



Republic of the Philippines
Department of Education
MIMAROPA Region
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque

RECORDS SECTION
RELEASED

Name: 005186

Signature: 

DEC 17 2024 Time:

Office of the Schools Division Superintendent

December 16, 2024

DIVISION MEMORANDUM

No. 096, s. 2024

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

TO: Asst. Schools Division Superintendent
Chief Education Supervisors
Administrative Officer V, Administrative Unit
Public Schools District Supervisors
Public Elementary and Secondary 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 an **Orientation on the Conduct of School-Based Induction Program for Beginning Teachers cum Ceremonial Oathtaking Ceremony** on **December 18, 2024** 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:

- facilitate a smoother transition for beginning teachers into the DepEd system;
- improve the mentoring skills of school heads and IPBT mentors through consistent utilization of the IPBT resources; and
- 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 the newly hired teachers in the Schools Division of Marinduque from November 2023 to November 2024 and their respective school heads.

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They shall accomplish the profile of participants on or before December 18, 2024 through bit.ly/OrientationIPBT2024. Any corrections in name, position, and/or official station shall be made by the participant in their accomplished profiles. Furthermore, they are advised to wear business attires during the activity.

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

6. Training supplies and meals of participants, resource persons, and members of the Program Management Team (PMT) shall be charged to the 2024 Division HRD Fund subject to existing accounting and auditing rules and regulations. Meanwhile, travel expenses of participants shall be charged to school local funds subject to availability of funds and existing accounting and auditing rules and regulations.

7. The following documents are enclosed for reference:

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

8. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through kyledavid.atienza@deped.gov.ph.

9. 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: as stated

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

EMPLOYEES ORIENTATION TEACHERS

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LIST OF PARTICIPANTS

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

NAME	POSITION	SCHOOL
1. Lotaniel R. Garcia	Teacher I	Maniwaya NHS
2. Bernadeth L. Manuba	Teacher I	Silangan ES
3. Clarence G. Monta	Teacher I	Tambangan NHS
4. Rogelyn M. Dela Cruz	Teacher I	Marinduque NHS
5. Dexter John R. Manalo	Teacher I	Buangan ES
6. Arby Joy W. Sales	Teacher I	Libas ES
7. Jedlester O. Lazarte	Teacher I	Mahinhin ES
8. Glaiza Mae P. Piramo	Teacher I	Punong ES
9. Jenny Rose J. Olavidez	Teacher I	Bagtingon ES
10. Caroline M. Regis	Teacher I	Catubugan ES
11. Analyn Q. Ranuda	Teacher I	Malayak ES
12. Kristine Joy B. Arenas	Teacher I	Masiga ES
13. Araj R. Umali	Teacher I	Pag-asa ES
14. Michelle B. Mandia	Teacher I	Sawi ES
15. Arvie Lourine D. Lampas	Teacher I	Mendez ES
16. Heidi L. Majaba	Teacher I	Poras ES
17. Jerlyn J. Mataac	Teacher I	Talawan ES
18. Argel B. Pielago	Teacher I	Tambangan ES
19. Rochelle L. Jalamanan	Teacher I	Tanza ES
20. Novie Ann F. Parangalan	Teacher I	Buenavista CS
21. Gina O. Quindoza	Teacher I	Bantauyan ES
22. Judy Ann M. Magaling	Teacher I	Paciano A. Sena MHS
23. Marivic R. Magyaya	Teacher I	Mogpog CS
24. Jessa F. Vitto	Teacher I	Bicas-bicas ES
25. Gyprex J. Lauresta	Teacher I	Magapua ES
26. Niña Norena M. Magante	Teacher I	Malayak ES
27. Glycedel F. Mataac	Teacher I	Malbog ES
28. Jhoanna Lei L. Lawig	Teacher I	Tarug ES
29. Gemmalyn S. Frias	Teacher I	Buenavista NHS
30. Bedalyn T. Saez	Teacher I	Tagum NHS
31. Emmanuel P. Mantala	Teacher I	Polo S
32. Crystal L. Villar	Teacher I	Bagtingon NHS
33. Edna Rose M. Honorica	Teacher I	Sawi ES
34. Sydrick D. Sadiwa	Teacher I	Buenavista NHS
35. Anjelyn M. Padilla	Teacher I	Butansapa ES
36. Beverly Anne Joy D. Yao	Teacher I	Tiguion ES
37. Jessica C. Roncales	Teacher I	Hinadharan ES
38. Maria Deborrha G. Palomares	Teacher I	Pulo NHS
39. Mark Anthony S. Villanueva	Teacher I	Bagtingon NHS

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40. Rosemarie A. Recella	Teacher I	Dolores NHS
41. Myra M. Lumaban	Teacher I	Ilaya NHS
42. Katrina M. Ricafrente	Teacher I	Makapuyat NHS
43. Dennise A. Hermosa	Teacher I	Marinduque NHS
44. Mary Joy M. Perilla	Teacher I	Torrijos SHS
45. Kristel Joy S. Diwata	Teacher I	Torrjos SHS
46. Ruby V. Jinang	Teacher I	Bangbang NHS
47. Danica M. Buenaventura	Teacher I	Lupac-Tabigue ES
48. Maria Teresa M. Leal	Teacher I	Marinduque NHS
49. Rheymon S. Monsanto	Teacher I	Pag-asa ES
50. Eunes Mariam V. Malapad	Teacher I	Pawa ES
51. Jezabele P. Manuevo	Teacher I	Sibuyao NHS
52. Rosette Claire D. Rodas	Teacher I	Tambangan ES
53. John Michael M. Malapajo	Teacher I	Bangbang NHS
54. Joy J. Labay	Teacher I	Bognuyan NHS
55. Maricar R. Pizarra	Teacher I	Dolores NHS
56. Lea L. Malapad	Teacher I	Landy NHS
57. Jessa L. Lecaros	Teacher I	Makapuyat NHS
58. Angelica P. Fevidal	Teacher I	Makapuyat NHS
59. Mary Rose M. Abling	Teacher I	Malibago NHS
60. Lizzbeth N. Balderas	Teacher I	Marinduque NHS
61. Rona M. Montellana	Teacher I	Marinduque NHS
62. Janneal Val L. Rabi	Teacher I	Marinduque NHS
63. Erevelle J. Mantala	Teacher I	Masalukot ES
64. Ramonaliza M. Tan	Teacher I	Matalaba NHS
65. Jay-Anne R. Distajo	Teacher I	Matuyatuya NHS
66. Michelle M. Mascareñas	Teacher I	Quatis ES
67. Anna Melissa P. Sarona	Teacher I	Tigwi NHS
68. Gladys Q. Rey	Teacher I	Maniwaya NHS
69. Maysel J. Jardiniano	Teacher I	Mansiwat PS
70. Jay L. Novenario	Teacher I	Marinduque NHS
71. Maria Eloisa Junelle O. Nacawili	Teacher I	Marinduque NHS
72. Lyca C. Chavez	Teacher I	Marinduque NHS
73. Raquel M. Lacdao	Teacher I	Marinduque NHS
74. Rizza R. Mantaring	Teacher I	Matalaba NHS
75. Mary Ann R. Estrella	Teacher I	Angas ES
76. Ellen Joy M. Monleon	Teacher I	Boi ES
77. Judelyn R. Morales	Teacher I	Bonliw NHS
78. Liza G. Reanzares	Teacher I	Buenavista CS
79. Laica May M. Laderas	Teacher I	Buenavista NHS
80. Joseph R. Palmiery	Teacher I	Buenavista NHS
81. Erika Mae B. Nuñez	Teacher I	Buenavista NHS
82. Myka Joana F. Jandusay	Teacher I	Hinapulan ES
83. Mylene L. Lingon	Teacher I	Hinapulan ES
84. Angelica P. Ricohermoso	Teacher I	Kasily ES

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85. Donnabel B. Medina	Teacher I	Kilo-kilo NHS
86. Edisa P. Mendoza	Teacher I	Kinyaman ES
87. Christine Joy R. Principe	Teacher I	Labo ES
88. John Paul R. Jimenez	Teacher I	Landy NHS
89. John Razel P. Baroña	Teacher I	Landy NHS
90. Beverly A. Pimentel	Teacher I	Landy NHS
91. Cherrie May R. Parone	Teacher I	Makapuyat NHS
92. Rustom M. Loto	Teacher I	Makapuyat NHS
93. Mariecel P. Reynes	Teacher I	Makapuyat NHS
94. Florife L. Bacon	Teacher I	Marinduque NHS
95. Leona May N. Manrique	Teacher I	Marinduque NHS
96. Jaeline Faith T. Riego	Teacher I	Marinduque NHS
97. Ma. Alleah Fe E. Gonzales	Teacher I	Matalaba NHS
98. Jenny Rose F. Simpliciano	Teacher I	Matuyatuya NHS
99. Julie Ann P. Basco	Teacher I	Mogpog NCHS
100. Nicca M. Maac	Teacher I	Mogpog NCHS
101. Allen Gayle L. Olaño	Teacher I	Paciano A. Sena MHS
102. Ana Marie M. Roldan	Teacher I	Tagum NHS
103. Mary Grace Q. Manalo	Teacher I	Tungib ES
104. Chinezza Jireh S. Vitto	Teacher I	Buenavista NHS - Lipata-Tungib Annex
105. Mikee Q. Motol	Teacher I	Butansapa ES
106. Roberto V. Postrado	Teacher I	Matuyatuya NHS
107. Geraldyn R. Hernandez	Teacher I	Maranlig NHS
108. Donna Ara N. Fernandez	Teacher I	Maranlig NHS
109. Mary Joy R. Murillo	Teacher I	Maranlig NHS
110. Aidyze R. Gutierrez	Teacher I	Torrijos SHS
111. Jovelyn P. Pimentel	Teacher I	Punong NHS
112. Mary Elaine L. Opis	Teacher I	Sibuyao NHS
113. Lorie Lyn R. Jocson	Teacher I	Labo ES
114. Myrann L. Gabriel	Teacher I	Mampaitan ES
115. Ma. Caren M. Nazareno	Teacher I	Marinduque NHS
116. Joni Marie M. Garcia	Teacher I	Ipil NHS
117. Zayra O. Maderazo	Teacher I	Puyog ES
118. Ronnie R. Naranjo	Teacher I	Tumagabok ES
119. Ethel Jane M. Magcamit	Teacher I	Agot ES
120. Veberly N. Lunar	Teacher I	Hinapulan ES
121. Lailani M. Limbo	Teacher I	Hupi NHS
122. Glenda L. Boral	Teacher I	Ipil NHS
123. Eunice Ann M. Osinsao	Teacher I	Mahinhin ES
124. Cherry Jhoanna L. Lasac	Teacher II	Malibago NHS
125. Celia M. Carbonel	Teacher I	Marinduque NHS
126. Judy Ann P. Quinto	Teacher I	Mongpong NHS
127. Jean R. Rey	SpEd Teacher I	Masaguisi ES
128. Meryjoy A. Opiz	Teacher I	Cagpo Elementary School

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129.	Laarni R. Postrado	Teacher I	Punong NHS
130.	Sherlyn R. Moldon	Teacher I	Landy NHS
131.	Hanna Joy R. Marquez	Teacher I	Makapuyat NHS
132.	Jesibel R. Patriarca	Teacher I	Torrijos CS
133.	Maria Krestina E. Par	Teacher I	Sayao NHS
134.	Marjolyn C. Mortel	Teacher I	Cawit NCHS
135.	Mary Grace L. Nebreja	Teacher I	Maligaya ES
136.	Jeric R. Par	Teacher I	Dating Bayan ES
137.	Rose Ann S. Fermo	Teacher I	Bognuyan NHS
138.	Gloraine S. Lingcallo	Teacher I	Buenavista NHS
139.	Mirasol A. Peregrin	Teacher I	Tagum NHS
140.	Meridith P. Boton	Teacher I	Paye ES
141.	Jason P. Cruzado	Teacher I	Tiguion NHS
142.	April P. Reginio	Teacher I	Malibago NHS
143.	Mary Grace Q. Loto	Teacher I	Sibuyao ES
144.	Ronamie J. Maaño	Teacher I	Tigwi NHS
145.	Jennifer G. Mazon	Teacher I	Canat ES
146.	Jenifer M. Selda	Teacher I	Binunga ES
147.	Norabeth L. Paalam	Teacher I	Tungib ES
148.	Noelyn L. Pernia	Teacher I	Landy NHS
149.	Ma. Jamila F. Jandusay	Teacher I	Tambangan NHS
150.	Anna Liza P. Retardo	Principal I	Maniwaya NHS
151.	Marilyn A. Garay	Teacher In-Charge	Silangan ES
152.	Elizabeth Z. Valdoria	Teacher In-Charge	Tambangan NHS
153.	Democrito M. Nazareno	School Principal IV	Marinduque NHS
154.	Jaime R. Almonte	Principal II	Buangan ES
155.	Noretzel R. Minga	Teacher In-Charge	Libas ES
156.	Jose Jason L. Miciano	Teacher In-Charge	Mahinhin ES
157.	Edna R. de Luna	Head Teacher III	Punong ES
158.	Arnel L. Limbo	Head Teacher III	Bagtingon ES
159.	Pacifico P. Belarmino	Head Teacher I	Catubugan ES
160.	Aaron S. Labaguis	Teacher In-Charge	Malayak ES
161.	Jhonrex L. Sapunto	Principal I	Masiga ES
162.	Glen P. Espirituo	Head Teacher III	Pag-asa ES
163.	Cecilia R. Logatoc	Head Teacher III	Sawi ES
164.	Rowena L. Macunat	Teacher In-Charge	Mendez ES
165.	Romeo M. Malacas Jr.	Principal I	Poras ES
166.	Joey M. Mataac	Head Teacher I	Talawan ES
167.	Mandy R. Piguerra	Teacher In-Charge	Tambangan ES
168.	Cresencia L. Landoy	Head Teacher I	Tanza ES
169.	Dezza D. Perlas	School Principal II	Buenavista CS
170.	Ulysis J. Galloniga	Teacher In-Charge	Bantauyan ES
171.	Mary Rose S. Sotto	Head Teacher I	Paciano A. Sena MHS
172.	Leo L. Mapacpac	Principal II	Mogpog CS
173.	Maribert S. Delos Santos	Teacher In-Charge	Bicas-bicas ES

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174.	Alita L. Marciano	Head Teacher III	Magapua ES
175.	Marilyn M. Milambiling	School In-Charge	Malbog ES
176.	Alerma M. Ola	Teacher In-Charge	Tarug ES
177.	Thelma M. Salvacion	Principal I	Buenavista NHS
178.	Lourdes R. Balagwis	Principal I	Tagum NHS
179.	Analy R. Buhay	Principal I	Polo ES
180.	Ray Alben M. Manaog	Head Teacher III	Bagtingon NHS
181.	Reynaldo J. Ilagan Jr	Principal I	Butansapa ES
182.	Kathryn S. Asuncion, PhD	Principal III	Tiguion ES
183.	Melanie M. Arce	Teacher In-Charge	Hinadharan ES
184.	Rolando P. Pelobello	Head Teacher I	Pulo NHS
185.	Lino P. Peñaredonda	School Principal II	Dolores NHS
186.	Rowena M. Loto	School Principal I	Ilaya NHS
187.	Lorna R. Alojado	School Principal II	Makapuyat NHS
188.	Antonio F. Zoleta	Head Teacher III	Torrijos SHS
189.	Norminda S. Mabao	School Principal I	Bangbang NHS
190.	Mario Jose M. Medalla	Head Teacher II	Pawa ES
191.	Randy R. Candelaria	Teacher In-Charge	Sibuyao NHS
192.	Marivic L. Zamora	School Principal I	Bognuyan NHS
193.	Rowel S. Laririt	School Principal II	Landy NHS
194.	Marijecel R. Sadim	Teacher In-Charge	Malibago NHS
195.	Renante P. Eterno	Teacher In-Charge	Masalukot ES
196.	Maxima R. Marquez	School Principal II	Matalaba NHS
197.	Elizabeth R. Paralejas	School Principal I	Matuyatuya NHS
198.	Franklin S. Palomares	Teacher In-Charge	Quatis ES
199.	Jerome S. Catamio	School Principal II	Tigwi NHS
200.	Henedina F. Monteras	Teacher In-Charge	Mansiwat PS
201.	Diomer Dela Rosa Dy	Head Teacher III	Angas ES
202.	Daryl S. Janda	Head Teacher I	Boi ES
203.	Bernadette P. Requintel	School Principal II	Bonliw NHS
204.	Dezza G. Perlas	School Principal II	Buenavista CS
205.	Vincent L. Maderazo	Teacher In-Charge	Hinapulan ES
206.	Ma. Cristina P. Mangana	School Principal I	Kasily ES
207.	Miguelito E. Ricaplaza	Head Teacher III	Kilo-kilo NHS
208.	Romeo R. Palma	Head Teacher III	Kinyaman S
209.	Analiza R. Paulin	Head Teacher III	Labo ES
210.	Ma. Corazon M. Borja	School Principal II	Mogpog NCHS
211.	Marvin M. Jinao	Teacher In-Charge	Tungib ES
212.	Peter John P. Delos Santos	Teacher In-Charge	Buenavista NHS - Lipata-Tungib Annex
213.	Rosalie M. Pernia	Head Teacher I	Maranlig NHS
214.	Madilyn P. Quirona	School Principal I	Punong NHS
215.	Genevy M. Janda	Teacher In-Charge	Mampaitan ES
216.	Dave Henry R. Nobleza	Teacher In-Charge	Ipil NHS
217.	Ariel M. Peñaroyo	Head Teacher II	Puyog ES

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218.	Clarissa P. Jamig	Teacher In-Charge	Tumagabok ES
219.	Delailah L. Lagria	Teacher In-Charge	Agot ES
220.	Ronald P. Giron	Head Teacher III	Hupi NHS
221.	Jose Jason L. Miciano	Teacher In-Charge	Mahinhin S
222.	Marijecel R. Sadim	Teacher In-Charge	Malibago NHS
223.	Jomar R. Quimora	Teacher In-Charge	Mongpong NHS
224.	Gerry P. Rivamonte	School Principal II	Masaguisi ES
225.	Meleah P. Rey	Head Teacher III	Cagpo ES
226.	Joselito P. Linga	School Principal I	Torrijos CS
227.	Ramer M. Mansalapus	Head Teacher III	Sayao NHS
228.	Dino S. Nepomuceno	School Principal II	Cawit NCHS
229.	Ronilo A. Nabing	Head Teacher II	Maligaya S
230.	Rhoda R. Rodelas	Head Teacher I	Dating Bayan ES
231.	Marife L. Maaño	School Principal I	Paye ES
232.	Jimmy M. Romasanta	Head Teacher III	Tiguion NHS
233.	Gace V. Cabral	Head Teacher III	Sibuyao ES
234.	Crizaldo T. Jinang	Teacher In-Charge	Canat ES
235.	Oscar V. Manalo	Head Teacher III	Binunga ES
236.	Aniceto Jr. P. Regencia	Head Teacher I	Tambangan NHS

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LIST OF PROGRAM MANAGEMENT TEAM MEMBERS
*Orientation on the Conduct of School-Based Induction Program
 for Beginning Teachers cum Ceremonial Oathtaking Ceremony*

NAME	POSITION	OFFICE	ROLE
1. Ma. Cecilia S. Manay	CES	SGOD	Program Manager/ Resource Speaker
2. John M. Chavez	CES	CID	Learning Manager
3. May Bernadeth O. De la Rosa	AO V	OSDS	Learning Manager
4. Maita M. Lazares	EPS	SGOD	Learning Manager
5. Kyle David V. Atienza	SEPS	SGOD	Program Manager/ Resource Speaker
6. Abet R. Faundo	EPS II	SGOD	Secretariat
7. Maridell F. Hermosa	AO IV	OSDS	Resource Speaker
8. Glaiza T. Palatino	PDO I	SGOD	Documenter
9. Dr. Fretzie P. Alcantara	SEPS	SGOD	M&E Manager
10. Rey R. Raymundo	EPS II	SGOD	M&E Assistant
11. Ruby M. Tan	AO IV	OSDS	Logistics Manager
12. Guiller B. Maulion	Clerk III	OSDS	Logistics Assistant
13. Dr. Rica Mai O. Larga	MO III	SGOD	Welfare Manager
14. Bernadith R. Lacerna	SEPS	SGOD	Secretariat
15. Josefina P. Brual	PDO I	SGOD	Secretariat
16. Julius Christian M. Llanes	Admin. Support	SGOD	Documenter

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ACTIVITY MATRIX

Orientation on the Conduct of School-Based Induction Program for Beginning Teachers cum Ceremonial Oathtaking Ceremony

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
7:00-8:30AM	90 mins	Arrival and Registration of Participants	Program Management Team
8:31-9:15AM	45 mins	Opening Program: <ul style="list-style-type: none"> • Philippine National Anthem • Ecumenical Prayer • Bagong Pilipinas Hymn • SDO Marinduque Hymn • DepEd Quality Policy Statement • Messages • Acknowledgement of Participants, RPs, and PMT • Activity Matrix and Objectives • Photo Opportunity • Reminders 	Program Management Team
9:16-9:30AM	15 mins	Health Break	
9:31-10:45AM	75 mins	Session 1: New Rationalized Structure of the Department of Education	Mrs. Ma. Cecilia S. Manay
10:46AM-12:00PM	75 mins	Session 2: Teacher's Benefits	Mrs. Maridell F. Hermosa
12:01-1:00PM	60 mins	Lunch Break	
1:01-2:00PM	60 mins	Session 3: Induction Program for Beginning Teachers	Mr. Kyle David V. Atenza
2:01-2:15PM	15 mins	Health Break	
2:16-3:45PM	90 mins	Closing Program: <ul style="list-style-type: none"> • Philippine National Anthem • Insights • Statement of Challenge • Acceptance of Challenge • Ceremonial Oathtaking Ceremony • Photo Opportunity • Awarding of Certificates • Reminders • Closing Remarks 	Program Management Team
3:46-4:00PM	15 mins	End-of-Day Evaluation	Program Management Team

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