

Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

December 7, 2020

DIVISION MEMORANDUM

NO. 218 s. 2020

TIP ORIENTATION FOR NEWLY HIRED EMPLOYEES

TO: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance & Operation Division
Concerned Employees
This Division

1. Please be informed that a Virtual Orientation of the Division's newly hired employees will be conducted on December 15-16, 2020 through google meet.
2. The participants of this virtual orientation are the newly hired teachers for AY 2020-2021 and the SDO-based and school-based non-teaching staff.
3. The objectives of this activity are:
 - 3.1 upskill and reskill the newly-hired teachers;
 - 3.2 strengthen the commitment of teachers;
 - 3.3 Acquaint the teachers to the organization and introduce them to DepEd Values, Mission, Vision and Strategic Directions; and
 - 3.4 Inform and update the new teachers and non-teaching staff on significant topics such as gender and development, benefits, wages and CSC concerns.
4. The Public Schools District Supervisors and SDO Section Heads are enjoined to require and allow the newly hired teachers and non-teaching staff in their respective Districts and/or Sections to participate in this activity.
5. Attached are the list of participants and matrix of activities. Identified participants are required to register to this link *and* answer the pre-test questions.


Address: M. Ortiz St., Brgy. Washington, Surigao City
Telephone No.: (086) 826-3075
Email: surigao.city@deped.gov.ph

Republic of the Philippines
Department of Education
REGION XIII – CARAGA
SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Day 1 – <https://bit.ly/TIP2020DepedSC>

Day 2 – <https://bit.ly/2VA9q8B>

6. Teachers will be given PhP200.00 for internet connectivity allowance as provided in RM no. 223 s. 2020.
7. Immediate and wide dissemination of this memorandum is appreciated.
8. For information, guidance and compliance.


KAREN L. GALANIDA, PhD, CESO-V
Schools Division Superintendent

TEACHER INDUCTION PROGRAM (TIP) ORIENTATION PARTICIPANTS

DISTRICT	NAME	POSITION
I	ISRAEL Y. ABARCA	TEACHER I
	MELISSA M. GA	TEACHER I
	PERCIOUS R. BILAZON	TEACHER I
II	LEA LEI T. COSINAS	TEACHER I
	ANA LIZA E. CABAUG	TEACHER I
	MIRASOL D. CABERTE	TEACHER I
	IAN JAY D. REQUINA	TEACHER I
III	SHIELA P. BASILICO	TEACHER I
	JUVY DAWN P. LIZA	TEACHER I
	YVONNY C. REYES	TEACHER I
	APPLE L. MALICAY	TEACHER I
	CHARMAINE GRACE D. BALUTAN	TEACHER I
	PRECILDA M. BORIMBAO	TEACHER I
IV	ELAINE L. NEGRO	TEACHER I
	MA. JAQUILINE A. MAHINAY	TEACHER I
	ANTONETTE L. AMPLAYO-MAGBANUA	TEACHER I
	AICA B. LAGUNA	TEACHER I
	NILJANE E. SANGCO	TEACHER I
	KEVIN C. EDER	TEACHER I
	REYNALDO, JR Q. CORNEL	TEACHER I
V	MELINDA D. JUYAD	TEACHER I
	GERALDYN E. ESPIEL	TEACHER I
	CHRISTIAN RAY F. ELIZAGA	TEACHER I
	ALFIE A. DEJAN	TEACHER I
	GLEN BOY E. GURABIL	TEACHER II
	RONELIA C. LAFUENTE	TEACHER I
	LOURENETH D. CUBELO	TEACHER I
	RUBY-ANN P. SERRANO	TEACHER I
	MARJORIE R. CRISOLOGO	TEACHER I
VI	AMOR P. CALUBAG	TEACHER I
	JOAN P. ENAGO	TEACHER I
	BEVERLY T. CABARIBAN	TEACHER I
	FRENCH CLYNE L. CONALES	TEACHER I
	JULIET B. ANGOB	TEACHER I
	VON JONO T. SULIMA	SPECIAL SCIENCE TEACHER I
VII	JESSA E. ANGELES	TEACHER I
	PAMELA Q. CUBELO	TEACHER I
	SHRERYL T. SORITA	TEACHER I
	GELMER L. MARCILLONES	TEACHER I
	JUVELYN A. MONTA	TEACHER I
	CZAREYNA ANN S. LOPEZ	TEACHER I

	KENDALL A. FEBRA	TEACHER I
VIII	QUEZZA MARIEL R. OROZCO	TEACHER I
	CLINT B. RAPISORA	SPECIAL SCIENCE TEACHER I
	MA. LILIBETH B. ASILO	TEACHER I
IX	MA. GLOSELLE A. BALACUIT	TEACHER I
	MARYJUNE G. CARSULA	TEACHER I
	NESAN P. GARRIDO	TEACHER I
	JEROME D. MONTON	TEACHER I
	HANNA GRACE B. BESAS	TEACHER I
	MARY JOY C. FUENTES	TEACHER I
	JANICE S. BANGAOIL	TEACHER I
	JOSEPH B. CONGRESO	TEACHER I
	SARAHMAE A. RUPEREZ	TEACHER I
	FERDIE MARK M. BASAS	TEACHER I
X	MAYBELYN R. FEREN	TEACHER I
	JO ANN PATRICIA	TEACHER I
	RHEA A. TELLO	TEACHER I
	ANNIE ROSE Q. CAPISTRANO	TEACHER I
	MARIEL JANE L. IGNALIG	TEACHER I
	HAZEL ANN R. IBERO	TEACHER I
	CHRISTINE MAY B. TABANG	TEACHER I
	KRYSTELL LORENEL R. ABUAN	TEACHER I
	LIEZEL C. ALIPAO	TEACHER I

COUNT	NAME	POSITION	STATION ASSIGNMENT
1	CALIMPONG, EDGAR PENADOS	ADMINISTRATIVE ASSISTANT III	Mat-i NHS
2	LAMOR, MARGIE CARPIO	ADMINISTRATIVE ASSISTANT II	Anomar NHS
3	CRISTINO, NANCY BARCE	ADMINISTRATIVE ASSISTANT III	Caraga Regional Science HS
4	NAVARRO, ROSE ANN BONITA DEQUITO	ADMINISTRATIVE ASSISTANT II	Administrative Services - Property & Supply
5	VILLAMERO, SHIELLY ESPIEL	ADMINISTRATIVE ASSISTANT II	Legal Services
6	TAYONG, FLORDELUNA HALIP	ADMINISTRATIVE AIDE VI	Socialization, Mobilization, and Networking
7	REQUILLO, NAZARETH GENERAN	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
8	NAIG, JANICE ESAGA	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
9	ENCARNACION, MARCO PEARLO ALTAR	ADMINISTRATIVE ASSISTANT III	Administrative Services - Property & Supply
10	TANDAN, MA. ANGELICA SOLLOSO	ADMINISTRATIVE ASSISTANT III	Surigao City NHS
11	DEGRANO, KWENIKA JANE LETIM	ADMINISTRATIVE ASSISTANT III	Schools Division Superintendent
12	ARISTAN, MAUREEN	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
13	AGUILLON, MARIELLA ESSEL FLORES	ADMINISTRATIVE ASSISTANT III	Finance Services - Budget
14	DIAMLA, NORMALA BENANING	ADMINISTRATIVE ASSISTANT III	Capalayan NHS
15	MARTINEZ, MIA MADELETTE OMANDAM	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
16	NEGRE, JENNIFER ILIGAN	ADMINISTRATIVE ASSISTANT III	Surigao City Special Science ES
17	FELECIO, ANN PATRICIA PALERO	ADMINISTRATIVE ASSISTANT III	Office of the Public Schools District Supervisor
18	MAITEL, JANETH CONSIGNA	ADMINISTRATIVE ASSISTANT III	Clementino V. Diez Memorial Central ES
19	DIAZ, NELIA LABE	ADMINISTRATIVE ASSISTANT II	Margarita Memorial Central ES
20	VILLAPANDO, JOSEPHINE GONZALES	ADMINISTRATIVE ASSISTANT II	Administrative Services - Cash
21	CORVERA, ANA LIZA GOBANTES	ADMINISTRATIVE ASSISTANT II	Manjagao NHS
22	TORAJA, OLIVER BERSABAL	ADMINISTRATIVE ASSISTANT II	Administrative Services
23	LABADAN, LAURIE JANE CALUMBIRAN	ADMINISTRATIVE ASSISTANT II	Administrative Services - Personnel
24	ESCALANTE, JENEFFER	ADMINISTRATIVE ASSISTANT II	Canlanipa Central ES
25	RONQUILLO, RONNEL PONDOON	ADMINISTRATIVE ASSISTANT II	Rizal NHS
26	NOGUERRA, ROWENO JR BLANCADA	ADMINISTRATIVE AIDE I	Administrative Services - Property & Supply
27	ESMA, CRUZALDO MADREDIJO	ADMINISTRATIVE AIDE I	Administrative Services - Schools Division Office
28	DUBLUIS, CHERRY DEMANAWA	ADMINISTRATIVE AIDE I	Administrative Services
29	LUNA, MA TERESA CORREGIDOR	ADMINISTRATIVE AIDE I	Surigao City Pilot School
30	RAVELO, MARIDETH VELEZ	ADMINISTRATIVE AIDE I	Administrative Services - Cash
31	LIMPOT, JOSE MORATA	ADMINISTRATIVE AIDE I	Administrative Services - Schools Division Office
32	DULGUIME, HERMOSA MORIAL	ADMINISTRATIVE AIDE I	Administrative Services - Property & Supply
33	VILLANO, ANGELITO ALVEN JR SILVOSA	ADMINISTRATIVE ASSISTANT II	Surigao City NHS
34	MENESES, LEONARDA ABLAGON	ADMINISTRATIVE ASSISTANT II	Caraga Regional Science HS
35	CONSISTENTE, CARLA JANE MALOLOY-ON	ADMINISTRATIVE ASSISTANT II	Nonoc NHS
36	AMADEO, DANESA JUBAY	ADMINISTRATIVE ASSISTANT II	Ipil ES
37	MAGDAY, MARIANNE GABALES	ADMINISTRATIVE ASSISTANT II	Mat-i NHS
38	GA, MARKY LOU BIOL	ADMINISTRATIVE ASSISTANT II	Talisay NHS
39	ALVARADO, ELDEE PONGCOL	ADMINISTRATIVE ASSISTANT II	Cabrera-Altres SHS
40	MORALES, LIBNE URSALDES	ADMINISTRATIVE ASSISTANT II	Patricio E. Bernaldez Memorial NHS (Formerly Mabini NHS)
41	SERING, JANEN SERVAÑA	ADMINISTRATIVE ASSISTANT II	Mat-i NHS
42	REYES, CHAROTHCCELL COMPOC	ADMINISTRATIVE ASSISTANT II	Rizal NHS
43	EBALLAR, ANGIE GOMEZ	ADMINISTRATIVE ASSISTANT II	Juan P. Cedro, Sr. Memorial HS
44	JUANITE, SHIELLAH ROSE PASCO	ADMINISTRATIVE ASSISTANT II	Wilfredo D. Rafols Memorial NHS
45	ABNE, GLENNA GA	ADMINISTRATIVE ASSISTANT II	Lipata ES
46	TUPAL, MAY ANNE BALDAZOTES	ADMINISTRATIVE ASSISTANT II	Day-asan NHS
47	NAVARRO, DONITA CUBELO	ADMINISTRATIVE ASSISTANT II	Anomar NHS
48	DUMADAPAT, LEONA POTENTE	ADMINISTRATIVE ASSISTANT II	Libuac NHS
49	TUY, NIÑA MARIE TAGLINAO	ADMINISTRATIVE ASSISTANT II	Administrative Services - Property & Supply
50	DUMADAG, RICAJANE SARUNG	ADMINISTRATIVE ASSISTANT II	Justiniano R. Clavero Memorial ES
51	RANCE, JULIE ANASTA	ADMINISTRATIVE ASSISTANT III	Ipil NHS
52	CONTE, JONAH AVILA	ADMINISTRATIVE ASSISTANT II	Ipil NHS

53	BILLED, TRISHA JADE ALPOS	ADMINISTRATIVE ASSISTANT II	Administrative Services - Personnel
54	FEJE, MICHELLE MAMIRTO	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
55	COMANDA, JULY PETE ANOL	ADMINISTRATIVE ASSISTANT II	Mat-i Central ES
56	ARGANA, MANUELITA ESPINOLA	ADMINISTRATIVE ASSISTANT III	Finance Services - Budget
57	ILIGAN, DAVE ARNIGO	ADMINISTRATIVE ASSISTANT III	Surigao West Central ES
58	ELICO-ABOY, WELYN JANE LARONG	ADMINISTRATIVE ASSISTANT III	Office of the Schools Governance Operations Division Chief
59	FERIL, KARYL JOHN CALIPON	ADMINISTRATIVE ASSISTANT III	Information and Communication Technology
60	BETITA, ROBERT SHERWIN SITOY	ADMINISTRATIVE ASSISTANT III	Assistant Schools Division Superintendent
61	MORIAL, LILIBETH BULLO	ADMINISTRATIVE ASSISTANT III	Schools Division Superintendent
62	BABATUGON, ROBERT GIPAL	ADMINISTRATIVE ASSISTANT III	Administrative Services - Cash
63	MACEREN, KIMBERLY AIMEE SALINO	ADMINISTRATIVE ASSISTANT III	Anomar NHS
64	DELA PEÑA, MAYLEN SUMALINOG	ADMINISTRATIVE ASSISTANT III	Finance Services - Accounting
65	FELICIO, MARIA NIÑA TRINA GIPAL	ADMINISTRATIVE ASSISTANT III	Bernardo Vasquez Memorial Central ES
66	GALGO, GISILLE CAPILLANES	ADMINISTRATIVE ASSISTANT III	Office of the Public Schools District Supervisor
67	TAGHAP, NESILAH LAMELA	ADMINISTRATIVE ASSISTANT III	Navarro Memorial Central ES
68	PONGO, JONALYN AGOPALO	ADMINISTRATIVE ASSISTANT III	Mariano Espina Memorial Central ES
69	SOLIMANAN, LUCITA RAVELO	ADMINISTRATIVE ASSISTANT III	Administrative Services - Personnel
70	PLAZA, IVORY EDERA	ADMINISTRATIVE ASSISTANT III	Assistant Schools Division Superintendent
71	CRISOLOGO, EVELYN PLANDANO	ADMINISTRATIVE ASSISTANT III	Administrative Services - Personnel
72	MIJARES, MARIA KORINA ARREZA	ADMINISTRATIVE ASSISTANT III	Administrative Services - Records
73	LOZANO, LUZNAIDA VALLESPIN	ADMINISTRATIVE ASSISTANT II	Administrative Services - Personnel
74	ABRIS, MARION SELADES	ADMINISTRATIVE ASSISTANT II	San Jose NHS
75	SULAPAS-CAGATA, JAYLLIAN AMOROSO	ADMINISTRATIVE ASSISTANT II	Human Resource Development
76	RAGANAS, MARY ROSE RANARIO	ADMINISTRATIVE ASSISTANT II	Administrative Services - Personnel
77	GOTOSTOS, CRISTINA LUGO	ADMINISTRATIVE ASSISTANT II	Taft NHS
78	BABATUGON, VANNIE TUBO	ADMINISTRATIVE ASSISTANT II	Emerico Borja ES
79	DUMALI, KENNETH ARAGON	ADMINISTRATIVE ASSISTANT I	Education Facilities
80	SUAN, EXCEL CANTILLAS	ADMINISTRATIVE AIDE VI	Human Resource Development
81	ECHIN, KRISTIA MAE DELARMENTE	ADMINISTRATIVE AIDE VI	Guidance
82	FRANCA, RUDYLIZA ABACIAL	ADMINISTRATIVE AIDE VI	Administrative Services - Personnel
83	CRISPO, CARLOS SUBERE	ADMINISTRATIVE AIDE VI	Administrative Services - Schools Division Office
84	FRONDOZO, JOSHUA ARREZA	ADMINISTRATIVE AIDE VI	Instructional Management
85	CORSINO, MARIEBETH ANCLA	ADMINISTRATIVE AIDE VI	Administrative Services - Records
86	ACUÑA, ANGELYN BALILI	ADMINISTRATIVE AIDE VI	School Management Monitoring & Evaluation
87	YOAG, ALLAN CABRERA	ADMINISTRATIVE AIDE IV	Administrative Services - Schools Division Office
88	LEPORGO, ELIAS NOEL PONGCOL	ADMINISTRATIVE ASSISTANT III	Surigao City NHS
89	CAMPOS, FERDINAND DE CASTRO	ADMINISTRATIVE ASSISTANT II	Surigao City NHS
90	PLAZA, ALBERTO CURISES	ADMINISTRATIVE ASSISTANT II	Administrative Services - Schools Division Office
91	FEBRA, SEVERO PENERA	ADMINISTRATIVE AIDE I	Administrative Services - Schools Division Office
92	MENESES, JERILYNE FABIOSA	ADMINISTRATIVE ASSISTANT III	Taft NHS
93	SABANDAL, DONNA MARCHIE NOCON	ADMINISTRATIVE ASSISTANT II	Taft NHS



SCHOOLS DIVISION OFFICE OF SURIGAO CITY

Roxas Street, C.V. Diez Memorial Central Elementary Schools Compound, Barangay Washington, Surigao City, Surigao Del Norte Province
Telefax: (086) 826-3075; Tel Nos. (086) 826-8931, 826-1268

"ANNEX C"

ACTIVITY CONTENT

DAY 1

TIME			DATE	PARTICULARS	RESOURCE PERSON	
START	END	DURATION (hours:minutes)				
7:00	7:30	0:30	December 15,2020	Breakfast		
7:30	8:00	0:30		Arrival and Registration	Secretariat	
				Preliminaries:		
8:00	8:05	0:05		Opening Prayer	AVP	
8:05	8:10	0:05		National anthem		
8:10	8:15	0:05		Welcome Remarks	Florence E. Almaden, CESO VI ASDS	
8:15	8:20	0:05		Statement of Purpose	Elizabeth S. Larase, MAEd SGOD-Chief	
8:15	8:20	0:05		Acknowledgement of Participants & Guest	Dr. Carlo P. Tantoy, Chief-CID	
8:25	8:30	0:05		Message	Karen L. Galanida, PhD.,CESO V SDS	
				Unfreezing		
8:30	8:35	0:05		Overview of TIP/ What is TIP	Jeanit C. Besinga, PhD SEPS-HRD	
8:35	9:05	0:30		Core Values and Strategic Direction	Karen L. Galanida, PhD.,CESO V SDS	
9:05	11:05	2:00		Code of Ethics for Professional Teachers	Florence E. Almaden, CESO VI ASDS	
11:05	12:05	1:00		LUNCH BREAK		
12:05	13:05	1:00		(Continuation)Code of Ethics for Professional Teachers	Florence E. Almaden, CESO VI ASDS	
13:05	14:05	1:00		Unfreezing		
14:05	14:10	0:05				
14:10	17:00	2:50		*K to 12 BEP * BOW * MELCs * Special Curriculum Program *Interim Guidelines (DO No. 31, s.2020)	Dr. Carlo P. Tantoy, Chief-CID Dr. Noemi Lim, EPS Marino Pamogas, EPS	
5:00PM Onwards				End of Day 1-Homebound		

ACTIVITY CONTENT

DAY 2

TIME			DATE	PARTICULARS	RESOURCE PERSON	
START	END	DURATION (hours:minutes)				
7:00	7:30	0:30	December 16, 2020	Breakfast		
7:30	8:00	0:30		Arrival and Registration	Secretariat	
8:00	8:05	0:05		Nationalistic Songs	AVP	
				Opening Prayer		
8:05	10:05	2:00		Gender and Development Salaries, Wages and Benefits & CSC Updates	Farrah C. Coniate, Administrative Officer IV	
				Unfreezing		
10:05	10:10	0:05		Financial Literacy	GSIS Representative	
10:10	12:10	2:00		LUNCH BREAK		
12:10	13:10	1:00		GSIS Benefits	GSIS Representative	
13:10	14:10	1:00		PhilHealth	PhilHealth Representative	
14:10	15:10	1:00		Unfreezing		
15:10	15:15	0:05		Pag-IBIG	Pag-IBIG Representative	
15:15	16:15	1:00		Post-test		
16:15	17:15	1:00		Activities/Workshop/ Reflection		
5:00PM onwards				Closing Program		
				Impressions		
				Words of Challenge	Florence E. Almaden, CESE, OIC - ASDS	
				Community Singing	MultiMeida Presentation	
				Closing Prayer	MultiMeida Presentation	
				End of Day 2 - HOMEBOUND		