA MAE V. JAVIER	PINSAO NHS	TEACHER I
13	CHRISMA T. TANACIO	QUEZON HILL ES	TEACHER I
14	CHRISTIAN C. SERRANO	MIL-AN NHS	TEACHER I
15	CHRISTINE ANNE A. WAKIT	BCNHS	TEACHER I (Senior High School)
16	CRISTY JOY B. BACANI	JSNHS	TEACHER I (Senior High School)
17	DAISY P. ATTING	QUEZON HILL ES	TEACHER I
18	DANA MAE C. YAPYAPAN	JOAQUIN SMITH NHS	TEACHER I (Senior High School)
19	DANIEL L. PARANTAC	MAGSAYSAY NHS	TEACHER I
20	DARYL SAM V. MAMOYAC	MABINI ES	TEACHER I
21	DESIREE MAY F. OMAGING	LOAKAN ES	TEACHER I
22	DEVILYN A. RICARDO	SAN VICENTE NHS	TEACHER I
23	DIANE L. REYES	PINGET NHS	TEACHER I
24	DINA B. BERNALES	GUISAD VALLEY NHS	TEACHER I
25	DONALYN T. ABLUYON	QUEZON HILL ES	TEACHER I
26	DONNA MAE J. QUINTO	QUEZON HILL ES	TEACHER I
27	EDGELINE A. FAGEL	IRISAN ES	TEACHER I
28	EUGINA ROWENA C. BINWAG	JOAQUIN SMITH NHS	TEACHER II (Senior High School)
29	EVANGELINE M. WINGIN	BCNSHS	TEACHER I
30	EVERLY K. ULBAN	BCNSHS	TEACHER I
31	FRINCES M. CANITE	SAN VICENTE NHS	TEACHER I
32	GRACE A. ABIGON	COUNTRY CLUB ES	TEACHER I



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33	GRACE M. BIMMAWIG	GUISAD VALLEY NHS	TEACHER I
34	GRAIL G. AKILIT	BCNSHS	TEACHER I (Senior High School)
35	GUENDALYN G. DAGANOS	DOMINICAN MIRADOR NHS	TEACHER I
36	JAN NICOLLO ALFRED B. DACQUEL	FDPNHS	TEACHER I (Senior High School)
37	JANICE B. DE ASIS	STO. TOMAS ES	TEACHER I
38	JEBBY MAE L. BONGLOY	IRISAN ES	TEACHER I
39	JEFFREY V. CARIASO	PINGET NHS	TEACHER I
40	JENIFER B. POPOK	DOMINICAN MIRADOR ES	TEACHER I
41	JERMAINE S. PALINGPING	SPED CENTER	TEACHER I
42	JESAN MARIE D. LEBENG	BCNSHS	TEACHER I
43	JESSICA A. YEBAN	RIZAL NHS	TEACHER II (Senior High School)
44	JESSICA N. WANAGEN POLIG	MIL-AN NHS	TEACHER I
45	JOEL T. GADDE	STO. TOMAS NHS	TEACHER II (Senior High School)
46	JONALYN A. LAWINGAN	LOAKAN ES	TEACHER I
47	JOSE B. PARIS JR.	LOAKAN ES	TEACHER I
48	JOVIE ANN B. CANAM	DOÑA AURORA H BUENO ES	TEACHER I
49	JOVIE RICK A. ESTOESTA	DONTOGAN ES	TEACHER I
50	JOY NIEVES C. TAYAMBONG	MAGSAYSAY NHS	TEACHER I
51	JUDY ANN D. BUDAS	LINDAWAN ES	TEACHER I
52	JULIE A. MARIACOS	STO. TOMAS ES	TEACHER I
53	JULIUS D. ABILLAO	LUCBAN ES	TEACHER I
54	JUNA A. GUERRERO	SAN LUIS ES	TEACHER I
55	JUNA B. TAVARA	PINSAO ES	TEACHER I
56	KAREN H. CHALLOY	QUEZON HILL ES	TEACHER I
57	KRISSEL A. SIPLAT	FDPNHS	TEACHER II (Senior High School)
58	KRISTEL JOY B. DELA CRUZ	LOAKAN ES	TEACHER I
59	KRIZZA MARIE A. FELIPE	BCNHS	TEACHER I (Senior High School)
60	LETECIA C. TAWID	LUCBAN ES	TEACHER I
61	LIBERTY A. BAWINGAN	QUEZON HILL ES	TEACHER I
62	LIEZELMAE L. FERRER	PINGET NHS	TEACHER I
63	MA. LOURDES C. SIBULANGCAO	LOAKAN ES	TEACHER I
64	MARICEL JOY B. BULSAO	MAGSAYSAY ES	TEACHER I
65	MARK PHILIP C. POLON	BAKAKENG ES	TEACHER I



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66	MARY GRACE F. SAO-ANG	BROOKSPOINT AURORA HILL ES	TEACHER I
67	MARY JOYCE B. ESTEPA	MAGSAYSAY NHS	TEACHER I
68	MAYBELINE F. NACIS	LUCBAN ES	TEACHER I
69	MAYLENE D. SORIANO	BCNSHS	TEACHER I
70	MELNER H. CORPUZ	QUEZON HILL ES	TEACHER I
71	MYDA C. CADAAS	QUEZON HILL ES	TEACHER I
72	NICOLE ANNE F. ABELANES	JOAQUIN SMITH NHS	SPECIAL SCIENCE TEACHER I
73	NIKKI EVNE ANTHONETTE T. FELIPE	PINGET NHS	TEACHER I
74	NIKKI W. JACINTO	QUEZON ES	TEACHER I
75	PAULO JOHN M. AMPARADO	GUISAD VALLEY NHS	TEACHER I
76	RANIZA A. BRAZAS	BAGUIO CENTRAL SCHOOL	TEACHER I
77	RESHEL G. DACPANO	SAN VICENTE NHS	TEACHER I
78	RICHARD A. BA-I	DOMINICAN MIRADOR ES	TEACHER I
79	RITA K. AGANG-ANG	QUEZON HILL NHS	TEACHER I
80	RONNIE M. PASCUA	QUEZON HILL NHS	TEACHER I
81	ROSIVINA T. MANUEL	BAGUIO CITY NATIONAL SCIENCE HS	TEACHER II (Senior High School)
82	SHAMAY C. ALBANIA	CAMP 7 ES	TEACHER I
83	SHEELA C. AGUILAR	PINGET NHS	TEACHER I
84	SHEERHAN C. CHUGSAYAN	GVNHS	TEACHER I (Senior High School)
85	STEFFANY ANN D. SALCEDO	BAKAKENG ES	TEACHER I
86	STELLA MARIE F. GUTIERREZ	DOÑA AURORA ES	TEACHER I
87	STEPHANIE T. BULINTAO	QUEZON HILL NHS	TEACHER I
88	SUSAN C. MATEO	BAGUIO CENTRAL SCHOOL	TEACHER I
89	VENIECE M. GADDO	MAGSAYSAY NHS	TEACHER I
90	VLADIMIR R. BUÑAG	LUCBAN ES	TEACHER I



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Enclosure 3: Program Management Team

	Name	Position	Designation
1	Soraya T. Faculo	SDS	Consultant
2	Carmel F. Maris	OIC-ASDS	PDC Chairperson
3	Nino M. Tibangay	CES-SGOD	Training Manager/Resource Speaker
4	Juliet C, Sannad	CES-CID	Chairperson- Curriculum Resource Speaker
5	Jovelyn T. Balantin	SEPS -HRDS	Program Owner/Facilitator/Resource Speaker
6.	Arlani Buccat	PDO- YF	TWG/Facilitator
7.	Helen Acop	P-III	Division NEAP Facilitator
8.	Lilybeth Balutoc	P-I	Division NEAP Facilitator
9.	Sonny Paday-os	IT	ICT/Inspector
10	Vincent Jay Luis	IT	ICT/Inspector
11	Jerry C, Ymson	EPS	Resource Speaker
12.	Rey Gapasin	PSDS	Resource Speaker
13	Nixon Elahe	PSDS	Resource Speaker
14.	Belen R.Tomin	Budget Officer III	Resource Speaker
15.	Nieves D, Ebanio	AO V	Resource Speaker
16	Atty. Annette Doyaoen	Legal Officer III	Resource Speaker
17	Sydney Carino	EPS	Resource Speaker
18	Marilyn S. Apiit	EPS	Resource Speaker
19	Rosanna D. Dizon	PSDS	Resource Speaker
20	Lourdes B. Lomas-e	PSDS	Resource Speaker

**Enclosure 4: IPBT Mentors and Coordinators**

Day 4

25-Jul-24

	<b>SCHOOL</b>	<b>NAME OF PARTICIPANT</b>	<b>POSITION</b>	<b>DESIGNATION in the IPBT</b>
1	BCNSHS Holy Ghost Extension	Abraham Domilio	Master Teacher 2	Lead IPBT Mentor
2	ES	Aida C. Alcedo	Master Teacher II	Lead IPBT Mentor
3	Happy Hollow NHS	Aladina D. Diano	Teacher III	IPBT Coordinator
4	Lucban es	April L Malecdan	Mt1	Lead IPBT Mentor
5	Pacday Quinio Elem School	Arthur U. Mangili	Master Teacher I	IPBT Coordinator
6	BC Special Education Center	Assumpta Bernal	Master Teacher II	Lead IPBT Mentor
7	BC National Science High School	Aurea D. Daweng	Master Teacher 2	IPBT Coordinator
8	Elpidio R. Quirino ES	Chadrey Madume	Master Teacher 1	Lead IPBT Mentor
9	Holy Ghost Extension ES	Chreslie Joy O. Asilum	Teacher I	IPBT Coordinator
10	San Vicente ES	Claydee O. Acong	Master Teacher II	Lead IPBT Mentor
11	Lucban ES	Dwight Miñan	MT 2	Lead IPBT Mentor
12	BC National Science High School	Elena Duy-ac	Master Teacher 2	Lead IPBT Mentor
13	Camp 7 ES	Emely L. Caluza	Master Teacher 1	IPBT Coordinator
14	LINDAWAN ES	Emma L. Wakat	MASTER TEACHER	Lead IPBT Mentor
15	Dontogan ES	Esperanza L. Rodriguez	Master Teacher 1	Lead IPBT Mentor
16	Dominican mirador NHS	ester dapuyen	teacher III	IPBT Coordinator
17	Aguinaldo ES	Ester Hydie Lubos Pucdihon	School Head	Lead IPBT Mentor
18	Dona Aurora Es	Ethel Loi Mae D. Pagaduan	Master Teacher I	IPBT Coordinator
19	Baguio Country Club Village ES	Eva Jackie Lou L. Badi	Master Teacher	IPBT Coordinator
20	Fort del Pilar NHS	Ferdinand A. Sangao	Master Teacher I	Lead IPBT Mentor
21	Baguio City High School	Francis Lumiwes	HeadTI teacher III	IPBT Coordinator
22	Pinsao Elem.	Freda Dayog	Master Teacher II	Lead IPBT Mentor
23	Quirino Hill ES	George Jr. B. Vidal	MASTER TEACHER	Lead IPBT Mentor
24	Pines City NHS	Geraldine D. Sumipit	Head Teacher VI	IPBT Coordinator
25	Irisan ES	Hilda S. Padilla	Master Teacher 1	Lead IPBT Mentor
26	Pinget NHS	Jackelene A. Pascaden	MT II	Lead IPBT Mentor
27	Doña Nicasia J Puyat ES	Jason Quinopez	MT 1	IPBT Coordinator
28	Pines City NHS	Jeany C. Dupo	Head Teacher VI	IPBT Coordinator
29	Bonifacio ES	Jenny Ann Rosete	MT I	Lead IPBT Mentor
30	Baguio Central School	Jessica Moc-eng	Master Teacher 1	Lead IPBT Mentor
31	Mabini ES	Joan Soliba	Master teacher 2	Lead IPBT Mentor
32	STO. TOMAS ES	Julian J. Alcabedos Jr.	MASTER TEACHER	Lead IPBT Mentor
33	Rizal ES	Junar Digue	Sh	IPBT Coordinator
34	Rizal ES	Marcelina Bulalet		
35	Rizal ES	Mary Rose Elahe		
36	BCS	Linda Longay	Master Teachers	Lead IPBT Mentor
37	Baguio Central School	Eivira Daguio	MT	IPBT Mentor
38	Magsaysay NHS	Lydia M Dalisdis	MT-I	Lead IPBT Mentor
39	Dontogan ES	Lynette G. Clemente	Master Teacher 1	Lead IPBT Mentor

40	Rizal ES	Marcelina A. Bulalit	MT-I	IPBT Coordinator
41	Quezon Hill ES	Maria Corazon Saturnina D. Boaging	Master Teacher 2	Lead IPBT Mentor
42	Happy Hollow ES	Maria Relinda Aquino	MT1	Lead IPBT Mentor
43	Pinsao NHS	Marilou D. Laggoy-yo	Master Teacher I	IPBT Coordinator
44	Dona Aurora NHS	Marilyn De Leon	Teacher III	IPBT Coordinator
45	Alfonso Tabora ES	Marilyn G. Sucte	Master Teacher 1	IPBT Coordinator
46	BCS	Marissa De Guzman	Master Teacher 1	Lead IPBT Mentor
47	Baguio City High School	Marissa Wayan	Head Teacher III	Lead IPBT Mentor
48	Loakan ES	Marizelle L. Awing	MT-II & MT- I	Lead IPBT Mentor
49	Roxas NHS	Marjorie A. Sumakey	MT I	Lead IPBT Mentor
50	Sto Tomas NHS	Marjorie B. Saingan	MT I	IPBT Coordinator
51	CRYSTAL CAVE INT SCHOOL	Mayady C. Gao-an	MT II	Lead IPBT Mentor
52	Jose P. Laurel ES	Menardo M. Balatico	Master Teacher 1	Lead IPBT Mentor
53	HILLSIDE NHS	Meriam Beverly Ticobay	T3	Lead IPBT Mentor
54	Dominican-Mirador ES	Methrishya B. Sabelo	MASTER TEACHER	Lead IPBT Mentor
55	Irisan National HS	Milagros C. Killip	Master Teacher 1	Lead IPBT Mentor
56	Dona Aurora ES	Myline S. Esteban	Master Teacher II	Lead IPBT Mentor
57	PINGET ES	Nellie D. Domngal	MASTER TEACHER	Lead IPBT Mentor
58	ADIWANG ES	Nieves C. Barbosa	MASTER TEACHER	IPBT Coordinator
59	Joaquin Smith NHS	Odessa R. Duping	Master Teacher	IPBT Coordinator
60	Brookspoint ES	Nieves Domay Toribio	Master Teacher II	IPBT Coordinator
61	Mil-an NHS	Pacita E Gawaen	Master Teacher 1	Lead IPBT Mentor
62	Guisad Valley NHS	Phylis B. Lang-akan	Master Teacher I	IPBT Coordinator
63	Mabini Elem. School	Raquel Shagyo	Master teacher	Lead IPBT Mentor
64	Don Mariano Marcos ES	Riceline S. Sacayanan	Master Teacher 1	IPBT Coordinator
65	Quezon Hill ES	Romana K. Tuaca	Master Teacher 1	IPBT Coordinator
66	Kias ES	Roselyn Ann C. Lapena	Master Teacher 1	IPBT Coordinator
67	San Luis ES	Rubielyn Garcia	MT I	Lead IPBT Mentor
68	Quezon High NHS	Rufina C. Isiguen	Master Teacher I	IPBT Coordinator
69	Gibraltar ES	Sarah O. Garcia	Teacher III	IPBT Coordinator
70	Gibraltar ES	May Dave S. Apos	Teacher III	IPBT Mentor
71	Fairview ES	Sebia P. Batayan	Master Teacher I	Lead IPBT Mentor
72	Josefa Carino ES	Susan Marie A. Bacolong	Master Teacher I	IPBT Coordinator
73	Magsaysay ES	Teresita M. Baltazar	MT-I	Lead IPBT Mentor
74	DAHVES	Thelma Pang-et	Teacher III	IPBT Coordinator
75	Jose P. Laurel ES	Valdazan E. Capuyan	Master Teacher 2	Lead IPBT Mentor
76	Lucban ES	Vladimir Bunag	Teacher 1	IPBT Coordinator
77	San Vicente NHS	Walter B. Oppod	Master Teacher I	Lead IPBT Mentor
78	Mabini ES	Yolanda B. Chan	Mastwr teacher 2	Lead IPBT Mentor