



Republic of the Philippines  
**Department of Education**  
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

October 14, 2025

**DIVISION MEMORANDUM**

No. 110, s. 2025

**DIVISION ORIENTATION ON THE CONDUCT OF SCHOOL-BASED INDUCTION PROGRAM FOR BEGINNING TEACHERS CUM CEREMONIAL OATH TAKING CEREMONY**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisor, CID/OIC, SGOD  
Administrative Officers V  
Public Schools District Supervisors  
Public Elementary, Secondary, and Integrated School Heads  
All Others Concerned

1. DepEd Order No. 43, s. 2017 titled "*Revised Guidelines on the Induction Program for Beginning Teachers*," underscores the importance of providing structured and systematic support to newly hired teachers as they transition into the teaching profession. This policy outlines the School-Based Induction Program for Beginning Teachers (IPBT) as a mechanism to address the unique needs of beginning teachers.
2. To enhance the effective implementation of the School-Based IPBT, the Schools Division Office of Marinduque, through the School Governance and Operations Division-Human Resource Development Section under Project Quality HRD – NOVICE (*Newcomer Onboarding and Valuable Induction for Classroom Educators*), will conduct the **Division Orientation on the Conduct of School-Based Induction Program for Beginning Teachers cum Ceremonial Oath Taking Ceremony** on **October 17, 2025** at the **SDO Marinduque Conference Hall, Malusak, Boac, Marinduque**.
3. This learning and development activity is part of the three-year induction program for beginning teachers designed to equip them, their mentors, and their school heads with the necessary skills and knowledge to effectively implement the School-Based IPBT. Specifically, it aims to:
  - a. facilitate a smoother transition for beginning teachers into the DepEd system;
  - b. improve the mentoring skills of school heads and IPBT mentors through consistent utilization of the IPBT resources; and
  - c. provide structured support and guidance to beginning teachers during the critical early years of teaching to reduce teacher turnover rates.
4. Participants in this activity are newly hired teachers in the Schools Division of Marinduque from November 2024 to September 2025. Furthermore, concerned schools



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are also required to send one (1) IPBT mentor for every three (3) beginning teachers to attend the said orientation. They are requested to participate in business attire.

**5. All participants, resource speakers, and members of the Program Management Team (PMT) shall accomplish the online profiling on or before October 16, 2025 5:00PM through [bit.ly/OrientationIPBT2025](https://bit.ly/OrientationIPBT2025).** Any correction in name, position, and/or official station shall be made in their accomplished profiles. This training shall follow the “No Profile = No Certificate” policy in accordance with Division Memorandum No. 42, s. 2025.

6. To ensure seamless execution and quality of training, no replacement or representative shall be allowed unless deemed valid by the Schools Division Superintendent. Participants who cannot participate in the activity due to various reasons must submit a letter, through the OSDS-Records Unit, addressed to the Schools Division Superintendent, Attn: SGOD-Human Resource Development Section, indicating their reasons for non-participation at least a day before the scheduled training.

7. DepEd Order No. 9, s. 2005, otherwise known as “*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith,*” shall strictly be observed during the conduct of the training. School heads are expected to employ necessary strategies to avoid disruption of classes.

8. Expenses incurred for the activity shall be charged to the 2025 Division HRD Current Fund, subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to the school's local funds, subject to the availability of funds and existing accounting and auditing rules and regulations.

9. The following documents are enclosed for reference:

- a. Enclosure 1: List of Participants
- b. Enclosure 2: List of Resource Persons and Program Management Team
- c. Enclosure 3: Activity Matrix

10. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

11. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: as stated  
References: DepEd Order No. 43, s. 2017  
DepEd Order No. 11, s. 2019  
Division Memorandum No. 42, s. 2025

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

EMPLOYEES                      ORIENTATION                      TEACHERS



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Website: <https://depedmarinduque.com>

**LIST OF PARTICIPANTS**

*Division Orientation on the Conduct of School-Based Induction Program  
for Beginning Teachers cum Ceremonial Oath Taking Ceremony*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL</b>
1. Junica O. Laceda	Teacher I	Amoingon Elementary School
2. Princess Joy M. Lusterio	Teacher I	Argao National High School
3. Genalyn R. Saguid	Teacher I	Bagtingon National High School
4. Diana M. Licon	Teacher I	Balanacan Elementary School
5. Myla L. Madla	Teacher I	Balanacan Elementary School
6. Donna L. Montalban	Teacher I	Balanacan National High School
7. Crisilyn M. Garcia	Teacher I	Baliis Elementary School
8. Julie Ann R. Lasta	Teacher I	Bancoro Elementary School
9. Florilyn N. Loto	Teacher I	Bicas-Bicas Elementary School
10. Olga Marie M. Lacerna	Teacher I	Bicas-Bicas Elementary School
11. Lilit C. Villavicencio	Teacher I	Biga Elementary School
12. Analyn M. Paragas	Teacher I	Binunga Elementary School
13. Rizza May S. Buenaventura	Teacher I	Binunga Elementary School
14. Jennifer M. Selda	Teacher I	Binunga Elementary School
15. April Joy A. Estrella	Teacher I	Bocboc Elementary School
16. Kristine Joyce A. Figuerra	Teacher I	Bognuyan National High School
17. Dhessa Marie M. Mirones	Teacher I	Boi Elementary School
18. Regine M. Dela Rosa	Teacher I	Botilao National High School
19. Brenda M. Castillo	Teacher I	Buenavista National High School
20. Ma. Estephanie M. Sumagui	Teacher I	Buenavista National High School
21. Myreen D. Bayer	Teacher I	Buenavista National High School
22. Welucie Joy Q. Villavicencio	Teacher I	BNHS- Lipata-Tungib Annex
23. Mark Kevin R. Lacdao	Teacher I	BNHS – Sihi Annex
24. Myra M. Villanueva	Teacher I	Buyabod Elementary School
25. Crizzha R. Puente	Teacher I	Cagpo Elementary School
26. Jennifer G. Mazon	Teacher I	Canat Elementary School
27. Derwin M. Musnit	Teacher I	Capayang Elementary School
28. Catherine F. Peralta	Teacher I	Daat Primary School
29. Brenly Joyce P. Camaso	Teacher I	Dolores National High School
30. Myra Jean M. Montes	Teacher I	Don Luis Hidalgo Memorial School

31. Rhea L. Mogol	Teacher I	Don Severino Lardizabal Memorial School
32. Anzia Mae M. Malinao	Teacher I	Guisian Elementary School
33. Rey L. Borromeo	Teacher I	Guisian Elementary School
34. Manilyn R. Lancion	Teacher I	Hinadharan Elementary School
35. Alondra J. Marquez	Teacher I	Hinanggayon Elementary School
36. Maria Jean L. Monreal	Teacher I	Hinapulan Elementary School
37. Lorelyn R. Garcia	Teacher I	Hupi National High School
38. Sheryl N. Novenario	Teacher I	Ilaya National High School
39. Lea R. De Galicia	Teacher I	Ino Elementary School
40. Rose Ann M. Nuga	Teacher I	Ipil National High School
41. Rosemarie S. Verzabal	Teacher I	Ipil National High School
42. Izza Mae A. Regencia	Teacher I	Kalangkang Elementary School
43. Sheryl P. Arellano	Teacher I	Kamandugan Elementary School
44. Jobelle J. Fiegalan	Teacher I	Labo Elementary School
45. Keithley P. De Vera	Teacher I	Labo Elementary School
46. Christian R. Malabana	Teacher I	Landy National High School
47. Noelyn L. Pernia	Teacher I	Landy National High School
48. Alberto P. Rodas Jr.	Teacher I	Landy National High School
49. Joseph M. Luna	Teacher I	Landy National High School
50. Jiselle C. Jornadal	Teacher I	Magapua Elementary School
51. Erica M. Maling	Teacher I	Mahinhin Elementary School
52. Fatima P. Honorica	Teacher I	Mahinhin Elementary School
53. Angelica O. Montiano	Teacher I	Mainit Elementary School
54. Ma. Pauline B. Benitez	Teacher I	Mainit Elementary School
55. Riza N. Ricohermoso	Teacher I	Malibago Elementary School
56. Grace S. Naranjo	Teacher I	Malibago National High School
57. Vanessa S. Roldan	Teacher I	Malibago National High School
58. Maria Lea Angela N. Lazares	Teacher I	Maligaya Elementary School
59. Abegail S. Podaca	Teacher I	Maniwaya Elementary School
60. Mariel Althea P. Peregrin	Teacher I	Maniwaya Elementary School
61. Melanie P. Malicsi	Teacher I	Maranlig Elementary School
62. Amor M. Maaño	Teacher I	Maranlig National High School
63. Princess Z. Rellin	Teacher I	Maranlig National High School
64. Angelyn L. Madla	Teacher I	Marinduque National High School
65. Jay Hanne Trisha P. Sevilla	Teacher I	Marinduque National High School
66. Dave Mickle M. Del Prado	Teacher I	Marinduque National High School

67. Kevin Louise R. Marciano	Teacher I	Marinduque National High School
68. Grace Camille L. Nabos	Teacher I	Marinduque National High School
69. Jessa M. Milambiling	Teacher I	Marinduque National High School
70. Gil Joshua M. Labayna	Teacher I	Marinduque National High School
71. Zhyne G. Togonon	Teacher I	Masaguisi National High School
72. Alexandria Ignacia Constantino	Teacher I	Masaguisi National High School
73. Reyna Joy H. Dimacali	Teacher I	Matuyatuya Elementary School
74. Katherine F. Masingag	Teacher I	Matuyatuya National High School
75. Jenilyn P. Tabanao	Teacher I	Matuyatuya National High School
76. Diomax R. Peralta	Teacher I	Mongpong Elementary School
77. Mariel Z. De Los Santos	Teacher I	Mongpong Elementary School
78. Lynzel R. Meña	Teacher I	Mongpong National High School
79. Realyn R. Rey	Teacher I	Mongpong National High School
80. Rhodimel Joy F. Fabellon	Teacher I	Nangka Elementary School
81. Jhon Lorens L. Malimata	Teacher I	Pacia A. Sena Memorial High School
82. Magielyn P. Retardo	Teacher I	Payanas Elementary School
83. Meralyn Joy M. Mazo	Teacher I	Paye Elementary School
84. Lani M. Gayondato	Teacher I	Poctoy Elementary School
85. Dominic O. Raza	Teacher I	Poctoy National High School
86. Jenny L. Poticar	Teacher I	Poctoy National High School
87. Rogelyn R. Villaruel	Teacher I	Polo National High School
88. Jehan Q. Peregrin	Teacher I	Polo National High School
89. Andrei E. Murillo	Teacher I	Polo National High School
90. Madison P. Diaz	Teacher I	Puting Buhangin National High School
91. Bernadette R. Bayabay	Teacher I	San Isidro Elementary School
92. Milaflor T. Rosal	Teacher I	Sayao Elementary School
93. Keshia S. Linong	Teacher I	Sayao Elementary School
94. Karen J. Logmao	Teacher I	Sayao National High School
95. Mary Grace Q. Loto	Teacher I	Sibuyao Elementary School
96. Jovelyn F. Rico	Teacher I	Sibuyao Elementary School
97. Joydelyn M. Constantino	Teacher I	Sibuyao Elementary School
98. Rizzabel L. Macdon	Teacher I	Sibuyao National High School

99. Alex R. Constantino	Teacher I	Sibuyao National High School
100. Jobel M. Martinez	Teacher I	Sibuyao National High School
101. Ryan F. Riego	Teacher I	Sibuyao National High School
102. Emmalyn Grace R. Briones	Teacher I	Sinambahan Elementary School
103. Jaycel R. Rioveros	Teacher I	Santa Cruz East Central School
104. Marygrace P. Principe	Teacher I	Santa Cruz East Central School
105. Jarose V. Plantilla	Teacher I	Santa Cruz East Central School
106. Mirasol A. Peregrin	Teacher I	Tagum National High School
107. Amira Grace R. Regencia	Teacher I	Tagum National High School
108. Lean Gail L. Jagong	Teacher I	Tambangan Elementary School
109. Ruth Ann P. Billones	Teacher I	Tambangan National High School
110. Ma. Jamila F. Jandusay	Teacher I	Tambangan National High School
111. Allysa Joy B. Retardo	Teacher I	Tapuyan National High School
112. Princess Idahlia S. Logatoc	Teacher I	Tapuyan National High School
113. Rica Mae. Sadian	Teacher I	Tapuyan National High School
114. Christine M. Almonte	Teacher I	Tigwi Elementary School
115. Ronamie J. Maaño	Teacher I	Tigwi National High School
116. Jane R. Ricafranca	Teacher I	Tigwi National High School
117. Angelica F. Laylay	Teacher I	Tigwi National High School
118. Rhona Mae B. Villalva	Teacher I	Torrijos Senior High School Stand-Alone
119. Joydie Mae S. Ricaflanca	Teacher I	Torrijos Senior High School Stand-Alone
120. Angelica. Em	Teacher I	Torrijos Senior High School Stand-Alone
121. Norabeth L. Paalam	Teacher I	Tungib Elementary School
122. Aiza T. Saez	Teacher I	Yook Elementary School
123. Liezel S. Saludes	Teacher I	Yook National High School
124. Evaflor T. Narzoles	Teacher I	Yook National High School

**LIST OF PROGRAM MANAGEMENT TEAM MEMBERS**

*Division Orientation on the Conduct of School-Based Induction Program  
for Beginning Teachers cum Ceremonial Oath Taking Ceremony*

NAME	POSITION	OFFICE	ROLE
1. Dr. Lynn G. Mendoza	OIC-SDS	OSDS	Overall Manager
2. Dr. Mabel F. Musa	ASDS	OSDS	Overall Co-Manager
3. Maita M. Lazares	EPS/OIC-CES	SGOD	Program Manager/ Resource Speaker
4. Kyle David V. Atienza	SEPS	SGOD	Program Manager/ Resource Speaker
5. Dr. Melanie M. Mendoza	SEPS	SGOD	Resource Speaker
6. Maridell F. Hermosa	AO IV	OSDS	Resource Speaker
7. John M. Chavez	CES	CID	Learning Manager
8. May Bernadeth O. De la Rosa	AO V	OSDS	Learning Manager
9. Arlene M. Marasigan	AO V	OSDS	Learning Manager
10. John Dhelter P. Pastrana	Accountant III	OSDS	Learning Manager
11. Atty. Ayzel Lea R. Palmero	Attorney III	OSDS	Learning Manager
12. Engr. David M. Zoleta, Jr.	ITO I	OSDS	Learning Manager
13. Jinky L. Meron	AO IV	OSDS	Learning Manager
14. Aleli L. Arceo	AO IV	OSDS	Learning Manager
15. Ruby M. Tan	AO IV	OSDS	Logistics Officer
16. Dr. Rica Mai O. Larga	MO III	SGOD	Welfare Officer
17. Dr. Fretzie P. Alcantara	SEPS	SGOD	M&E Officer
18. Rey R. Raymundo	EPS II	SGOD	M&E Assistant
19. Glaiza T. Palatino	EPS II	SGOD	Documenter
20. Mayda N. Lagran	EPS II	SGOD	Documenter
21. Josefina P. Brual	PDO I	SGOD	Documenter
22. Bernadith R. Lacerna	SEPS	SGOD	Secretariat
23. Marisol O. Luarca	PO III	SGOD	Secretariat
24. Fatima M. Villanueva	ADAS II	SGOD	Secretariat
25. Julius Christian M. Llanes	AS	SGOD	Technical Support
26. Raymond M. Maaño	TA I	SGOD	Technical Support

**ACTIVITY MATRIX**

*Division Orientation on the Conduct of School-Based Induction Program  
for Beginning Teachers cum Ceremonial Oath Taking Ceremony*

<b>DATE AND TIME</b>	<b>DURATION</b>	<b>TOPIC / ACTIVITY</b>	<b>PERSON/S RESPONSIBLE</b>
8:00-9:00AM	60 mins	Arrival and Registration of Participants	Program Management Team
9:01-9:30AM	30 mins	Opening Program: <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Ecumenical Prayer</li> <li>• Bagong Pilipinas Hymn</li> <li>• SDO Marinduque Hymn</li> <li>• DepEd Quality Policy Statement</li> <li>• Messages</li> <li>• Photo Opportunity</li> <li>• Reminders</li> </ul>	Program Management Team
9:31-10:45AM	75 mins	<b>Session 1: New Rationalized Structure of the Department of Education</b>	Mrs. Maita M. Lazares
10:46-11:00AM	15 mins	Health Break	
11:01AM-12:00NN	60 mins	<b>Session 2: DepEd Service Marks and Visual Identity and DepEd Manual of Style</b>	Dr. Melanie M. Mendoza
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	60 mins	<b>Session 3: Teacher's Benefits</b>	Mrs. Maridell F. Hermosa
2:01-3:00PM	60 mins	<b>Session 4: Delivering the Curriculum with Purpose: Foundations, Planning and Practice</b>	Mr. John M. Chavez
3:01-3:15PM	15 mins	Health Break	
3:15-4:15PM	60 mins	<b>Session 5: Induction Program for Beginning Teachers</b>	Mr. Kyle David V. Atienza
4:16-4:45PM	30 mins	Closing Program: <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Insights</li> <li>• Statement of Challenge</li> <li>• Acceptance of Challenge</li> <li>• Ceremonial Oath-taking Ceremony</li> <li>• Photo Opportunity</li> <li>• Closing Remarks</li> </ul>	Program Management Team
4:46-5:00PM	15 mins	End-of-Day Evaluation	Program Management Team