



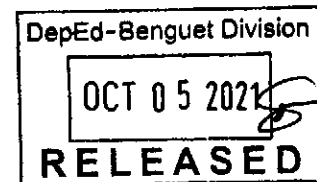
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

October 4, 2021

**DIVISION MEMORANDUM**

No. 390, SR021

TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned



SUBJECT: PARTICIPANTS TO THE 2021 VIRTUAL TEACHER INDUCTION PROGRAM  
(BATCH 2)

1. Induction provides new starters with important information regarding their new employment. This process serves to welcome new hires and help them transition into their new role, while enabling new employees to feel supported as they adjust.
2. In this regard, this office calls for the conduct of the 2021 Batch 2 Virtual Teacher Induction Program which will be conducted on October 13, 14, and 15, 2021 (enclosure 1) with the following objectives:
  - a. Orient the participants on their roles and responsibilities, organizational structure, culture and policies in the work area;
  - b. Promote competence, commitment and accountability in the performance of their job with a degree of professionalism; and
  - c. Inculcate moral values, fairness and integrity in the workplace
3. Identified participants are the recently hired teachers for SY 2021-2022 including those classified under SPIMS and DOST who were earlier informed to confirm their attendance by visiting this link <https://bit.ly/TIP2021-2022> and filling out the form. This link will be open until October 8, 2021.
4. All confirmed participants are required to ensure a strong internet connection to complete the three-day training and to download Microsoft Teams App before the scheduled date. The link for the virtual meet shall be e-mailed to all registered participants on or before October 12, 2021.
5. Immediate and wide dissemination of this Memorandum are directed.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

//sgod/hrds/xdk



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

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Enclosure 1:

**PHASE 1**

<b>DAY 1</b>		
<b>Time</b>	<b>Program/Activities</b>	<b>Person/ Committee Responsible</b>
8:30 AM – 9:00 AM	Registration / Attendance/ Opening Program  Nationalistic Song Prayer Introduction of Participants Opening Message Webinar Rules	HRDS  AVP AVP HRD CARMEL F. MERIS, ASDS HRD
9:00 AM – 11:00 AM	DepEd VMV	<b>WILFRED C. BAGSAO</b> EPS - MATHEMATICS
	Schools Division of Benguet - The organization	<b>XYLENE GRAIL D. KINOMIS</b> SEPS-HRDS
11:00 AM – 12:00 Noon	Organization Policies Government Working Hours, AWA	<b>GLENN N. DUGUIS</b> Administrative Officer V
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 5:00 PM	Employee Welfare LEAVES	<b>FRANCIS BAGUL-LO JR.</b> ADAS II
	PERSONNEL BENEFITS	<b>JARO ROSAL</b> AO II
	Reclassification / ERF	<b>MARICEL CODIMDIM</b> AO III
<b>DAY 2</b>		
<b>Time</b>	<b>Program/Activities</b>	<b>Person/ Committee Responsible</b>
8:00 AM – 8:30 AM	Registration / Attendance	HRDS
8:30 AM – 10:00 AM	Introduction to Curriculum Programs	<b>RIZALYN A. GUZNIAN</b> CES - HRD
10:00 AM – 12:00 Noon	LRMDS	<b>SONIA DUPAGAN</b> EPS - LRMDS
10:00 AM – 10:15 AM	Break	
12:00 Noon – 1:00 PM	Lunch Break	
1:00 PM – 2:00 PM	KRAs of Teachers	<b>WILFRED C. BAGSAO</b> EPS - MATHEMATICS
2:00 PM – 5:00 PM	RPMS - IPCRF	<b>LUCIO B. ALAWAS</b> CES - SGOD
<b>DAY 3</b>		
<b>Time</b>	<b>Program/Activities</b>	<b>Person/ Committee Responsible</b>
8:00 AM – 8:30 AM	Attendance	HRDS
8:30 AM – 10:00 AM	RA 6713 Child Protection Policy	<b>NOVER SINGGANGAN, JR</b> Legal Officer
10:00 AM – 10:15 AM	Break	
10:00 AM – 12 Noon	Developing Daily Lesson Logs, action plans, and portfolios	<b>MERLYN CONCHITA DE GUZMAN</b> EPS – SCIENCE
12:00 Noon – 1:00 PM	Lunch Break	



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1:00 PM – 2:00 PM	continue Developing Daily Lesson Logs, action plans, and portfolios	<b>MERLYN CONCHITA DE GUZMAN</b> EPS – SCIENCE
2:00 PM – 5:00 PM	Introduction to Gender and Development in the Schools	<b>MILAGROS A. RIMANDO</b> Philippine Commission on Women GAD Resource Speaker c/o Joven Agtani, EPS II SMM&E



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