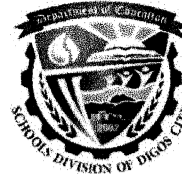




Republic of the Philippines  
**DEPARTMENT of EDUCATION**  
REGION XI  
**Schools Division of Digos City**  
City of Digos



June 29, 2017

DIVISION MEMORANDUM  
NO. 414, s.2017

**TEACHER INDUCTION PROGRAM (TIP)**  
**(Orientation of the Newly-Hired Teaching and Non-Teaching**  
**Personnel of Digos City Division)**

To:

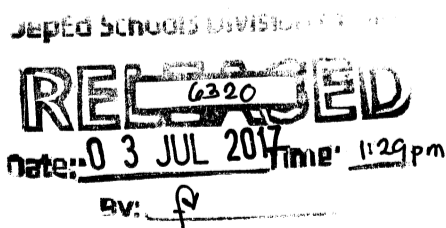
**Public Schools District Supervisors**  
**Elementary School Heads**  
**Junior/Senior High School Heads**  
**Selected Schools Division Office Personnel**


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1. To fully understand the different responsibilities and accountabilities of a teacher including Code of Ethics, Civil Service Rules and Regulations, and other tasks, the Division Office will conduct a **Teacher Induction program (TIP), an Orientation of the Newly-Hired Teaching and Non-Teaching Personnel of Digos City Division on July 12-13, 2017 at the Crown Center, Digos City.**
2. In line with this, the attached list of the Newly-Hired Teaching and Non-Teaching Personnel and selected Schools Division Office Personnel are hereby required to attend this activity.
3. Meals expenses and venue accommodation of the participants shall be charged against Division funds subject to the usual accounting and auditing rules and regulations.
4. For information, guidance and immediate dissemination.

**FELICIANO A. TAMONDONG, Jr., Ed.D., CESO VI**  
Assistant Schools Division Superintendent  
Officer-In-Charge Schools Division Superintendent

For and in the absence of the ASDS/OIC-SDS:



  
**BEVERLY S. DAUGDAUG, EdD**  
Chief Education Supervisor  
Curriculum and Implementation Division  
Office-In-Charge *g*

RBD-HRD

**LIST OF NEWLY-HIRED TEACHING AND NON-TEACHING EMPLOYEES OF DIGOS CITY DIVISION**

**CLASS 1**

1	BAGASOL	JOVELYN	GONZALES	01/07/2016	MATTI ES
2	ZAMBRA	VINCENT	SAMAR	01/18/2016	SCHOOLS DIVISION OFFICE
3	ALCOMENDRAS	MARIVE	CHAVEZ	01/12/2016	PEDRO V. BASALAN ES
4	LESONDATO	EMIE JAY	BALBON	01/14/2016	DOMINGO V. ABAWAG, SR. ES
5	BOHOL	MARIFE	MACASARTE	01/28/2016	BALABAG ES
6	MEJARES	MONIKA	BIRACES	01/25/2016	BINATON ES
7	TIRADO	GLADYS	VICTORIO	01/25/2016	DIGOS CITY NHS
8	VILLARTA	NOEL	HERNAEZ	01/25/2016	DIGOS CITY NHS
9	CANSICO	MICHELLE	HEFERVEZ	02/01/2016	DIGOS CITY NHS
10	DUGAY	RONALD JIM	MARQUEZ	02/09/2016	DIGOS CITY NHS
11	TAOY	RONALD	LAPIÑA	02/09/2016	DIGOS CITY NHS
12	DAMASO	FLORENCE	DIAZ	02/26/2016	NECENCIO A. ISIDRO ES
13	ROMITMAN	INAME	NUEZ	02/26/2016	DIGOS CITY NHS
14	CAMILLO	KRISTINE GRACE	ANASTACIO	03/04/2016	DIGOS CITY NHS
15	DEMECILLO	ANA	AGOSTO	03/04/2016	KIBANBAN ES
16	BRIONES	EDEN GHIE	ALQUIZA	03/16/2016	DIGOS CITY NHS
17	DELA CRUZ	KIM	GEONZON	03/16/2016	DIGOS CITY NHS
18	FERNANDEZ	DEVENAGRACE	DOLEGUEZ	03/16/2016	RAMON MAGSAYSAY CENTRAL
19	FRANCISCO	ROSE ANN	SALIMBAG	03/16/2016	DIGOS CITY NHS
20	CABRILLOS	DAVE KEVIN	PEPITO	05/23/2016	STAND ALONE SHS
21	DANDOY	IREENE	PRESTO	05/23/2016	STAND ALONE SHS
22	ALCOSEBA	ANGELYN	CATACUTAN	05/27/2016	STAND ALONE SHS
23	APOSAGA	SHERYL	GLORIA	05/27/2016	STAND ALONE SHS
24	BAGUHIN	GRETZEN	REGIDOR	05/27/2016	DIGOS CITY NHS
25	CADORNA	FAYE ANN	SATURNINO	05/27/2016	KAPATAGAN HS
26	DUMAGAN	FELIX RAY	RELATADO	05/27/2016	KAPATAGAN HS
27	ESCABILLAS	JAY RAMONITO	HERNAN	05/27/2016	STAND ALONE SHS
28	ESPAÑOL	CYRIL	CARPENTERO	05/27/2016	STAND ALONE SHS
29	ESPAÑOL	MELVY	DE LA TORRE	05/27/2016	STAND ALONE SHS
30	ESTREMOS	SARAH JANE	LATIGO	05/27/2016	PEDRO GARCIA ES
31	MANCERAS	MARITES	SUNGKIT	05/27/2016	STAND ALONE SHS
32	MOLDE	JUNAMAE	SILOS	05/27/2016	STAND ALONE SHS
33	PADILLA	RHEA	OSORIO	05/27/2016	STAND ALONE SHS
34	PARISAN	DEMROSE JOY	ADLAON	05/27/2016	STAND ALONE SHS
35	PULIDO	ROXAN FAYE SHEENA	LAVEGA	05/27/2016	DIGOS CITY NHS
36	RACHO	JHOBELLE	PARBA	05/27/2016	DIGOS CITY NHS
37	RODRIGUEZ	MON BRIAN	HEMTOG	05/27/2016	DIGOS CITY NHS
38	SATURNINO	DAVE MARKNIEL	LUNILANG	05/27/2016	STAND ALONE SHS
39	TIMTIM	MICHAEL	LOMANSOC	05/27/2016	DIGOS CITY NHS
40	CHIONG	RAQUEL MARIE	LOS BAÑOS	06/03/2016	STAND ALONE SHS
41	HERAMIZ	JERYN RITZ MARA	ARNADO	06/03/2016	MATTI SHS
42	DIANA	PEACHY ROSE	LATASA	06/14/2016	DIGOS CITY NHS
43	GUMANAN	MICHELLE	SUSTOUA	07/04/2016	RAMON MAGSAYSAY CENTRAL
44	BUSTAMANTE	LEONIZA	PARAN	07/12/2016	JOLENCIO ALBERCA ES
45	DANDOY	MARICHEL	PANERIO	07/12/2016	DIGOS CITY NHS
46	BANGGAY	JONABETH	MANIMOG	07/18/2016	RAMON MAGSAYSAY CENTRAL
47	AMOROSO	ARIANE KIMBERLENE	BRINGUER	08/04/2016	MARAWER ES
48	ENDAY	MYPER FAITH	DIALUD	08/10/2016	DIGOS CITY NHS
49	MALAGANTE	GOLDA MAE	RUIZ	08/10/2016	DIGOS CITY NHS
50	SKUZA	BELEN	SAYCON	08/10/2016	DIGOS CITY NHS
51	GIPLAN	ARMARIE ANGELICA	SABIO	08/11/2016	DIGOS CITY CENTRAL ES
52	OSAL	SARAH JANE	LUCAÑAS	08/24/2016	ISAAC ABALAYAN ES
53	GFRONA	DFNFVIFVF IOY	PI ACIRF	09/13/2016	DIGOS CITY NHS

54	PALPITA	JELYN LOUISE	CAVAN	09/13/2016	DIGOS CITY NHS	
55	ASARAK	YASIR	ASILO	09/19/2016	STAND ALONE SHS	
56	DINOY	CLIFFTON	DELA PEÑA	09/19/2016	STAND ALONE SHS	
57	ESTRELLA	SHERYL	SISNEROS	09/19/2016	DIGOS CITY NHS	
58	LOON	SERGIE	FLORES	09/19/2016	STAND ALONE SHS	
59	MATUGAS	BRYAN	SALAC	09/19/2016	STAND ALONE SHS	
60	PALMERO	WARREN	PEÑAS	09/19/2016	DIGOS CITY NHS	
61	RAMOS	ROBIN CHARLES	OMBIGA	09/19/2016	STAND ALONE HS	
62	REYES	AUSTRA ROSE	CARUMBA	09/19/2016	STAND ALONE SHS	
63	VILLAMOR	JEFFREY	SUAGAN	09/19/2016	STAND ALONE SHS	
64	CHUA	EDEN FAITH	ANTIC	09/20/2016	I P SOONG	
65	CORPUZ	JULIE CRIS	SAUBAN	09/20/2016	RUPARAN SHS	
66	SANCHEZ	GAY MARIE	ONGKAS	09/20/2016	I P SOONG	
67	GONORA	JAKE	DATOC	09/21/2016	DON MARIANO MARCOS ES	
68	SAMPAG	RENATO	ODONSO	09/21/2016	BALABAG ES	
69	CABATAÑA	IRIS	AYANGCO	09/22/2016	DON MARIANO MARCOS ES	
70	DELIMA	DENNYBIE	TAJANLANGIT	09/22/2016	DIGOS CITY NHS	
71	PAGAYON	MA. BERNADETTE	VILLARAN	09/25/2016	DIGOS CITY NHS	
72	CARBAJOSA	PEARL ANN	CABONILAS	09/26/2016	APLAYA ES	
73	CALUNSAG	JUSTINE	GUILLARAN	09/28/2016	DON MARIANO MARCOS ES	
74	JAMILA	EDEN GRACE	DIEL	10/04/2016	STAND ALONE SHS	
75	LINAO	ALEXIS	JOSE	10/04/2016	DIGOS CITY NHS	
76	SALVAÑA	ROCEL	TORECAMPO	10/07/2016	BAGUMBUHAY ES	
<b>CLASS 2</b>						
77	BRIGOLE	MARIA CRISTINA	ALCALA	10/12/2016	G. REUSORA CENTRAL ES	
78	DAISY	OLODIN	ZORILLA	10/18/2016	DIGOS CITY NHS	
79	REUSORA	LECILE	PELLAZO	10/18/2016	BINATON ES	
80	EPIS	VINA	MERKA	10/19/2016	MARAWER ES	
81	PRECELLES	LEE WILSON	CURAY	10/21/2016	APOLANDIA ES	
82	SALIGAN	JAZEL	SILLA	10/26/2016	DIGOS CITY NHS	
83	ASURO	ELEONOR	SOGUILON	10/27/2016	DIGOS CITY NHS	
84	SAMORANOS	BEVERLY	MANAG	11/06/2016	RUPARAN NHS	
85	ALPANTA	ANNIE	RAMOS	11/09/2016	NECENCIO A. ISIDRO ES	
86	QUIDAY	JIMUEL	LAGUNSAY	11/09/2016	FEDERICO ALVEREZ ES	
87	MAUNG	SARNA	AMILCASA	11/09/2016	DIGOS CITY CENTRAL ES	
88	FLORES	CARMELA FE ELLAISA	NAVARRO	11/15/2016	KAPATAGAN SHS	
89	GLORIA	NORBELITH	DIAMANTE	11/15/2016	STAND ALONE SHS	
90	LAPAZ	ZORAYA	DIAMAD	11/15/2016	STAND ALONE SHS	
91	POSADAS	JULIE ANN	NATAVIO	11/15/2016	SCHOOLS DIVISION OFFICE	
92	DEVALGUE	MANNE JAMES	REPUSALA	11/21/2016	RUPARAN SHS	
93	MARAVILLES	JOSE ISRAEL	MORIA	11/21/2016	SCHOOLS DIVISION OFFICE	
94	ORTIZ	MARY ANN	IBAÑEZ	11/21/2016	SCHOOLS DIVISION OFFICE	
95	AMPOON	JESTONIE	ALEMANIA	11/28/2016	DIGOS CITY NHS	
96	DEGAMO	ALDEN RHEE	ALIÑAR	12/09/2016	DIGOS CITY NHS	
97	FLORENTINO	AENGEL	ESTABAYA	12/12/2016	DIGOS CITY NHS	
98	MILLOREN	SHALYN	BOHOL	01/18/2017	ISAAC ABALAYAN ES	
99	PAYOT	KARINA PAULA	ABELLA	01/18/2017	PEDRO V. BASALAN ES	
100	ANDRES	ELAINE JOY	COQUILLA	01/20/2017	DIGOS CITY NHS	
101	CHAN	ELLINE	NACUA	01/25/2017	DIGOS CITY NHS	
102	VILLARTA	NOEL	HERNAEZ	01/25/2017	DIGOS CITY NHS	
103	ALOCELIA	JAY MARK	MANIQUIS	02/02/2017	MARAWER ES	
104	CORPUZ	JENNY	DELOS SANTOS	02/02/2017	DON MARIANO MARCOS ES	
105	JISON	RHODA MAE	SINCO	02/02/2017	BADIANG ES	
106	LORA	RENIELINE	OBIDA	02/02/2017	REMEDIOS N. SAPLALA ES	
107	ARENDAIN	MERCY GRACE	NACUA	02/08/2017	APOLANDIA ES	
108	JUANILLO	VANESSA MAE	GULLES	02/09/2017	REMEDIOS N. SAPLALA ES	
109	ANGELO	ROSELA	ANTIPUESTO	02/21/2017	DIGOS CITY NHS	
110	ALPACION	NERYL JOY	DATOC	03/06/2017	KAPATAGAN NHS	
111	BRIONES	EDEN GHIE	ALQUIZA	03/16/2017	DIGOS CITY NHS	
112	CORPUZ	RADEE KING	ROSARIO	03/30/2017	DIGOS CITY NHS	
113	DEGUILMO	JOEL	MACABUTAS	03/30/2017	DIGOS CITY NHS	
114	BISNAR	JASON	GOCOTANO	04/18/2017	RUPARAN NHS	

115	BEJARIN	KRISTIN MARIE	YANGYANG	04/20/2017	SCHOOLS DIVISION OFFICE
116	DURANO	FRANCES MILLICENT	RINONOS	04/20/2017	SCHOOLS DIVISION OFFICE
117	GONZALES	GISELLE	DONALVO	05/04/2017	SCHOOLS DIVISION OFFICE
118	TORRES	MAE LAARNI	LAÑAS	05/04/2017	DIGOS CITY NHS
119	UY	CECILE	CABAHUG	05/04/2017	SCHOOLS DIVISION OFFICE
120	CELLEROS	IRIS			RIZAL CES
121	DECENA	RAFFY JAY			DICNHS
122	FLORES	MARIA CRISTINA			DICNHS
123	SALEBAT	ROSEMARIE		06/14/2016	DAMÑAS ES
124	AMASIO	NORIEGEN		06/14/2016	DAMÑAS ES
125	VILLAROBIA	MICHELLE		05/27/2016	LUNGAG ES
126	MANUOP	JEAN ROSE		05/27/2016	BADIANG ES
127	MAGUIRANG	MAYETH		05/27/2016	BADIANG ES
128	LERIN	NERYS LOEN		05/27/2016	COGON ES
129	VALLEJO	CHERRY LYNNE		05/27/2016	PVBES
130	SUCAYRE	MARGIE		05/27/2016	COLORADO ES
131	JUANILLO	VANESSA MAE		05/27/2016	COLORADO ES
132	FRANCISCO	SUNDEW		05/27/2016	DAWIS ES
133	BANUELLOS	DAYNI LEE		05/27/2016	REMEDIOS SAPLALA ES
134	TALINGTING	JESSA MARIE		05/27/2016	BINATON ES
135	SUPERIORIDAD	MARA		05/27/2016	PVBESS
136	PONIO	CRISTIE BEBS		06/14/2016	JOLENCIO ALBERCA ES
137	ESTAÑOL	MARISSA		06/24/2016	MARAWER ES
138	JUMAO-AS	ANNALIZA		06/14/2016	CASILDO NONOL ES
139	AGPALO	JAZZEL		06/24/2016	MARAWER ES
140	PACIFICAR	JOHN SILVER		06/14/2016	REMEDIOS SAPLALA ES
141	BALURAN	FHOEBE		06/14/2016	BINATON ES
142	MORALES	JUNAMAE		06/24/2016	NECENCIO ISIDRO ES
143	BANA	JESSEL ANN		07/04/2016	RMCES
144	PADILLO	MARVIN		12/29/2016	DICNHS
145	HISOLA	JOSETTE IRIS		05/17/2016	DICNHS
146	ALVARADO	JUAN		05/27/2016	DIGOS CITY SHS
147	VENDER	RIZZA CHEN		06/09/2016	KAPATAGAN SHS
148	SAMPAGA	MARY CRIS		06/14/2016	DIGOS CITY SHS
149	GULTIANO	JUNER		06/09/2016	DIGOS CITY SHS

#### FACILITATORS

1. ASDS/OIC-SDS
2. IDA I JUEZAN
3. LUZMINDA B. JASMIN
4. SOLLIE B. OLIVER
5. EVANGELINE A. HERNAN
6. FRANCIS JUDE D. ALCOMENDRAS
7. NORELIZA MISAL
8. RONALD B. DEDACE
9. XAVIER S. FUENTES
10. ANAMERTHYL I. REGALA
11. ALBERT S. ESPINO
12. CECILE C. UY
13. MARIA C. JADLOC
14. JULIE ANN N. POSADAS
15. HAZEL MARIE L. ESCABILLAS
16. HELEN FRANCONAS
17. REYZEN O. MONSERATE
18. PETER-JASON C. SENARILOS



<b>DAY 1-CLASS 2</b> <b>DAY 2-CLASS 1</b>	
7:00-7:45	Registration Management of Learning HRD
8:00-9:00	Personal Welfare and Professionalism: a. Entitlement b. Privileges and Opportunities for Professional Development <b>Mr. Francis Jude D. Alcomendras</b>
9:00-10:00	Financial Management & Accounting Procedure <b>Ms. Noreliza Misal</b> <b>Accountant III</b>
10:00-12:00	Civil Service Rules and Regulations <b>Mr. Francis Jude D. Alcomendras</b> <b>AO-V</b>
12:00-1:00	Lunch Break
1:00-2:00	Responsibility & Accountability of the Employee: Magna Carta and Code of Ethics for Teachers, Anti-Sexual Harassment Law <b>Mr. Francis Jude D. Alcomendras</b> <b>AO-V</b>
2:00-3:00	Child Protection Policy <b>Ms. Sollie B. Oliver</b> <b>EPS</b>
3:00-4:30	Legal Issues -Anti Red Tape Act <b>Mr. Francis Jude D. Alcomendras</b>
4:30-5:00	Open Forum Closing Ceremony