



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



August 16, 2023

DIVISION MEMORANDUM
No. 285, s. 2023

**2023 DIVISION ORIENTATION ON INDUCTION PROGRAM FOR
BEGINNING TEACHERS (IPBT)**

- To:** Assistant Schools Division Superintendents
OIC Chief- Curriculum Implementation Division (CID)
Chief- School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Elementary and Secondary School Heads
Elementary and Secondary School Master Teachers
1. Pursuant to Republic Act 10533 or Enhanced Basic Education Act of 2013 Section 7 which mandates the Department of Education (DepEd) through the Teacher Education Council, and Region IV A CALABARZON, SDO Batangas Province will conduct a **Division Orientation on Induction Program for Beginning Teachers (IPBT)** on August 22, 2023, from 7:30 a.m. – 5:00 p.m. in Batangas Capitol Auditorium, Batangas City.
 2. The participants to this orientation are the beginning teachers hired from June 2022 – June 2023, the Top Management, Public School District Supervisors, Education Program Supervisors, unit/section heads and 35 Sub-Office TIP Coordinators. Attached are the names of the teacher participants, the Program Management Team and the Learning Facilitators.
 3. Each participant is requested to bring a medium - sized white candle.
 4. The meals to be served are breakfast, lunch and afternoon snacks.
 5. Expenses relative to the conduct of this activity shall be charged against IPBT Sub-ARO Number RO-4A-22-2621 and school MOOE subject to the existing accounting and auditing rules and regulations.
 6. This Memorandum shall also serve as travel authority for the participants, program management team and learning facilitators.

DEPEDBATS-ODS-F-009/RO/03-02-2021

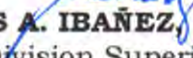
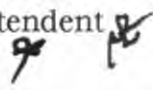


Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎ (043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
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7. Immediate dissemination of and strict compliance with this Memorandum is highly expected.


MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent 

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2023 DIVISION ORIENTATION ON INDUCTION PROGRAM FOR BEGINNING TEACHERS

August 22, 2023
Batangas Capitol Auditorium, Batangas City

PROGRAM MANAGEMENT TEAM

Executive Committee

Overall Chairperson	MARITES A. IBAÑEZ, CESO V Schools Division Superintendent
Co-Chairpersons	NICOLAS M. BURGOS Asst. Schools Division Superintendent NADINE C. CELINDRO OIC - Asst. Schools Division Superintendent
Members	DAVID M. NUAY Chief Education Supervisor, CID MARIO B. MARAMOT OIC - Chief Education Supervisor, SGOD

Task/ Committee	Terms of Reference	In-Charge
Planning Committee	<ul style="list-style-type: none"> ➤ Oversees the learning facilitators in the review of program design ➤ Spearheads in the planning of the program and dissemination of Memorandum ➤ Conducts and presides meetings of the PMT on operational matters to give immediate interventions to issues and concerns 	SGOD Chief HRDS/HRDC
Activity Manager	<ul style="list-style-type: none"> ➤ Designs the program/activity ➤ Spearheads the pre, during and post implementation of the program/activity 	Evelyn C. De Sagun SEPS - HRDS
Technical Committee	<ul style="list-style-type: none"> ➤ Ensures availability and serviceability of training facilities including video conferencing, audio and peripherals. ➤ Coordinates with the learning facilitators/resource speakers on the slide decks of the topic/s to be presented and discussed ➤ Trouble shoots technical problems 	Ernani A. Catapat SDO ITO John Lhester Gabo ADAS III

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Secretariat/Logistics	<ul style="list-style-type: none">➤ Prepares the registration, meal attendance sheets and certificates➤ Facilitates the generation of E-Certificates after the End of Program Evaluation➤ Quality assures the conduct of the orientation➤ Provides QAME Report➤ Prepares the activity completion report	Leoncia B. Maramot EPS II - HRDS Mara Therese Albay Elizabeth C. Tumaming
Program Facilitator/Moderator	<ul style="list-style-type: none">➤ Facilitates the flow of the activity➤ Entertains questions of the participants➤ Establishes a lively and friendly atmosphere in the entire duration of the activity	Rundolph R. Abanto
Documenters	<ul style="list-style-type: none">➤ Prepares the narrative and photo documentation of the activity➤ Posts the activity in DepEd Batangas FB page	Elizalde L. Piol Hazel Y. Manalo Ma. Leonor M. Vertucio
Resource Speakers/Facilitators	<ul style="list-style-type: none">➤ Prepares the slide decks and session guides of the assigned topic/s➤ Delivers the assigned topic/s➤ Answers questions relative to the discussed topic/s during question & answer portion➤ Prepares the pre-test and post-test when needed➤ Provides answers to the test given	Nenita A. Adame, EdD Erickson T. Gutierrez, PhD Mary Jane M. Gonzales, EdD Eleazar C. Magsino, PhD Evelyn C. De Sagun Joemar B. Perez

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