



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



July 30, 2025

DIVISION MEMORANDUM

NO. **443-2025**

CONDUCT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS-BATCH 1

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 (HRD) announces the conduct of the 2025 Induction Program for Beginning Teachers (IPBT)-Batch 1. The schedule is detailed as follows:

Date	Time	Venue
AUGUST 6-8, 2025	8:00am -5:00pm	DO TRAINING CENTER

2. The objectives of the program are the following:
 - 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. In order to maintain uninterrupted learning during the scheduled training, participating teachers will implement alternative learning modalities, as guided by their respective school heads.
4. Please see attached enclosures for reference.
Enclosure 1: List of Participants
Enclosure 2: Training Matrix
Enclosure 3: Program Management Team
5. Expenses incurred relative to the conduct the program shall be charged against HRTD funds subject to the usual auditing and accounting rules and regulations.
6. This memorandum shall serve as Travel Order of the participants.
7. Immediate dissemination of and compliance with this Memorandum is enjoined.


SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent



ENCLOSURE 1: LIST OF PARTICIPANTS

NO.	NAME	POSITION	SCHOOL ASSIGNED
1	ABAHAN, JULIA ARPHEM C.	TEACHER I	JOAQUIN SMITH NHS
2	ABBACAN, MARY ANN D.	TEACHER I	PINGET ES
3	ABELLA, ERIC MOORE S.	TEACHER I	BAKAKENG NHS
4	ALVAREZ, LEAH A.	TEACHER I	STO TOMAS NHS
5	ANDRES, GEORGINA D.	TEACHER I	DOM MIRADOR ES
6	ASAN, NATHANIEL C.	TEACHER I	GVNHS
7	BACOLOD , PHERRIE JAMES T	TEACHER I	RIZAL NHS
8	BAG-IGA, LEIZEL F.	TEACHER I	RIZAI NHS
9	BALAGEO, DUSTY C.	TEACHER I	CRYSTAL CAVE ES
10	BALUYOT, MA. ROCHELLE B.	TEACHER I	BCNHS
11	BANG-NGIT, HEILEY FRIA C.	TEACHER I	SAN VICENTE NHS
12	BANG-ON, LYN B.	TEACHER I	
13	BATINAY, HIRA B.	TEACHER I	GVNHS
14	BATULAN, MYLENE M.	TEACHER I	DOM. MIRADOR ES
15	BAUTISTA, ARLENE V.	TEACHER I	CRYSTAL CAVE ES
16	BAWINGAN, CAROLINE M.	TEACHER I	IRISAN ES
17	BIEN, MARIVIC J.	TEACHER I	CRYSTAL CAVE ES
18	BINAY-AN, JERLYNE S.	TEACHER I	MAGSAYSAY ES
19	BUENAVENTURA, MYLA F.	TEACHER I	ROXAS NHS
20	BUTAG, WOOL D. BUTAG	TEACHER I	SAN VICENTE NHS
21	CAUD, MYRNA B.	TEACHER I	BCNHS
22	CHAGYO, EDLYN P.	TEACHER I	JCES
23	COBO, NORIELLE JOY D.	TEACHER I	PCNHS-ALS
24	COIS, SEAN C.	TEACHER I	LUCBAN ES
25	COLOMA, MERLYN B.	TEACHER I	CRYSTAL CAVE ES
26	DALGO, GLADYS B.	TEACHER I	KIAS ES
27	DE VERA, BARBARA B.	TEACHER I	KIAS ES
28	DELEÑA, HANS JOSEPH C.	TEACHER I	
29	DELMAS, JONALYN B. DELMAS	TEACHER I	DON MARIANO MARCOS ES
30	DIZON, PRINCESS ANNE S.	TEACHER I	IRISAN ES
31	DOCAYSO, LORRAINE P.	TEACHER I	PACDAY ES
32	ESTIGOY, QUEZON G.	TEACHER I	
33	FASUYANG, BEVERLY M.	TEACHER I	CAMP 7 ES
34	FAWAS, JUDY M.	TEACHER I	MAGSAYSAY NHS
35	GABRIZ, MARILYN D.	TEACHER I	LOAKAN ES
36	GADDO, VENIECE M.	TEACHER I	
37	GALLETO, KIMBERLY P.	TEACHER I	SPED CENTER
38	GERAGA, ROSABEL D.	TEACHER I	BCCES
39	JUGO, SHAIRA JANE D.	TEACHER I	BAKAKENG ES
40	KET-ENG, SHIELA B.	TEACHER I	CRYSTAL CAVE ES
41	KIDO, CHARLENE JANE P.	TEACHER I	QUEZON HILL ES
42	LACAY, DEBORAH L.	TEACHER I	

43	LANGBAYAN, DIVINE ANGEL G.	TEACHER I	HAPPY HOLLOW ES
44	LEONES, MARWEL Q.	TEACHER I	GVNHS
45	LUCERO, JAMAL V.	SPECIAL SCIENCE TEACHER I	
46	MARASIGAN, ROSALYN Q.	TEACHER I	PINGET NHS
47	MARCELINO, MARIEL ANN L.	TEACHER I	RIZAL ES
48	MILAN, NIKI G.	TEACHER I	DAES
49	MOK-KO, LINDA P.	TEACHER I	BCS
50	MOLINA, HARLENE B.	TEACHER I	IRISAN NHS
51	MONTES, NELLE ANNE B.	TEACHER I	HAPPY HOLLOW NHS
52	MORALES, MARYCHIEL M.	TEACHER I	DONTOGAN ES
53	OCYO, BERNADETTE P.	TEACHER I	MIL-AN NHS
54	OYANG, FEBBIE F.	TEACHER I	IRISAN NHS
55	PASCUAL, MARY JOY T.	TEACHER I	DONTOGAN ES
56	PAYOYO, MARY NIÑA CLAVENE C	SPED TEACHER	
57	PINAS, ADAMSON C.	TEACHER I	FORT DEL PILAR NHS
58	POLO, ANGELICA L.	TEACHER I	MABINI ES
59	PUGOY, SALLY A.	TEACHER I	SPED CENTER
60	RABINA, CARLA SHANE N.	TEACHER I	BONIFACIO ES
61	RASCA, BEVERLY M.	TEACHER I	LINDAWAN NHS
62	RICARTE, BRENT K.	TEACHER I	HILLSIDE NHS
63	ROLINO, JUNEVA CAROLYN C.	TEACHER I	PINGET NHS
64	ROSE ANN P. PIOK	TEACHER I	
65	SAJONIA, MARY JOY S.	TEACHER I	
66	SALMING, CATHY B.	TEACHER I	GVNHS
67	SAMDAO, MELCHOR S.	TEACHER I	STO TOMAS NHS
68	SAN LORENZO, MARISSA B.	TEACHER I	
69	SIADOR, SUZETTE B.	TEACHER I	HILLSIDE NHS
70	SIBAYAN, MARIAM S.	TEACHER I	PINGET ES
71	SILBAO, NOMELINDA D.	TEACHER I (SHS)	
72	SIMON, CLIFFORD E.	TEACHER I	DAHVES
73	SION, JOHANNA A.	TEACHER I	PCNHS
74	SOTERO, SHEENA B.	TEACHER I	CRYSTAL CAVE ES
75	SUYAN, MYRNA L.	TEACHER I	ROXAS NHS
76	TAGLE, CHRISTINE MARIEL T.	TEACHER I	DOM. MIRADOR NHS
77	TAMAYO, LOURDES B.	TEACHER I	STO TOMAS NHS
78	TORRES, MARK KEVIN D.	TEACHER I	GVNHS
79	USON, CHRISTINE L.	TEACHER I	ROXAS NHS
80	VARGAS, ROMILY B.	TEACHER I	AGUINALDO ES
81	VILLANUEVA, ELAINE P.	TEACHER I	CRYSTAL CAVE ES
82	VILLENA, ALEXANDRA B	TEACHER I	DOM. MIRADOR ES
83	VILORIA, JESSA MARIE P.	TEACHER I	CRYSTAL CAVE ES
84	YOGCAYOG, JASPER S.	TEACHER I	BCNHS

Enclosure 2: INDICATIVE TRAINING MATRIX

INDUCTION PROGRAM FOR BEGINNING TEACHERS

Date of Conduct: August 6-8, 2025

Venue: DO Training Hall

Time/Session	Day 1- August 6	Day 2- August 7	Day 3- August 8
7:30-8:30	Registration/Attendance	Management of Learning (MOL) Elementary Group	MOL Secondary Group
8:30-9:40 Preliminary Activities	Nationalistic Song- AVP Prayer-AVP Opening Remarks: CES JULIET C. SANNAD Acknowledgement of Participants: Getting to Know c/o MC Message: SDS SORAYA T. FACULO Statement of Purpose: JOVELYN T. BALANTIN Pre-Test: c/o HRDS	<i>The Philippine Professional Standards for Teachers & Its Alignment & Tools</i> <i>TIP Course book 3</i> NIXON C. ELAHE PSDS	Relevant Laws for Teachers ATTY ANNETTE DOYAOEN Legal Officer III
9:40-10:00	Coffee Break		
10:00-11:00 11:00-12:00	<i>The DepEd Organizational Structures (Coursebook 1)</i> JAYRE ROSE S. GUEVARRA PSDS <i>DepEd's Policy and guidelines on lesson preparation</i> LOURDES B. LOMAS-E PSDS	<i>Responding to Community Context (TIP Course book 4)</i> LOIDA S. MANGANGEY EPS- LRMDS	Salaries, Wages, and Benefits of Teachers BELEN R. TOMIN Budget Officer III
12:00-1:00	Lunch Break		
1:00-2:45	<i>Lesson Planning & Implementing Learning Plans and Enriching Teaching Practice</i> <i>TIP Course Book 2</i> LIGAYA N. ANNAWI Principal, JCES	<i>Teachers Professional and Personal Development (Course book 6)</i> ROSANNA D. DIZON PSDS	Personal Development and Wellbeing DR. ARLENE AWING Medical Officer III
2:45-3:00			
3:00-4:30	<i>Professional Responsibilities</i> <i>TIP Course Book 2</i> REY GAPASIN PSDS	<i>Policies on Promotion and Opportunities for Progression</i> NIEVES D. EBANIO AO-V	Closing Program Sharing of Insights Challenge: ASDS Carmel Meris Mass Oath Taking Distribution of Certificates
Facilitators/OD: Day 1- Jovy, Day 2- Samuel;, Day 3- Jerry Ymson			

Enclosure 3: Program Management Team

Names	Designation/Office	Role
1. Soraya T. Faculo	SDS	Consultant
2. Carmel F. Meris	ASDS	PDC Chairperson
3. Nino Tibangay	CES	Chairperson- Logistics
4. Juliet Sannad	CES	Chairperson- Curriculum
5. Jerry Ymson	EPS	Lead Facilitator
6. Asuncion Saguid	SEPS	M and E Focal
7. Jovelyn Balantin	SEPS	Proponent/Program Focal
8. Samuel Bab-anga	EPS	Logistics/Secretariat
9. Sonny Paday-os	Adm. Assistant I	IT Staff
10. Harris Dizon	ITO	Lead- IT
11. Arlani Buccat	PDO	Inspector
12. Lily Mabalot	Librarian	Inspector
13. Jayre Rose Guevarra	PSDS	Resource Speaker
14. Lourdes B. Lomas-e	PSDS	Resource Speaker
15. Ligaya N. Annawi	Principal	Resource Speaker
16. Rey Gapasin	PSDS	Resource Speaker
17. Nixon C. Elahe	PSDS	Resource Speaker
18. Loida Mangangey	PSDS	Resource Speaker
19. Annette Doyaowen	Legal Officer III	Resource Speaker
20. Nieves D. Ebanio	AO-V	Resource Speaker
21. Belen R. Tomin	Budget Officer III	Resource Speaker
22. Arlene Awing	Medical Officer III	Resource Speaker