



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



DIVISION MEMORANDUM
No. 034, s.2021

January 18, 2021

INDUCTION PROGRAM OF THE NEWLY-HIRED NON-TEACHING PERSONNEL

To: ASDS
Division Chiefs
Unit Heads
Francis Jude D. Alcomendras
Atty. Clarisse Joy C. Arnaez-Llaban
Noreliza A. Misal
Hazel Marie L. Escabillas
Ronilyn P. Nieves
HRD Specialists
M&E Specialist
Nurses on Duty

1. The Teacher Induction Program (TIP), institutionalized through DepEd Order (DO) No.43, s. 2017 or known as the TIP Policy, is a vital component of the strengthened teacher education and training programs in the country developed by the Teacher Education Council (TEC).
2. TIP aims to provide a "systematic and comprehensive support system" for the new and beginning personnel, to seamlessly integrate themselves in the profession of the public sector, and consequently improve the achievement of the learners. Likewise, the need to give the newly-hired male and female non-teaching personnel a similar program, was also identified. Their program coverage will however be limited to modules/topics applicable to them. In between roll-outs of the modules, the participants shall undergo supervision, coaching and mentoring by their senior colleagues.
3. The activity shall be conducted on January 21-22, 2021. Venue of which shall be announced later in a subsequent communication. All the participants are required to follow and practice minimum health standards like wearing of face mask and face shield, sanitizing at all times, and maintaining social distancing. There will be two (2) nurses-on-duty for each day of the activity.
4. Attached are the list of participants and the Indicative Program of Activities for ready reference.
5. Meals and snacks of the participants shall be charged to Division INSET Funds while travelling and other incidental expenses of the said activity shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Wide and immediate dissemination of this Memorandum is earnestly desired.

CRISTY C. EPE
Schools Division Superintendent

Amor P. ... 01/18/2021

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
21-66461

DATE: 18 JAN 2021 TIME: 5:09 pm

BY: *[Signature]*

Induction Program of the Newly-Hired Non-Teaching personnel

Matrix of Activities

January 21-22, 2021

Within Digos City

Day 1	Schedule of Activities	Objectives
7:30-8:00	Registration	Register the participants/Account on their attendance
	Opening Program	Set the preliminaries to formally start the program Participants have a clear picture of what is going to happen in the whole day activity
8:00- 10:00	SESSION 1: MANDATE, VISION, MISSION, CORE VALUES (VMV), AND STRATEGIC DIRECTIONS LF: Ronald B. Dedace	a. Demonstrate understanding of the DepEd's Mandate, VMV, and strategic directions and its learner-centered philosophy of education b. Write one's own philosophy of teaching that is aligned to DepEd's learner centered philosophy c. Use varied and appropriate teaching strategies to deploy one's personal teaching philosophy as aligned to DepEd's learner-centered philosophy
10:00-12:00	SESSION 2: DUTIES AND RESPONSIBILITIES LF: Francis Jude D. Alcomendras	a. Understand the duties and responsibilities set for the position
12:00-1:00	Lunch Break	
1:00-3:00	SESSION 3: CODE OF ETHICS LF: Atty. Clarisse Joy C. Arnaez-Llaban	a. Demonstrate understanding of the key provisions of the code of ethics and become familiar with the responsibilities of a professional teacher. b. Describe how the code of ethics can help or guide a teacher in the day to day performance/tasks of his work, hence resulting to a good teacher c. Describe and become familiar with the responsibilities specified in the Code of Ethics for public servants d. Exhibit professional behaviors
3:00-5:00	SESSION 3: RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) LF: Francis Jude D. Alcomendras	a. Understand individual performance and one's personal accountability in becoming an effective teacher through the RPMS. b. Reflect on current teaching practices and identify development needs for personal and professional improvement. c. Prepare Individual Performance Commitment and Review Form (IPCRF)/Personal Professional Improvement Plan (PPIP) based on the reflection to ensure improve practices.
Nurses on Duty	Frances Millicent R. Durano, RN, LPT & Daissy Jane P. Sanoy, RN	
Day 2		
7:30-8:00	Registration	Register the participants/Account on their attendance
	Opening Program	Set the preliminaries to formally start the program Participants have a clear picture of what is going to happen in the whole day activity
8:00- 10:00	SESSION 4: SALARIES, WAGES, AND BENEFITS LF: Noreliza A. Misal	a. Enumerate and explain the existing laws and regulations on the different incentives, privileges, benefits, awards, and recognition for teachers. b. Discuss how employees can avail themselves of these benefits. c. Reflect on the importance of the benefits being given to teachers.
10:00-12:00	SESSION 5. FINANCIAL LITERACY LF: Noreliza A. Misal	a. Identify principles of financial literacy and its importance in improving personal practice b. Analyze by charting one's own financial standing by creating a table and graph showing cash flow (Income vs. Expenditure). c. Use the cash flow chart in charting one's financial success. d. Determine ways of achieving financial success. e. Write an essay on good financial practices and those which should be avoided to improve personal management of finances

Virtual Induction Program of the Newly-Hired Non-Teaching personnel

Matrix of Activities

January 21-22, 2021

Within Digos City

Day 1	Schedule of Activities	Objectives
7:30-8:00	Registration	Register the participants/Account on their attendance
	Opening Program	Set the preliminaries to formally start the program Participants have a clear picture of what is going to happen in the whole day activity
8:00- 10:00	SESSION 1: MANDATE, VISION, MISSION, CORE VALUES (VMV), AND STRATEGIC DIRECTIONS LF: Ronald B. Dedace	a. Demonstrate understanding of the DepEd's Mandate, VMV, and strategic directions and its learner-centered philosophy of education b. Write one's own philosophy of teaching that is aligned to DepEd's learner centered philosophy c. Use varied and appropriate teaching strategies to deploy one's personal teaching philosophy as aligned to DepEd's learner-centered philosophy
10:00-12:00	SESSION 2: DUTIES AND RESPONSIBILITIES LF: Francis Jude D. Alcomendras	a. Understand the duties and responsibilities set for the position
12:00-1:00	Lunch Break	
1:00-3:00	SESSION 3: CODE OF ETHICS LF: Atty. Clarisse Joy C. Arnaez-Llaban	a. Demonstrate understanding of the key provisions of the code of ethics and become familiar with the responsibilities of a professional teacher. b. Describe how the code of ethics can help or guide a teacher in the day to day performance/tasks of his work, hence resulting to a good teacher c. Describe and become familiar with the responsibilities specified in the Code of Ethics for public servants d. Exhibit professional behaviors
3:00-5:00	SESSION 3: RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) LF: Francis Jude D. Alcomendras	a. Understand individual performance and one's personal accountability in becoming an effective teacher through the RPMS. b. Reflect on current teaching practices and identify development needs for personal and professional improvement. c. Prepare Individual Performance Commitment and Review Form (IPCRF)/Personal Professional Improvement Plan (PPIP) based on the reflection to ensure improve practices.
Nurses on Duty	Frances Millicent R. Durano, RN, LPT & Daissy Jane P. Sanoy, RN	
Day 2		
7:30-8:00	Registration	Register the participants/Account on their attendance
	Opening Program	Set the preliminaries to formally start the program Participants have a clear picture of what is going to happen in the whole day activity
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		f. Apply the principles of financial literacy in making personal financial development plan g. Document in a portfolio, personal ways to improve practices in financial management.
12:00-1:00	Lunch Break	
1:00-3:00	SESSION 6: HEALTH AND WELLNESS PROGRAM LF: Hazel Marie L. Escabillas	a. Explain the importance of maintaining a positive personal health and wellness in improving teaching and learning b. Evaluate personal health and wellness-related practices that affect work in school c. Implement a plan for positive health and wellness
3:00-4:00	SESSION 7: GENDER AND DEVELOPMENT (GAD) LF: Ronilyn P. Nieves	a. Explain and understand the concepts of sex, gender, gender characteristics, gender roles, and other key concepts related to Gender and Development; b. Identify gender-bias practices in the classroom; and c. Integrate gender-fair practices in the teaching-learning process.
4:00-5:00	Closing Program	
Nurses on Duty	Myracel J. Dalope, DMD & Ireene P. Dandoy, RN, LPT	
Program Management: Ronald B. Dedace & Cecile C. Uy		

Induction Program of the Newly-Hired Non-Teaching personnel
Matrix of Activities
January 21-22, 2021
Within Digos City

Day 1	Schedule of Activities
7:30-8:00	Registration
	Opening Program
	-Lupang Hinrang -Prayer -Regional Hymn -Digos City Hymn -Presentation of Participants -Welcome Message Basilio P. Mana-ay, Jr. ASDS -Rationale Sollie B. Oliver, JD, MATE Chief ES SGOD -Message Cristy C. Epe Schools Division Superintendent
8:00- 10:00	SESSION 1: MANDATE, VISION, MISSION, CORE VALUES (VMV), AND STRATEGIC DIRECTIONS LF: Ronald B. Dedace
10:00-12:00	SESSION 2: DUTIES AND RESPONSIBILITIES LF: Francis Jude D. Alcomendras
12:00-1:00	Lunch Break
1:00-3:00	SESSION 3: CODE OF ETHICS LF: Atty. Clarisse Joy C. Arnaez-Llaban
3:00-5:00	SESSION 3: RESULTS-BASED PERFORMANCE MANAGEMENT SYSTEM (RPMS) LF: Francis Jude D. Alcomendras
Nurses on Duty	Frances Millicent R. Durano, RN, LPT & Daissy Jane P. Sanoy, RN
Day 2	
7:30-8:00	Registration
	Opening Program
8:00- 10:00	SESSION 4: SALARIES, WAGES, AND BENEFITS LF: Noreliza A. Misal
10:00-12:00	SESSION 5. FINANCIAL LITERACY LF: Noreliza A. Misal
12:00-1:00	Lunch Break
1:00-3:00	SESSION 6: HEALTH AND WELLNESS PROGRAM LF: Hazel Marie L. Escabillas
3:00-4:00	SESSION 7: GENDER AND DEVELOPMENT (GAD) LF: Ronilyn P. Nieves
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Nurses on Duty	Myracel J. Dalope, DMD & Ireene P. Dandoy, RN, LPT
Program Management: Ronald B. Dedace & Cecile C. Uy	

NEWLY-HIRED NON-TEACHING PERSONNEL

1	BARITUA, JANICE CAGALITAN	Administrative Assistant III
2	CAMINGAWAN, JOHN PAUL ROJO	Administrative Assistant II
3	BACAMANTE, RAMEL ROJO	Administrative Assistant II
4	MARA-ASIN, GUY RABAGO	ADMINISTRATIVE OFFICER II
5	OBENZA, ARCHEMEDES REDOBLE	SECURITY GUARD II
6	UMALAY, RODGILYN TABACON	SECURITY GUARD I
7	DELA CRUZ, IRENE	ADMINISTRATIVE AIDE III
8	CARDINES, JUVY ALTAMERA	ADMINISTRATIVE OFFICER II
9	CASTAÑARES, MARK VILLARICO	ADMINISTRATIVE OFFICER II
10	MORAL, CLAIRE MARRIZ NACIONALES	ADMINISTRATIVE OFFICER II
11	GONZALES, GISELLE DONALVO	ADMINISTRATIVE ASSISTANT III
12	YMALAY, ALNIE FE VILOS	ADMINISTRATIVE OFFICER II
13	AYOP, RAMEL MANSUETO	ADMINISTRATIVE OFFICER II
14	EVARRETA, RUBEN	ADMINISTRATIVE OFFICER II
15	RABAYA, BONAFA CATHRINE BURGOS	ADMINISTRATIVE OFFICER II
16	BETERBO, MARICHU CAPITAN	ADMINISTRATIVE OFFICER II
17	ALCALA, APRIL ROSE ABAPO	ADMINISTRATIVE OFFICER II
18	LAGUNSAY, DANICA ANTONIO	ADMINISTRATIVE OFFICER II
19	RANARA, GERALDINE MONTEZA	ADMINISTRATIVE OFFICER II