

	Republic of the Philippines Department of Education Cordillera Administrative Region SCHOOLS DIVISION OF BENGUET Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
DIVISION MEMORANDUM NO. <u>099</u> s. 2019		

Date: May 12, 2020

To: Public Schools Division Supervisors
 All Public Elementary and Secondary School Heads
 Concerned SDO Units
 All Others Concerned

From:  **BENILDA M. DAYTACA, EdD, CESO VI**
 Asst. Schools Division Superintendent
 OIC – OSDS



Subject: Teacher Induction Program

- Pursuant to DepEd Order 43, 2017, Teacher Induction Program Policy, the Schools Division of Benguet will be conducting its 2020 Teacher Induction Program, focused on Module 1: The Department of Education, from May 27 to 29, 2020 via Google Meet.
- The participants (Annex A) of this virtual TIP are newly hired teachers who have confirmed their participation through their respective PSDSs. All participants are advised to send their DepEd email addresses to hrdsbenguet@gmail.com until May 22, 2020 where the TWG will send the webinar link.
- Please follow these teleconferencing protocols:

Prior to the meeting

Participants must prepare the following 15 minutes before the video conference:

 - Laptop with browser/ Mobile Phone installed with Hangouts Meet application.
 - Stable internet.
 - Headset/Headphones with microphone for better experience.
 - Quiet room/ area for video conferencing.
 - DepEd Email logged in.
 - Make sure the camera is framed correctly. Sit at eye level to the lens.

During the meeting

 - Participants must mute their microphone when not speaking/reporting.
 - Observe professionalism and consider the telecommuting as a formal meeting.

*Note: Wear appropriate clothing during the webinar.
- A load card, worth 300 pesos for communication expenses will be issued to all participants, chargeable against HRTD Fund subject to the usual auditing and accounting rules and procedures.
- Widest dissemination of and strict compliance to this memo is desired.

Annex A: List of Participants

#	FAMILY NAME	FIRST NAME	MIDDLE NAME	SEX	DISTRICT
1	TAYAN	JEMIMAH	TINDO	F	Bakun
2	CONTADA	CARLA	BETA-A	F	Bakun
3	QUINTOS,	MARY JOY	KISIM	F	Bakun
4	BAYUDANG	JEZREEL	SACLA	F	Bakun
5	FAUSTINO	LEZIEL	MENDOZA	F	Bakun
6	PAG-ANG	GEMA	OGNADEN	F	Bakun
7	PALASI	KENDYLYN	C	F	Bakun
8	WAILEN	MILROSE	A	F	Bakun
9	POLICIANO	MARIFE	BALONG	F	Bokod
10	MONTES,	MARFIL	SITAM	F	Itogon I
11	SALBINO	JUSTINE	CADAO	F	Itogon I
12	VALDEZ	MADONNA		F	Itogon I
13	LIWAN	JASMIN		F	Itogon I
14	DANGSIAN	JUCILA GRACE		F	Itogon I
15	PACITO	REMEDIOS		F	Itogon I
16	LANDOCAN	JORDAN	BALEGAN	M	Itogon II
17	BISTOYONG	ARLHET	CANITE	F	Itogon II
18	GATTOC	JHEA	LADUAN	F	Itogon II
19	CAMIS	JANELINE	ATOMPAG	F	Itogon II
20	BAUZON	HAYDEE	BANGUETE	F	Itogon II
21	ROSADO	GINA	TAD-O	F	Itogon II
22	ESPELIMBERGO	DAVE	DELA CRUZ	M	Itogon II
23	NAPA-EG	FRITZIE	OTINGUEY	F	Itogon II
24	PICPICAN	GLENDA	SUKIL-AP	F	Kibungan
25	MACAPIO	SHARON	ALIMA	F	Kibungan
26	PELICO	GLORIA	AGADAN	F	La Trinidad
27	INCIONG	RHODA	BESTRE	F	La Trinidad
28	UNOS	LALITA	CALIGTAN	F	La Trinidad
29	SUMAKEY	DAISY	MOYAO	F	La Trinidad
30	ABELLERA	VANESSA	LAI	F	La Trinidad
31	BASCO	NANETTE	ALACIO	F	La Trinidad
32	DEL ROSARIO	MARY	MAGALGALIT	F	La Trinidad
33	ANDAWAWE	ZEYNARD	DONG-OY	F	La Trinidad
34	PUGAL	CHARMAIGNE	AMPAGUEY	F	La Trinidad
35	ELWAS	LORIZA	MAYONA	F	La Trinidad
36	ANDAWAWE	ZEYNARD	DONG-OY	F	La Trinidad
37	CANUTO	SILVANO	EDUARDO	M	La Trinidad
38	KIMKIMAN	GENEVA	ATAM	F	La Trinidad
39	OTINGEY	CARL JAY	PETONA	M	La Trinidad
40	BACASEN	CLEOFA	LINGALING	F	La Trinidad
41	SEMENIO	JENYL	TENG-EG	F	La Trinidad
42	DANGO	JERALYN	BUTDOY	F	La Trinidad
43	BACASEN	JHAYRA		F	La Trinidad
44	PANGCAWAY	VINA MARIE		F	La Trinidad
45	NARITO	ARIEL		M	La Trinidad
46	BAWAS	NORELYN		F	La Trinidad
47	ONG	LOURDES		F	La Trinidad
48	LAGULA	JANE		F	La Trinidad
49	COPERO	SIMONA		F	La Trinidad
50	TUGUINAY	RAF WILSON	ABLAYAN	M	Mankayan
51	JIMENEZ	FE	B	F	Mankayan

52	LAWANA	JONA	L	F	Mankayan
53	NGEDAYAN	EVELYN	A	F	Mankayan
54	BAYAWA	MENALYN	S	F	Mankayan
55	PAICOT	SHEENA	D	F	Mankayan
56	PUYAO,	JACQUELINE	PASIW	F	Tublay
57	BALIQUEID	MAVIS		M	Tublay
58	LONATE	REX		M	Tublay
59	SEBIANO	MARIBEL		F	Tublay
60	SHOLIN	RAMINTON		M	Tublay

END OF LIST

Date and Time	Activities/ Topics	Tasks and Processes	Output
<p>Day 1</p> <p>9:00 – 11:30</p> <p>11:30 – 12:00</p> <p>-----</p> <p>1:00 – 5:00</p>	<p>Becoming a Public Servant</p> <p>(Synchronous Lecture via Google Meet)</p> <p>-----</p> <p>Civil Service and the Department of Education</p> <p>(Asynchronous Learning – Small Group Discussion)</p>	<ul style="list-style-type: none"> • Lecture 1: Civil Service Code of the Philippines • Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees (RA 6713) • Revised CSC Rules on Administrative Case • Question and Answer <p>-----</p> <p>Home Reading</p> <p>Material:</p> <ul style="list-style-type: none"> • Responsibility and accountability of DepEd Employees according to CSC Rules • Case Study <p>Instruction: The group will be divided into 2. Each group will be given a case to work on. Each group will meet on their own to discuss their answers to be presented the next day.</p>	<p>Learning Insights</p> <p>-----</p> <p>Case Analysis Workshop</p> <p>*Screen shots of Small Group Meeting</p>
<p>Day 2</p> <p>9:00 – 10:30</p> <p>10:30 – 12:00</p> <p>1:15 – 1:30</p> <p>1:30 -5:00</p>	<p>Civil Service and the Department of Education (Synchronous Learning)</p> <p>The Context of the Organization of DepEd Benguet</p>	<ul style="list-style-type: none"> • Presentation of Case Analysis per group • Lecture proper 1: DepEd Benguet Organizational Structure (Structure, history, VMO, ISO, Branding) • The Curriculum Implementation Division • Review on the Steps on LP <p>• Ice Breaker</p> <ul style="list-style-type: none"> • School Governance Operations Division • PPST/RPMS/ IPCRF Overview 	<p>Power Point of Case Analysis</p> <p>-----</p> <p>Sample Lesson Plan</p> <p>-----</p> <p>Sample IPDP</p>
<p>Day 3:</p> <p>9:00 – 11:30</p> <p>11:30 – 12:00</p> <p>1:30 – 3:00</p>	<p>The Context of the Organization of DepEd Benguet</p> <p>-----</p> <p>Special Topic</p>	<p>Other Units</p> <ul style="list-style-type: none"> • Finance and Budget • Planning and Research • HRDS (L&D, R&R) • Personnel • Q & A <p>The Post-Pandemic Classroom: Expectations and Coping Tips</p>	<p>-----</p> <p>Insights</p> <p>-----</p> <p>Major Output of seminar: Learning and Development Plan</p>