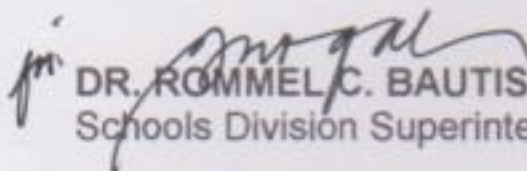




CITY SCHOOLS DIVISION OF ANTIPOLO

MEMORANDUM

TO : OIC-Asst. Schools Division Superintendent
OIC-Chief, Curriculum Implementation Division
OIC-Chief, School Governance & Operations Division
Education Program Supervisors
Public School District Supervisors
Education Program Specialists
Select Elementary and Secondary School Heads
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO V**
Schools Division Superintendent

SUBJECT : **DIVISION ORIENTATION ON THE IMPLEMENTATION OF THE TEACHER INDUCTION PROGRAM (TIP)**

DATE : July 26, 2018

Relative to DepEd Order No. 43 s. 2017, *Teacher Induction Program Policy* and R.A. No. 7784 and Republic Act 10533 or *Enhanced Basic Education Act of 2013 Section 7*, which supports the continuing professional development and progress of the newly hired teachers based on the principle of lifelong learning through conduct of teacher education and training programs to ensure that the enhanced basic education curriculum meets the demand for quality teachers and school leaders, DepEd Division of Antipolo City through the Human Resource Development Section, will conduct **Division Orientation on the Implementation of the Teacher Induction Program (TIP) on August 23-24, 2018 at Loreland Farm Resort Antipolo City.**

The orientation aims to achieve the following objectives:

- a. Identify the scope, framework, procedures and implementation schedule of the Teacher Induction Program
- b. Explain the role of the management team, school heads and mentors in the implementation of the Teacher Induction Program
- c. Walkthrough the content of the different modules of the Teacher Induction Program
- e. Craft a plan of action for the effective and efficient delivery of the induction program in the district/schools.

Participants to this orientation are the Education Program Supervisors, Public School District Supervisors, Education Program Specialists (SEPS and EPS II) and Select Elementary and Secondary School Heads who are lead principals in their district.

First meal to be served is AM snack of the first day and last meal will be PM snack of Day 2. Registration will be from 7:30 to 8:30 AM while opening program will start at 8:30 AM.

Participants are also advised to bring laptop (1 per district), extension cord and pocket wifi.

To facilitate the smooth conduct of the orientation, facilitators and members of the Technical Working Committee will have a meeting on **August 13, 2018, 1:00 PM at the PSDS Office.**

Attached are the following enclosures for your reference;

- Enclosure 1 – Working Committee
- Enclosure 2 – List of Participants
- Enclosure 3 – Program of Activities
- Enclosure 4 - Program

Immediate dissemination of this Memorandum and participation of all concerned to this activity is earnestly desired.



Enclosure 1 to Memorandum No. 337 s. 2018

EXECUTIVE COMMITTEE

Chairperson: **Dr. Rommel C. Bautista, CESO V**
Schools Division Superintendent

Vice-Chairperson: **Dr. Gloria C. Roque**
OIC-Asst. Schools Division Superintendent

Members:

Lito A. Palomar, OIC-Chief, CID
Anselmo C. Celeste Jr., OIC-Chief, SGOD
Arlene L. Tayona, SEPS-HRD
Gayle J. Malibiran, EPS II-HRD
Myrna E. Bautista, EPS II-ALS

TECHNICAL WORKING COMMITTEE

Assignment	IN-CHARGE	TERMS OF REFERENCES
Registration	Marilou M. Lico Myrna E. Bautista Ross Ambus	<ul style="list-style-type: none"> Prepares the Registration and Meal Attendance Form Facilitates the daily signing of the Registration and Meal Attendance Form Prepares and submits accomplished and completed forms to the in-charge
Logistics	Michael P. Glorial Rona Villeta Joyce Ann Bulos	<ul style="list-style-type: none"> Plans and secures logistics to support the activity Prepares materials and deliver it to the venue
Program & Certificates	Luz C. Cayanong Myra B. Villareal Nowena Ganit	<ul style="list-style-type: none"> Prepares the draft of the certificate and have it checked by the in-charge Prints the number of needed certificates (participants and members of the TWG) Presents the certificates to the SDS for signing Assists in the distribution of the certificates during the Closing Program
Documentation	Dr. Emily M. Concio Arlene L. Tayona Gayle J. Malibiran	<ul style="list-style-type: none"> Documents the activities and prepares Post Program Narrative/Evaluation Report
Physical Arrangement/Sound System/Technical	Michael T. Tayona Ranito S. Gallego Maria Florabel M. Tolentino Staff of the assigned venue	<ul style="list-style-type: none"> Checks the preparedness and order of the venue/session halls Checks the proper functioning of the sound system and projector throughout the sessions Assists the facilitators in the setting up of their laptops/gadgets
Health and Wellness	Jean Leslie De Castro	<ul style="list-style-type: none"> Ensures that health and wellness of participants are taken care of
Budget and Finance	Raquel F. Esguerra Ragaam V. Dela Cruz	<ul style="list-style-type: none"> Oversees the efficient allocation of funds and timely release as well as documentation for liquidation
Monitoring and Evaluation	Dr. Isabel M. Gonzales Flordeliza O. Mendiola	<ul style="list-style-type: none"> Administer questionnaire to participants Monitor and evaluate conduct of the program
Facilitators	Dr. Gloria C. Roque Lito A. Palomar Anselmo C. Celeste Jr. Dr. Jonathan P. Domingo Cristina C. Salazar Bernadette I. Berber Reynaldo M. Andrade Jr. Melanie F. Burgonia Arlene L. Tayona Gayle J. Malibiran	<ul style="list-style-type: none"> Reviews the slide decks of the assigned topics to run Edits or enhances the slide decks if needed Coordinates with the HRD Section on the needed materials for the session Coordinates with the ICT the compatibility of gadgets to the projector and needed materials Runs the assigned session



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Enclosure 1 to Memorandum No. 337 s. 2018

LIST OF PARTICIPANTS

NO.	NAME	DESIGNATION
1	Lito A. Palomar	OIC-Chief, CID
2	Anselmo C. Celeste Jr.	OIC-Chief, SGOD
3	Dr. Jonathan P. Domingo	EPS-SGOD
4	Cristina C. Salazar	EPS-English
5	Reynaldo M. Andrade Jr.	EPS-Filipino
6	Dolores J. Agong	EPS-Science
7	Bernadette I. Berber	EPS-Mathematics
8	Melanie F. Burgonia	EPS-TLE/EPP
9	Dr. Arnel T. Buena	EPS-EsP
10	Priscilla V. Salo	EPS-LRMDS
11	Merlita O. Sayago	EPS-Kindergarten/MTB-MLE
12	Myrna E. Bautista	EPS II-ALS
13	Ranito S. Gallego	EPS II-ALS
14	Vivienne C. Martinez	PSDS, District I-A
15	Luz C. Cayanong	PSDS, District I-B
16	Marlyn D. Zapanta	PSDS, District I-C
17	Dr. Gloria A. Benedicto	PSDS, District I-D
18	Marilou M. Lico	PSDS, District II-A
19	Jocelyn A. Perez	PSDS, District II-B
20	Nimrod A. Tupas	PSDS, District II-C
21	Jennie G. Casauay	PSDS, District II-D
22	Dr. Emily M. Concio	PSDS, District II-E
23	Michael T. Tayona	PSDS, District II-F
24	Arlene L. Tayona	SEPS-HRD
25	Gayle J. Malibiran	EPS II-HRD
26	Dr. Isabel M. Gonzales	SEPS-M&E
27	Flordeliza O. Mendiola	EPS II-M&E
28	Albeno L. Del Monte Jr.	SEPS-Soc. Mob.
29	Rizalvy S. Pineda	EPS II-Soc. Mob.
30	Adelaida A. San Diego	Principal IV, ANHS
31	Joyany ST. Gutierrez	Principal IV, Sta. Cruz ES
32	Dr. Flora D. Cahapay	Principal IV, Bagong Nayon I ES
33	Dr. Rowena B. Sison	Principal III, Bagong Nayon II NHS
34	Ronaldo I. Ata	Principal II, San Isidro NHS
35	Evangeline Quibuyen	Principal I, Dela Paz ES
36	Anna Lyn P. Raymundo	Principal III, Mambugan NHS
37	Wilma R. Doctor	Principal II, Mambugan I ES
38	Dr. Rommel S. Beltran	Principal IV, San Jose NHS
39	Dr. Ferdinand B. Millan	Principal IV, Juan Sumulong ES
40	Dr. Mary Jane G. Halili	Principal II, Lores ES
41	Henry M. Lico	Principal I, San Roque NHS
42	Dr. Mervin C. Tortoza	Principal III, ISTES
43	Rodolfo M. Gonzales	Principal II, Marcelino M. Santos NHS
44	Dr. Marilyn B. Rodriguez	Principal III, Peñafrancia ES
45	Nixon C. Maximo	Principal II, Cupang NHS
46	Mary Grace F. Santiago	Principal I, Peace Village ES
47	Esteban B. Casauay	Principal II, Maximo LGMNHS
48	Dr. Maricel R. Tortoza	Principal I, Kaysakay ES
49	Liza Banayo	TIC, Kaysakat NHS



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Enclosure 3 to Memorandum No. 337 s. 2018

DIVISION ORIENTATION ON THE IMPLEMENTATION OF TEACHER INDUCTION PROGRAM (TIP)
August 23-24, 2018

Time	Day 1	Time	Day 2
7:30-8:30	Registration	7:30-8:30	Registration
8:30-9:00	Opening Program	8:30-9:00	MOL
9:00-10:00	TIP Policy <i>Dr. Gloria C. Roque</i>	9:00-10:00	Walkthrough of Module 2: The Filipino Teacher <i>Gayle J. Malibiran</i>
10:00-10:15	SNACKS	10:00-10:15	SNACKS
10:15-12:00	TIP Mentoring Process <i>Dr. Jonathan P. Domingo</i>	10:15-11:15	Walkthrough of Module 3: The K to 12 Curriculum <i>Melanie Burgonia</i>
	<i>Cont.</i>	11:15-12:00	Walkthrough of Module 4: The Teaching Process <i>Reynaldo M. Andrade</i>
12:00-1:00	LUNCH BREAK	12:00-1:00	LUNCH BREAK
1:00-2:00	Differentiated Supervision <i>Lito A. Palomar</i>	1:00-1:15	<i>Cont.</i>
2:00-3:00	Job Embedded Learning <i>Cristina C. Salazar</i>	1:15-2:15	Walkthrough of Module 5: The Learning Process <i>Bernadette I. Berber</i>
3:00-3:15	SNACKS	2:15-3:00	SNACKS
3:15-4:00	Walkthrough of the TIP <i>Anselmo C. Celeste Jr.</i>	3:00-4:00	Walkthrough of Module 6: The School and Community Linkages <i>Anselmo C. Celeste Jr.</i>
4:00-5:00	Walkthrough of Module 1: The Department of Education <i>Arlene L. Tayona</i>	4:00-4:30	Planning for District/School Orientation
		4:30-5:00	CLOSING PROGRAM



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Enclosure 4 to Memorandum No. 337 s. 2018

OPENING PROGRAM		CLOSING PROGRAM	
<i>Part 1</i>			
National Anthem	<i>Ms. Marlyn D. Zapanta PSDS, District I-C</i>	Nationalistic Song	<i>Mr. Michael T. Tayona PSDS, District II-F</i>
Prayer	<i>Dolores J. Agong EPS-Science</i>	Prayer	<i>Myrna E. Bautista EPS II-ALS</i>
CALABARZON March Mabuhay Rizal Antipolo Hymn	<i>Dr. Arnel T. Buena EPS-EsP</i>	Awarding of Certificates	<i>Dr. Rommel C. Bautista Dr. Gloria C. Roque Mr. Lito A. Palomar Mr. Anselmo C. Celeste Jr.</i>
Checking of Attendance	<i>Ms. Marilou M. Lico PSDS, District II-A</i>		
Opening Remarks	<i>Dr. Gloria C. Roque. OIC-Asst. Schools Division Superintendent</i>		
Inspirational Message	<i>Dr. Rommel C. Bautista, CESO V Schools Division Superintendent</i>		
Statement of Purpose	<i>Mrs. Arlene L. Tayona SEPS-HRD</i>	Closing Remarks	<i>Mr. Anselmo C. Celeste Jr. OIC-Chief, SGOD</i>
<i>Part 2 Orientation Proper</i>			
<i>Ms. Gayle J. Malibiran Emcee</i>			