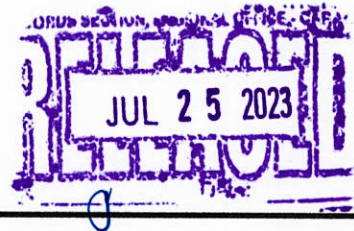




Republic of the Philippines
Department of Education
CARAGA REGION



July 25, 2023

REGIONAL MEMORANDUM

No. 0693, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**ORIENTATION ON INDUCTION PROGRAM FOR BEGINNING TEACHERS
(IMPLEMENTATION OF THE IPBT: COMPLETION OF THE
SELF-PACED COURSEBOOKS)**

1. The Department of Education through National Educators Academy of the Philippines (NEAP) shall conduct Orientation on Induction Program for Beginning Teachers (Implementation of the IPBT: Completion of the Self-Paced Coursebooks) on August 3, 2023 at Balanghai Hotel & Convention Center, Butuan City.
2. The IPBT aims to guide beginning teachers to:
 - a. demonstrate knowledge and understanding of DepEd— its vision, mission, goals, and strategic directions; systems and processes; school policies, procedures, 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. Expenses incurred during this activity shall be charged against SARO OSEC-13-22-6500 subject to the usual accounting and auditing rules and regulations while the travel expenses and per diem of the participants shall be charged to local funds.
4. Attached are the Matrix of Activities, Slots of Participants per SDO, List of Program Management Team, and Terms of Reference.
5. Immediate dissemination of this memorandum is earnestly desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director



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2023-07-10826

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 9

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief Administrative Officer

Encl/s.: As stated
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

INDUCTION

ORIENTATION

NEWLYHIRED TEACHERS

HRD/rsr
07/25/2023



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Effectivity	02.01.23	Page	2 of 9

MATRIX OF ACTIVITIES

TIME	ACTIVITIES	PERSONS INVOLVED
7:30-8:00 AM	Preliminaries: Prayer/National Anthem/Caraga Hymn DepEd Quality Policy Statement Opening Remarks/ Statement of Purpose/Recognition of Participants Message	Multimedia Presentation All Dr. Flordelisa R. Dalin <i>Chief, HRDD</i> Maria Ines C. Asuncion <i>OIC-Regional Director</i>
8:00 AM-8:30 AM	Session 1: TEACHER INDUCTION PROGRAM <i>(History and 2020-2021 Accomplishments)</i>	Dr. Flordelisa R. Dalin <i>Chief, HRDD</i>
8:31 AM-9:30 AM	Session 2: INTRODUCTION TO TIP: Guidebook for Newly-Hired Teachers	Dr. Flordelisa R. Dalin <i>Chief, HRDD</i>
9:31 AM-9:40 AM	HEALTH BREAK	
9:41 AM-12:00 NN	Session 3: OVERVIEW OF TIP ENHANCED COURSEBOOKS (1 - 6)	Maria Ruth R. Edradan <i>EPS, HRDD</i>
12:00 NN-1:00 PM	LUNCH BREAK	
1:00 PM-2:00 PM	Session 4: OVERVIEW OF LDM MODULES MAINSTREAMED INTO TIP	Junnah B. Tiu <i>MT-II On Detail, NEAP Caraga Focal Person</i>
2:01 PM-3:00 PM	Session 5: RPMS-PPST IN FOCUS	Marlyne M. Villareal <i>EPS, HRDD</i>
3:01 PM-3:10 PM	HEALTH BREAK	
3:10 PM- 4:10 PM	Session 6: EMPLOYEE WELFARE/RECRUITMENT, SELECTION AND PLACEMENT SYSTEM	Sheryl R. Puyo <i>Admin Officer V, Personnel Unit</i>



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	3 of 9

4:04 PM- 4:10 PM	HEALTH BREAK	
4:11 PM-4:45 PM	Q & A	Dr. Elmer Augustus F. Conde <i>EPS-II, NEAP</i>
4:46 PM- 5:00 PM	WAYS FORWARD & CLOSING PROGRAM	Roy S. Rele <i>SEPS, NEAP Caraga</i>



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Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	4 of 9

SLOTS PER SCHOOLS DIVISION OFFICE

NO	SCHOOLS DIVISION OFFICE	SLOTS
1	Agusan Del Norte	59
2	Agusan Del Sur	224
3	Bayugan City	24
4	Bislig City	24
5	Butuan City	75
6	Cabadbaran City	15
7	Dinagat	24
8	Siargao	29
9	Surigao City	19
10	Surigao Del Norte	57
11	Surigao Del Sur	50
12	Tandag City	17
	PMT/RPs	13
	TOTAL	630



TERMS OF REFERENCE OF THE PROGRAM MANAGEMENT TEAM

Role	Terms of Reference	Persons Involved
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD documents for submission to the PRC through the NEAP-R vi. Leads in crafting the Program Completion Report.	Dr. Flordelisa R. Dalin <i>Chief, HRDD</i>
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. iv. Facilitates management of learning activities as scheduled and as needed. v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan.	Roy S. Rele <i>SEPS, NEAP</i>



	vi. Ensures that the pre-assessment is administered. vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator. viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.	
c. Resource Speaker/ Subject-matter Expert	i. Applies effective presentation and facilitation techniques in conducting assigned sessions. ii. Provides expert content input during learning sessions.	Dr. Flordelisa R. Dalin <i>Chief, HRDD</i> Marlyne M. Villareal <i>EPS, HRDD</i> Maria Ruth R. Edradan <i>EPS, HRDD</i> Junnah B. Tiu <i>NEAP Focal Person</i> Sheryl R. Puyo <i>AO V, Personnel Unit</i>
d. M&E Coordinator	i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT. ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist. iii. Applies process observation and prescribed tools to monitor and evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post- Program Delivery M&E Report and	Dr. Edmund D. Mendoza <i>EPS, QAD</i>



	submits to PM for inclusion in the Program Completion Report.	
e. Documenter	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery	Tiche Lyn G. Caparoso <i>EPS-II, HRDD</i> Abe Naireza A. Ibano <i>EPS-II, HRDD</i>
f. Secretariat	i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheets every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials.	Tiche Lyn G. Caparoso <i>EPS-II, HRDD</i> Abe Naireza A. Ibano <i>EPS-II, HRDD</i>
g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. ii. Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).	Dr. Elmer Augustus F. Conde <i>EPS-II, NEAP</i>
h. Logistic Officer	i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program. ii. Leads ocular inspection of venues to ensure	Ricky Inson <i>JO</i>



	adherence to standards and specifications. iii. Checks that session rooms are always ready for use and conducive to learning.	
i. Finance Officer	i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation. ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices. iii. Monitors and documents all disbursements against budget to support liquidation. iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.	Fe L. Alegado Chief, Finance

