



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF BIÑAN CITY

DEPARTMENT OF EDUCATION
Schools Division of Biñan City
RECORDS SECTION

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DIVISION MEMORANDUM
No. 358, s. 2024

INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

To: Assistant Schools Division Superintendent
Chief, School Governance and Operations Division
Chief, Curriculum Implementation Division
All Others Concerned

1. Relative to DepEd Memorandum No. OUHROD-2023-1372 dated September 20, 2023, on the Conduct of Activities Related to the Induction Program for Beginning Teachers (IPBT), all schools with newly hired teachers are enjoined to implement IPBT for all teachers with 0-3 years of teaching experience., this Office through the Human Resource Development Section of the School Governance and Operations Division, announces the conduct of **Induction Program for Beginning Teachers (IPBT) on October 18-20, 2024 at Tagaytay Country Hotel, Tagaytay City.**
2. This activity shall help participants to:
 - a. demonstrate knowledge and understanding of DepEd— its vision, mission, goals, and strategic directions; systems and processes; school policies and procedures—and teacher rights and responsibilities;
 - b. articulate and apply knowledge, skills, attitudes, and values (KSAVs) required of beginning teachers as specified in the PPST and DepEd Core Values; and
 - c. improve practice towards career progression based on set professional development goals.
3. It will also orient teachers on the Induction Program for Beginning Teachers (IPBT) for SY 2024-2025 where all teachers hired for SY2024-2025 are expected to complete the six (6) IPBT Modules before the end of School Year.
- 4.
5. IPBT through the use of modules may commence this October 2024. For the proper guidance on the utilization of the portals, school heads, mentors and newly-hired teachers are enjoined to access and download the materials that are provided in slide presentation from <https://bit.ly/neapteacherinduction>.
6. The opening program will start at 9:00 in the morning. All participants are expected to be at the venue 30 minutes before the activity.
7. The first meal to be served is breakfast on Day 1 and the last meal is afternoon snacks on Day 3. Participants are encouraged to bring their own water tumblers and any necessary maintenance medications.

8. To ensure compliance with the DepEd Order 9, s. 20025, titled, Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith, all classes that may be affected by the participation of teachers in this activity shall be on a modular distance learning scheme, while the coaching and mentoring sessions based on the modules may be conducted during the mentees' free time.

9. Attached is the list of the newly-hired teachers and program management team for reference. They are enjoined to register through the link <https://tinyurl.com/IPBTRegForm> on or before October 11, 2024.

10. Teachers participating in this training will be granted service credits as per DepEd Order No. 53, s.2003, which outlines Updated Guidelines on the Grant of Vacation Service Credits to Teachers while non-teaching personnel involved shall be granted with Compensatory Time-Off.

11. Expenses such as meals, training supplies, accommodation of all attendees, and transportation of the program management team shall be charged against HRTD Fund FY 2024, GAA RA 11975 subject to the usual accounting and auditing rules and regulations. While transportation of teacher participants shall be charged against school MOOE/local funds.

12. For inquiries you may email at sdobinacity.hrd2023@gmail.com.

13. Immediate and widest dissemination of this Memorandum is desired.



MANUELA S. TOLENTINO, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DepEd Memorandum No. OUHROD-2023-1372

SGOD/HRD / MJLC / DM – Induction Program for Beginning Teachers (IPBT)
/ 10/07/2024

Enclosure 1

INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)
October 18-20, 2024 | Tagaytay Country Hotel

LIST OF PARTICIPANTS

No.	Name	Sex	School
1	Apple Mhe R. Nollora	Female	DESM
2	Marlon V. Alipio	Male	OLLES
3	Myrna R. Mendoza	Female	DESM
4	Jane Mariel S. Guiron	Female	DESM
5	Janette A. Senosin	Female	DESM
6	Cherry Ann B. Yuson	Female	DESM
7	Maria Ellaine P. Encinas	Female	DESM
8	Jawwad H. Matuan	Female	DESM
9	Shirlyn I. Cipre	Female	DESM
10	Mary Rose E. Labrague	Female	DESM
11	Kitch Irish A. Parpan	Female	PHEMS
12	Julie An Lesula	Female	SFES
13	Albert F. Gapasin	Male	SFNHS
14	Jennifer Ianne L. Panggo	Female	SFNHS
15	Alemy Allaine L. Mani	Female	SFNHS
16	Darren L. Tolentino	Male	LANGKES
17	Rhea D. Regenio	Female	LANGKES
18	Aira Q. Macario	Female	SFNHS
19	Joy Ann T. Alpe	Female	TATMES
20	Revinia V. Rojas	Female	TATMES
21	Mary Grace O. Magulta	Female	BES
22	Ronnie G. Bolabog	Male	BES
23	Miraquel M. Belizon	Female	BES
24	Rochelle A. Cuarez	Female	BES
25	Benita C. Bajande	Female	SV 5 ES
26	Anjanette Leis Castillo	Female	Platero ES
27	Star M Gomez	Female	Platero ES
28	Mark Jayvin C. Jaylo	Male	Platero ES
29	Camille Hernandez	Female	Platero ES
30	Mary Rose P. Marfil	Female	DESM

31	Sontee A. Antuerpia	Male	SAIS
32	Mario B. Delos Reyes	Female	DES WEST
33	Noemi B. Bellen	Female	DES WEST
34	Juliet B. Berlanas	Female	Soro - Soro ES
35	Aireen E. Dela Cruz	Female	DES WeST
36	Catherine Imee D. Omiles	Female	MES
37	Kimberly P. Defante	Female	MES
38	Jane Carmel V. Armonio	Female	MES
39	Jobell V. Durante	Female	MES
40	Zindy M. Singson	Female	MES
41	Noreen O. Dionisio	Female	MES
42	April Edelaine S. Ochoa	Female	MEES
43	Janice C. Bias	Female	Timbaos ES
44	Jesusa A. Lamano	Female	DES WEST
45	Carmina D. Berial	Female	SAIS
46	Christina D. Tapiru	Female	SAIS
47	Marie Chan Soriano	Female	SAIS
48	Agnes Pangilinan	Female	SAIS
49	Zarina Joy F. Rivera	Female	SAIS
50	Jemimah Grace T. Tayo	Female	SAIS
51	Oshamie E. Rios	Female	SAIS
52	Christopher U. Gagwis	Male	SAIS
53	Muhammar A. Lambas	Female	ZES
54	Lyza A. Fernandez	Female	ZES
55	Liza C. Ibarreta	Female	ZES
56	Donita A. Roldan	Female	DJGTMES
57	Glady Rose C. Reola	Female	DJGTMES
58	Janicessa B. Francisco	Female	DJGTMES
59	Sharon E. Lonceras	Female	STES
60	Michelle Faye G. Saballegue	Female	STES
61	Reyline M. Castro	Female	SAIS
62	Bliselda E. Singian	Female	SV5A ES
63	Michelle B. Maxilum	Female	SV5A ES
64	Hannah Nicole G. Saniel	Female	GES
65	Julie Ann N. Cedo	Female	GES

66	Juvy B. Abaño	Female	GES
67	Nelrose S. Ceriola	Female	TGES
68	John Luigi R. Peña	Male	SAIS
69	Cyen Rose S. Placido	Female	SAIS
70	Cecille D. Austria	Female	SAIS
71	Mary C. Magsino	Female	SAIS
72	Monette S. Adan	Female	SAIS
73	Glady C. Aguirre	Female	SAIS
74	Shandee Roz E. Amar	Female	SVES
75	Maria Kaila M. Nares	Female	SVES
76	Narcisa L. Ludrin	Female	SVES
77	Ednor M. Cuizon	Male	SAIS
78	Juan Paulo C. Linzagana	Male	SAIS
79	Paul F. Espiritu	Male	JZGMNHS
80	Danielle G. Espiritu	Male	JZGMNHS
81	John Mark Castillo	Male	JZGMNHS
82	Dianna Jane B. Alejo	Female	SV5AINHS
83	Jedidia A. Samiano	Female	SV5AINHS
84	Rosely M. Sarzona	Female	SV5AINHS
85	Marianne C. Bautista	Female	SV5AINHS
86	Melanie S. Salutem	Female	SV5AINHS
87	Nhezamarie S Cabanag	Female	BCSHS-STC
88	Argiel C. Onato	Male	MNHS
89	Rinalie T. Ramos	Female	MNHS
90	Nimpha B. Balog	Female	MNHS
91	Norberto M. Balog	Male	MNHS
92	Joselito A. Dantes	Male	SV5AINHS
93	Charmie R. Banta	Female	BCSHSWC
94	Judy G. Deolata	Female	BCSHSWC
95	Ana May S. Enot	Female	BCSHSWC
96	Michael Dan F. Espano	Female	BCSHSWC
97	John Lester A. Jaspela	Male	BCSHSWC
98	Eddesa Maris D. Javier	Female	BCSHSWC
99	Christine Joy B. Roscas	Female	BCSHSWC
100	Rhodora R. Jumawan	Female	BCSHSWC

101	Richardo B. Cerico	Male	BCSHSWC
102	Karen Mae C. Lirio	Female	BCSHSWC
103	Mary Rose S. Gonowon	Female	BCSHSWC
104	Diana May G. Camanzo	Female	BCSHSWC
105	John Michael A. Leonsame	Male	BCSHSWC
106	Marc Clenard T. Garin	Male	BCSHSWC
107	Denniella A. Alias	Female	BINHS
108	Ma. Andrea C. Castillo	Female	BINHS
109	Hanna Bless O. Delmo	Female	BINHS
110	Anabelle P. Jacalan	Female	BINHS
111	Ailyn V. Ragual	Female	BINHS
112	Ma. Gracia G. Bagsic	Female	BINHS
113	Johanna N. Cariño	Female	BINHS
114	Rosalina U. Duran	Female	BINHS
115	Adrian Joseph D.C. Caparas	Male	BINHS
116	Jonnabeth P. De Dios	Female	BINHS
117	Dana D. Encinares	Female	BINHS
118	Ella B. Factor	Female	BINHS
119	Ma. Lyka M. Lopez	Female	BINHS
120	Francis Matthew Naval	Male	BINHS
121	Algin G. Pelayo	Male	BINHS
122	Jonah Mae C. Sales	Female	BINHS
123	Edwin L. Jacalan	Male	BINHS
124	Jay B. Vargas	Male	BINHS
125	Irene G. Altar	Female	BINHS
126	Ma. Patricia Louise C. Pena	Female	BINHS
127	Cherry M. Mano	Female	BINHS
128	Mary Joy M. Alcantara	Female	BINHS
129	Jona Z. Torillos	Female	BCSTHS
130	Jean Ann F. Fesariton	Female	BCSTHS
131	Geralyn S. Agor	Female	BCSTHS
132	Patrick F. Paradina	Male	BCSTHS
133	Jamieper M. Hibaya	Female	BCSTHS
134	Ann Louise B. Recha	Female	BCSTHS
135	Camille D. Alfonso	Female	BCSTHS

136	Rogellyn R. Amatorio	Female	BCSTHS
137	Deiciry Shane M. Reyes	Female	BCSTHS
138	Erica Mae B. Samante	Female	BCSTHS
139	Marivic S. Obrero	Female	BCSTHS

Enclosure 2

INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)
October 18-20, 2024 | Tagaytay Country Hotel
PROGRAM MANAGEMENT TEAM

TRAINING MANAGEMENT STAFF	ASSIGNMENT	TERMS OF REFERENCES
Manuela S. Tolentino, CESO V	Overall Lead	Oversee the program implementation of IPBT activities
Arlene S. Ricasata, CESO VI	Overall Co-Lead	
Bayani V. Enriquez Mary Joy L. Cabiles	Program Manager / Training Manager	<p>In charge for the execution and operation of processes and the use of the standard organizational systems and tools.</p> <p>Coordinates with the ICT officers with regards to PowerPoint presentation of the resource speakers.</p> <p>Make and disseminate the programs of activities.</p> <p>Creates process desk for registration before the program.</p> <p>Received / give information on registration.</p>
*Please see attached matrix	Resource Speakers	Offer in-depth insights, real-world examples, and best practices related to their field of expertise
Justin Pactores Paul Baquiran	Technical Staff	Gives technical support to management staff.
Arletta P. Alora	Class Manager	Manage the flow of the activities for the entire seminar, assist and provides the needs of participants in the given task or activities of the IPBT session.
Darwin S. Malapaya Ma. Olivia Miranda	Finance Officer	Watch over the efficient allocation of funds and timely release as well as documentation for liquidation.
Maureen Jane Q. Alangco Lyka Depoo Kevin Fuentes	Documenter	<p>Ensures that the sessions contents are accurately reflected in the program.</p> <p>Works with the program committee regarding the scheduling the meetings for assignment.</p>
Gerardson T. Ramos John Sebastian N. Jacalan	Welfare Officer	Guarantees that provision of health, wellness and security are taken care of.
Precious Joy A. Coronado Artnafe N. Ode	Registration Committee	Ensures the accomplishment of registration and meal attendance of all the participants.

Sylvia Tanael Edrin Cancan	Logistics Officer	Strengthens logistics to support the training. In-charge of procurement of the materials needed In-charge of the inventory and distribution of the training materials. Prepares all the training materials and equipment and ensures the inventory after use.
Isidra Galman Mischelle Lanuza	QAME	Monitors the training session. Receives and gives feedbacks.
	Process Observers	Observe, monitor, and evaluate the training session.