




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

DIVISION MEMORANDUM
NO. 292 series 2015

TO: : Public Schools District Supervisors
Elementary and Secondary School Heads
Selected Division office Personnel

FROM : 
DEE D. SILVA, DPA, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge

SUBJECT : Teachers Induction Program-Orientation of the Newly-Hired
DepED Teachers

DATE : November 9, 2015

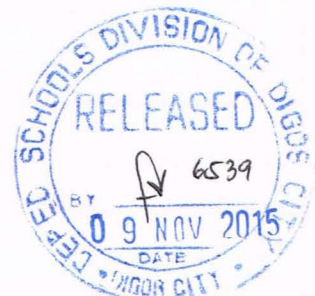
To fully understand the different responsibilities and accountabilities of a teacher including the Code of Ethics, Civil Service Rules and Regulations, and other tasks, the Division Office will conduct a **Teachers Induction Program of the Newly-Hired DepED Teachers**.

The activity will be conducted on November 25-27, 2015 at a venue which will be announced later.

In line with this, the attached list of the newly-hired teachers and selected Division Office Personnel are hereby required to attend this activity.

Meal expenses and venue accommodation of the participants shall be charged against Division funds subject to the usual accounting and auditing rules and regulations.

For information, guidance and immediate dissemination.





Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI
SCHOOLS DIVISION OF DIGOS CITY
City of Digos
Newly-Hired Teachers



1. ABADIA, DELMAR L.
2. ALEJA, LUCELYN H.
3. MARJONI, RAPHNA P.
4. PEDROSA, MELDRID A.
5. LLANOS, JAYMAR P.
6. BATION, ROSELYN D.
7. EBORDE, ADDIE R.
8. BAUTISTA, AILEEN MAE W.
9. LONZAGA, AIMEE JEAN H.
10. ROMERO, JOCOH P.
11. RANOLLO, SUSAN C.
12. CABARON, AILEEN N.
13. LLANTO, NANETTE L.
14. MARABUENO, LORELIE J.
15. DAMO, IAN RYLLE A.
16. FERNANDO, ARACELI L.
17. MODINA, CLIRUBILL L.
18. DELLONA JOY MARIE F.
19. TORRES, ALONA O.
20. GEYROZAGA, MAREY ANTHONETTE F.
21. BUSTAMANTE, GINA M.
22. MANCERAS, MARICEL A.
23. YRAY, CHARMIN C.
24. DIAMANTE, LADY KRISTINE B.
25. PAGAYON, RODEL L.
26. BURLAZA, DAVILYN P.
27. DIACOSTA, ARVIN B.
28. RABI, IVY ROSE D.
29. TUNGAL, LORNA C.
30. SAYSON, SHIELA MAE C.
31. AGUILAR, JOEJIE M.
32. CARO, GERALDINE L.
33. ARELLANO, JUPALOYD S.
34. ELMER A. ARDIENTE
35. JOVEN ANTHONY P. SALANGA

Division Personnel

1. Emmanuel P. Hugo
2. Noreliza Misal
3. Dee D. Silva
4. Oliva P. Miranda
5. Francis Jude Alcomendras
6. Gerwin Ryan Rabaya
7. Beverly S. Daugdaug
8. Moises R. Perral
9. Albert Espino
10. Hazel Marie L. Escabillas
11. Daissy Jane P. Sanoy
12. Ronald B. Dedace

Employees Induction Program

November 25-27, 2015
SCHEDULE OF ACTIVITIES

Time	Day 1 (November 25)
8:00 – 9:00	Phil. Nat'l Anthem: Ivy Rose D. Rabi, conducting Invocation: Araceli L. Fernando Digos City Hymn AVP Opening Hymn: "Lead Me Lord", AVP Words of God: Moises R. Perral Presentation of the Participants: Ronald B. Dedace Rationale of the Induction Program: Oliva P. Miranda, CESE
9:00 – 10:30	Topic: Organization Flow of the System, Orientation of the DepEd Culture, DepEd Personnel and Staff Speaker: Emmanuel P. Hugo
10:00-10:15	Chocolate Break (working snacks)
10:30 – 12:00	Personal Welfare and Professionalism: a. Entitlement b. Privileges and Opportunities for Professional Development Speaker: Aida A. Biongan
Closing Prayer and Grace Before Meal: Ian Brylle A. Damo	
12:00-1:00	Lunch Break
Afternoon Session	Opening Prayer : Rodel L. Pagayon
1:00 – 3:00	Topic: Financial Management & Accounting Procedure Speaker: Noreliza Misal
3:00 – 3:15	Milk & Coffee Break
3:00 – 5:00	Topic: RA 9685 Speaker: Sir Francis Jude Alcomendras
Closing Hymn	"Power of Your Love", AVP
Benediction	Aimee Jean H. Lonzaga
Master of Ceremonies: Lady Kristine B. Diamante PPT & AVP Director: Albert S. Espino Facilitators: HRD Personnel (SEPS and EPS)	
Day 2 (November 26)	
7:59 – 8:40	Unfreezing: Ronald B. Dedace (In-Charge) Opening Hymn: "Above All", AVP Invocation: Rahpna P. Marjoni Spiritual Food: Geraldine L. Caro Benediction: Jupaloyd S. Arellano
8:40 – 12:00	Topic: Responsibility & Accountability of the Employee: Code of Ethics Anti-Sexual Harassment Law Speaker: Gerwin Ryan L. Rabaya
10:00-10:15	Chocolate Break (Working Snacks)
Closing Prayer and Grace Before Meal: Jocoh P. Romero	
12:00-1:00	Lunch Break
Afternoon Session	Opening Prayer : Aileen N. Cabaron
1:00 – 5:00	Topic: Civil Service Rules and Regulations (Continuation) Speaker: Francis Jude Alcomendras
3:00 – 3:15	Coffee Break Closing Hymn "Here I am", AVP Benediction Ivy Rose D. Rabi
Master of Ceremonies: Addie R. Eborde PPT & AVP Director: Albert S. Espino Facilitators: HRD Personnel (SEPS and EPS)	

Day 3 (November 27)	
7:59 – 8:40	Unfreezing: Ronald B. Dedace (In-Charge) Opening Hymn: "Give Thanks", AVP Invocation: Lorna C. Tungal Spiritual Food: Alona O. Torres Benediction: Nanette L. Ilanto
8:40 – 12:00	Topic: Awareness of the Role as a Teacher Speaker: Oliva P. Miranda
10:00-10:15	Chocolate Break (Working Snacks)
Closing Prayer and Grace Before Meal: Jocoh P. Romero	
12:00-1:00	Lunch Break
Afternoon Session	Opening Hymn : "Amazing Grace", AVP
1:00 – 2:00	Topic: Stress Management Speaker: Daissy Jane P. Sanoy
2:00 – 3:00	Topic: Staying Healthy Speaker: Hazel Marie L. Escabillas
3:00 – 3:15	Milk & Coffee Break (working snacks)
3:20 – 5:00	Part II: Closing Ceremony Presentation: by District/School Insights: Jaymar P. Pedrosa Challenge: Dee D. Silva, DPA, CESO VI Distribution of Certificates: Moises R. Perral, Ronald B. Dedace, Aida A. Biongan, and Emmanuel P. Hugo
Song of Praise: Closing Prayer:	"Shout to the Lord", AVP Susan C. Ranollo
Master of Ceremonies: Charmin C. Yray PPT & AVP Director: Albert S. Espino Facilitators: HRD (SEPS and EPS)	