Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Office of the Schools Division Superintendent

25 January 2022

DIVISION MEMORANDUM
No. 063 **s. 2022**

TEACHER INDUCTION PROGRAM (TIP) ONLINE:
A 3-Day Pre-Service Virtual Training for Teachers (Batch 2, SY 2021-2022)

To: **Teacher Induction Program (TIP) Team**
Newly-Hired Elementary and Secondary Teachers
This Division

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) Online: A 3-Day Pre-Service Training for Teachers Batch 2 – SY 2021-2022** on **February 7, 8** and **9, 2022** via **Zoom**.

2. The opening program will be at 1:30pm on February 7, 2022 and the closing program will be on February 9, 2022 at 4:00pm.

3. Identified participants are listed in Enclosure No. 1 of this Memorandum. Only participants shall be given link containing the Zoom Meeting Link and Passcode via email. Participants are advised to wear appropriate outfit during the online activity.

4. Attached to this Memorandum as Enclosure 2 is the Activity Matrix for your reference.

5. Wide dissemination of this Memorandum is hereby enjoined.

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintendent

Encls.: List of Participants (Enclosure 1)
Activity Matrix (Enclosure 2)
References: *DepEd Order No. 42, s. 2017*
To be indicated in the Perpetual Index
under the following subjects:
TEACHER INDUCTION PROGRAM
PROFESSIONAL DEVELOPMENT
SGOD, HRD-i.monte

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Website: www.deped.misor.net
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Enclosure No. 1 of Division Memorandum No ____, s. 2022

TEACHER INDUCTION PROGRAM (TIP) ONLINE:
A 3-Day Pre-Service Virtual Training for Teachers (Batch 2, SY 2021-2022)

OFFICIAL LIST OF PARTICIPANTS
February 7, 8 and 9, 2022

	Complete Name (First Name, MI, Last Name)	Email Address	District	Level
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88	LADORES, LYRA ME B.		SUGBONGCOGON	Senior High School
89	SALON, MARY GRACE G.		BALINGASAG	Senior High School
90	LUCEDRA, NOEL D.		MEDINA	Senior High School
91	CORRO, SELENE P.		MEDINA	Senior High School

xxx nothing follows xxx

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
SCHOOLS DIVISION OF MISAMIS ORIENTAL

Enclosure No. 2 of Division Memorandum No ____, s. 2022

TRAINING & DEVELOPMENT MATRIX

The Training and Development Matrix is an attachment to the Training Design that indicates the time, date and list of topics and its speakers. This will serve as a guide for participants and its program management team on the flow and delivery of the training.

A. Training Information

Title of Training or Program	**Teacher Induction Program: 3 Day Pre-Service Training for Teacher Batch 2, SY 2021-2022**
Description	A three-day orientation designed to prepare teachers As they embark on their journey as a basic education teacher in the Department of Education. This 3-day Orientation activity serves as a prelude to the 3-year Induction Program of the Department of Education.
Proposed Training Date/s	February 7, 8, and 9, 2022
No. of Training Hours	24 hrs
Target Participants	Newly-Hired Teaching Personnel

B. Matrix

Day 1- February 7, 2022

Time	Activity/Topic	Person-In-Charge
12:30 nn	**Log in time**	
1:00:1:30 pm	**Preliminaries:** National Anthem Opening Prayer Roll-Call of Participants Welcome Message Statement of Purpose and Session Topics Message of the Head of Office	**c/o Eman A. Lachica** AVP AVP **EMAN LACHICA, PhD.** EPS II- HRD **MARIA TERESA M. ABSIN, PhD** Chief ES, SGOD **IRISH KARYLLE D. MONTE, PhD** SEPS HRD **JONATHAN S. DELA PEÑA, PhD** Schools Division Superintendent
1:30-2:30 PM	DepEd Mission, Vision and Core Values / DepEd Mis Or Organizational Structure / and Teacher's Career Path	**MA. TERESA M. ABSIN, PhD.** Chief EPS, SGOD
2:30-3:30 PM	Financial Literacy: Salaries, Wages and Benefits	**MARK LORREN T. TEJANO** Budget Officer
3:30-4:30 PM	R.A 6713 Code of Conduct of Ethical Standards, CSC Rules on Attendance, Leave of Absence, Dress Code	**RHODORA L. GALLARES, PhD.** ES 1 SGOD
4:30 -5:00 PM	Acknowledgements and Reminders	**c/o Eman A. Lachica**

Day 2- February 8, 2022

Time	Activity/Topic	Person-In-Charge
7:30 AM	**Log In Time**	
7:45- 8:00 AM	**Management of Learning:** Prayer Roll-Call of Participants Recap Motivation/Game	**c/o Eman A. Lachica**
8:00-9:00 AM	Walkthrough of the K to 12 Curriculum Guides and Most Essential Learning Competencies (MELCS)	**GLADYS BANAC** EPS I- ENGLISH
8:00-9:00 AM	Overview of Distance Learning Modalities	**ERLINDA G. DAEL, PhD, CESE** Chief ES, CID
9:00-10:00 AM	Teaching Reading in the New Normal, TVBI and RBI	**MERLY B. MABELIN** ES I- MTB/ Division Reading Coordinator
10:00-11:00 AM	Instructional Alignment to Facilitate Learning	**SALLY S. AGUILAR, PhD.** ES I, Filipino
11:00-12:00 NN	Learning Resource Management System (LRMDS)/ SLMs Writing	**KIM ERIC G. LUBGUBAN** PDO II, LRMDS
	HEALTH/LUNCH BREAK	
1:00-2:00 PM	Copyright and Integrity of DepEd Learning Resources	**CELIETO B. MAGSAYO** ES I, LRMDS
2:00-3:30 PM	Policy Guidelines on Assessment, Awards and Recognition (with Workshop)/ Interim Guidelines on Assessment	**DANNY A. ASIO** SEPS- SMME
3:30-4:45 PM	The Philippine Professional Standards for Teachers (PPST) The TIP Policy and Modules	**IRISH KARYLLE D. MONTE** SEPS- HRD
4:45-5:00 PM	Acknowledgements and Reminders	**c/o Eman A. Lachica**

Day 3 – February 9, 2022

Time	Activity/Topic	Person-In-Charge
7:30 AM	**Log In Time**	
7:45- 8:00 AM	**Management of Learning:** Prayer Roll-Call of Participants Recap Motivation/Game	**c/o Eman A. Lachica**
8:00-9:00 AM	Research Management Guidelines and Data Utilization	**LINDO M. CAYADONG, PhD.** SEPS- Planning and Research
9:00-10:00 AM	School Forms, LIS and EBEIS	**EDWIN L. GAMOROT** Planning Officer/ LIS Coordinator **GERRY P. MADRID** EPS II- SMME
10:00-11:00 AM	DepEd ICT Systems	**FREDDIEJUN T. DELIG** IT Officer

11:00-12:00 NN	Online Teaching Essentials Using GSuites (Google Meet, Classroom, Drive, Forms and Sheets)	**HAIDEE F. MONSANTO** MT /ICT Coordinator, Claveria II **MICHAEL EMPERADOR** ADA 1/ ICT Coordinator, Manticao
	HEALTH/LUNCH BREAK	
1:00-2:00 PM	Graphic Design Using Canva	**NORMAN STAN D. BALINO** MT/ICT Coordinator, MOGCHS **FREDESWENDA A. LABAYA** SIC, IS Cruz ES, Jasaan
2:00-3:00 PM	Getting Started with MS Office 365	**JONH RHY MOLO** T-1, Sta. Ines NH **ALEXIS V. LAROSA** T-II SHS, Alubijid NHS **MARK ANTHONY AFABLE** T-1, Talisayan NHS
3:00-4:00 PM	**Closing Program** Impression Commitment Distribution of Certificates Acknowledgement Closing Prayer Makabayan Song	**c/o Eman A. Lachica** EPS II HRD

C. Program Management Team

Function	Name	Designation
Program Consultant	*Jonathan S. Dela Pena, PhD.* *Nimfa R. Lago, PhD.* *Maria Teresa M. Absin, PhD.* *Erlinda G. Dael, PhD.*	*SDS* *ASDS* *SGOD Chief* *CID Chief*
Program Management Team Leader	*Irish Karylle D. Monte, PhD.*	*SEPS HRD*
Program Management Asst Leader	*Eman A. Lachica, PhD.*	*EPS II HRD*
QAME Associate	*Danny A. Asio* *Gerry P. Madrid*	*SEPS- SMME* *EPS II SMME*
Technical Officer	*Freddiejun T. Delig* *Karl Joseph A. Noriga* *Paul Dominic F. Saa*	*IT Officer* *IT Staff* *AO II*
Secretariat	*Melanie C. Estenzo* *Shayne Yannah M. Frias* *Christine E. Tahud*	*AO IV- HRMO* *AO II*

Prepared By:

IRISH KARYLLE D. MONTE, PhD.
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Reviewed By:

MA. TERESA M. ABSIN, PhD.
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Approved

JONATHAN S. DELA PEÑA, PhD, CESO V
Schools Division Superintenden

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