



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
No. 362, S. 2019

May 14, 2019

COMPOSITION OF THE DIVISION TEACHERS INDUCTION PROGRAM (TIP)
MANAGEMENT TEAM IN COMPLIANCE WITH DEPED ORDER NO. 43, S.2017
AND DIVISION MEMORANDUM No. 109, s. 2017.

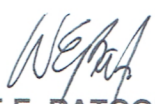
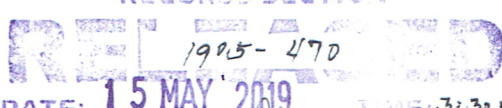
TO: ASDS
CHIEFS, SGOD & CID
ALL ELEMENTARY AND SECONDARY SCHOOL HEADS
ALL OTHERS CONCERNED

1. Pursuant to DepEd Order No. 43, S. 2017 known as the **Teacher Induction Program Policy** for the newly hired teachers, dated August 11, 2017, and by virtue of the designation made by the undersigned, the following positions/personnel shall compose the Division TIP Management Team, with the following roles and responsibilities:

POSITIONS	PERSONNEL	ROLES AND RESPONSIBILITIES
SDS	Winnie E. Batoon, EdD	1) Organizes TIP Management Team, composed of the ASDS, CID & SGOD Chiefs, HRD SEPS and ALS EPS; 2) Designates the TIP Manager and TIP Coordinator; and 3) Ensures integration of TIP in the DEDP.
ASDS	Melanie P. Estacio, PhD	1) Co-leads in the planning and implementation of TIP in the Schools Division, especially the conduct of Division Orientation for EPSs, PSDSs, SEPS, Educ. Prog. Specialists, and Section Chiefs Division Training of Mentors and School Heads
SGOD Chief	Sollie B. Oliver, LLB, MATE	1) Serves as TIP Manager in the Division; 2) Co-leads the planning and implementation of TIP; and 3) Provides TA to TIP players (school heads, mentors, mentees, and others) on administrative concerns.
CID Chief	Beverly Daugdaug, EdD	1) Provides TA to the Division TIP players on curriculum-related concerns.
PSDS	Ida I. Juezan, EdD	1) Acts as the Division TIP Coordinator; a) Facilitates the crafting of the Division TIP Plan together with the HRD Section Personnel b) Oversees the implementation of the TIP Plan c) Develops a calendar and timeline of Induction events, meetings and activities

POSITIONS	PERSONNEL	ROLES AND RESPONSIBILITIES
		d) Coordinates with the HRD for the budget and procedures in support of the activities that are integral to the TIP Plan e) Coordinates with the HRD personnel in compiling complete records including reports and training proposals f) Communicates continuously and work closely with the SDO.
HRMO	Aleli M. Chiong	1) Provides list of prospective inductees or list of newly hired division personnel (Time Frame: Before the actual TIP sessions) 2) Provides updated list of TIP inductees with their IPCR ratings.
SEPS & EPS - HRD	Ronald B. Dedace Cecile C. Uy	1) Collect and consolidates data on the prospective inductees (Time Frame: Before the actual TIP sessions) 2) Coordinate with the school heads, mentors and mentees about TIP related processes in the Schools Division (Time Frame: Entire TIP life in the Division)
EPS-ALS	Elvie Timon	1) Prepares and submits profile of prospective ALS inductee/s (Time Frame: Before the actual TIP sessions); and 2) Coordinates with mentors and mentees on TIP related processes involving ALS mobile teacher inductee/s (Time Frame: Entire TIP life in the Division)
School Heads		1) Prepare and submit profile of newlyhired teachers (Time Frame: Before the actual TIP sessions); 2) Serve also as mentor in the school; 3) Ensure that mentoring is done regularly; and 4) Prepare and submit required TIP reports to the SDO (Time Frame: Duration of TIP and beyond)

2. For your guidance and compliance.


WINNIE E. BATOON, EdD.
 Officer-In-Charge
 Office of the Schools Division Superintendent
 DepEd Schools Division of Digos City
 RECORDS SECTION

 DATE: **15 MAY 2019** TIME: **3:30 PM**
 BY: _____
 SGOD HRD TIP

Encl: None

References: As mentioned

To be indicated in the Perpetual Index under the following subject:

CUY: May 14, 2019. COMPOSITION OF THE DIVISION TEACHERS INDUCTION PROGRAM (TIP) MANAGEMENT TEAM IN COMPLIANCE TO DEPED ORDER NO. 43, S.2017