



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

DepED DEPARTMENT OF EDUCATION Schools Division of Tabuk City	
RELEASED	
By: <u>h</u>	
Date: <u>11/20/25</u>	Time: <u>3:33</u>

Office of the Schools Division Superintendent

20 November 2025

DIVISION MEMORANDUM

No. 541 s. 2025

TO : All District Supervisors
Concerned School Heads and Concerned Teachers
All Others Concerned

**Attendance to the Conduct of Training Induction Program for Newly-hired Teachers for 2025 and
Final Orientation of TIP Completers for the Year 2021 and 2022**

1. This Office announces the conduct of the Training Induction Program (TIP) for Newly-Hired Teachers for 2025 and the Final Orientation for TIP Completers of 2021 and 2022 as part of the Division's continuous professional development initiatives aligned with DepEd policies on November 24-28, 2025 at Kagitingan Hall, SDO Tabuk City, BCS Compound, Purok 2, Bulanao Norte, Tabuk City.
2. The activity aims to ensure that newly-hired teachers are fully equipped with the necessary knowledge, skills, values, and orientation required for effective and efficient service in the Department of Education. For TIP completers of 2021 and 2022, the final orientation will serve as the culminating activity toward their program completion and integration into DepEd professional standards.
3. The completers are advised to attend the activity on the first day at 8:00 in the morning (Monday – November 24, 2025) for the awarding of certificates and final orientation.
4. Participants to this activity are the following:
 - a. Newly-hired teachers for Calendar Year 2025
 - b. TIP completers for CY 2021 and 2022
 - b. Assigned resource speakers, trainers, and facilitators
5. Please see attached enclosures:
 - a. Enclosure A: Training Matrix
 - b. List of Participants and PMT
 - c. List of Completers
6. District Supervisors, School Heads, and concerned personnel are directed to ensure the attendance and full participation of all identified participants.
7. For more queries and clarification please get in touch with the SGOD-HRTD thru Ms. Harriet C. Buslig, SEPS II - 09094429566 and Shamgar Louie N. Candelario, EPS II – 09568334594.
8. For the information, guidance, and compliance of all concerned.

BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

sgod/hrtld/hcb



Address: BCS Compound, Purok 2, Bulanao Norte, Tabuk City, Kalinga
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Republic of the Philippines Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF TABUK CITY
Tabuk City, Kalinga

TRAINING MATRIX
INDUCTION PROGRAM FOR BEGINNING TEACHERS 2025
Kagitingan Hall, SDO Compound
Purok 3, Bulanao Norte, Tabuk City, Kalinga
November 24-28, 2025

Day 1			
Inclusive Time	Mins	Program	RESOURCE SPEAKER/ PERSON IN-CHARGE
8:00 - 8:30	30 min	Registration Opening Program - National Anthem - Ecumenical Prayer - Bagong Pilipinas Hymn - DepEd QPS - Roll Call Opening Remarks/ Message - Photo Documentation - Pre-Test	AVP AVP AVP AVP Harriet C. Buslig BENEDICTA B. GAMATERO PhD, CESO V Schools Division Superintendent Documenter/Secretariat Participants
8:30 - 9:30	60 min	Course 1-Becoming a DepEd Teacher Module 1-Becoming a DepEd Teacher Session 1- DepEd's Mandate Session 2- Vision, Mission, and Core Values Session 3- Strategic Directions Session 4- The PPST	Nicasio C. Sumarita Jr.
9:30 - 9:45	15 min	Health Break	
9:45 - 12:15	150 min	Module 2 - Gearing up for the School Year Session 1 - The DepEd School Calendar Session 2 - The School Support System Session 3 - Pre-opening of Classes Preparation Session 4 - Opening of Classes Session 5 - Handling Advisory Classes	Corazon G. Bravo Marionette S. Dooma
12:15 - 1:15	60 min	Lunch Break	
1:15 - 2:45	90 min	Module 3- Creating an Engaging Physical and Virtual Learning Environment Session 1-Positive Discipline in Physical and Virtual	Helen B. Orap
2:45-3:00	15 min	Health Break	
3:00-4:30	90 min	Session 2- Positive Teacher-Student Relations	Gemmaline C. Bumanglag
4:30-4:45	15 min	End of the day evaluation / Writing Activity / Reflection /other reminders	
4:45-5:00	15 min	Debriefing	
DAY 2 (November 25, 2025)			
Inclusive Time	Mins	Program	RESOURCE SPEAKER/ PERSON IN-CHARGE
8:00 - 8:30	30 min	Management of Learning	ETD Teachers
8:30 - 10:00	90 min	Course 2 - Professional Responsibilities Module 1 - Understanding the K to 12 Curriculum Session 1 - Legal Bases Session 2 - Salient Features Session 3 - Conceptual Frameworks	Josefina Balisong Mildred S. Cabay
10:00 - 10:15	15 min	Health Break	
10:15 - 11:45	90 min	Module 2 - Navigating the K to 12 Curriculum Guides Session 1 - Parts/Features of the Curriculum Guide Session 2 - Using the Curriculum Guide in Preparing Daily Lesson Logs and Daily Lesson Plans	Emily B. Langkit
11: 45 - 12:45	60 min	Lunch Break	

12:45 – 1:45	60 min	Module 3- Lesson Planning Session 1 - Curriculum and Instruction Alignment	Emily B. Langkit
		Session 2 - Nature and Purpose of Lesson Planning Session 3 - Parts of the Lesson Plan	
1:45 – 2:45	60 min	Module 4 – Implementing Learning Plans and Enriching Teaching Practice Session 1- Class Disruptions Session 2- Curriculum Requirements and Needs of Learners Session 3: Selecting, Developing, Organizing, and Using Appropriate Learning Resources	Marylyn A. Yumul
2:45-3:00	15 min	Health Break	
3:00 – 5:00	120 min	Course 3 - The Philippine Professional Standards for Teachers and its Aligned Systems and Tools Module 1 – Achieving Teacher Quality through PPST Session 1: The PPST Career Stages Session 2: The PPST Domains, Strands and Indicators	Henry M. Alunday
5:00 – 5:15	15 min	End of the day evaluation / Writing Activity / Reflection /other reminders	
5:15 – 5:30	15 min	Debriefing	
DAY 3			
Inclusive Time	Mins	Program	RESOURCE SPEAKER/ PERSON IN-CHARGE
8:00 – 8:30	30 min	Management of Learning	NTD Teachers
8:30 – 10:30	120 min	Module 2 – Embedding the PPST in HR Systems Session 1 – The PPST and DepEd's Human Resource (HR) Systems Session 2 – The PPST, RSP and the Merit Selection Plan (MSP) of DepEd Session 3 – The Strategic Alignment of the RPMS with the PPST Session 4 – Role of RPMS-PPST in Teachers' Learning and Development Session 5 – The Rewards and Recognition (R&R) in the Context of RPMS-PPST	JAN NOWEL E. PENA Assistant Schools Division Superintendent
10:30 – 10:45	15 min	Health Break	
10:45-11:45	60 min	Module 3 – The Results-based Performance Management System (RPMS) Session 1: The Results-based Performance Management System (RPMS) of DepEd Session 2: The PPST-aligned RPMS	Sheila Esteban
11:45-12:45	60 min	Lunch Break	
12:45-1:45	60 min	Session 3: The RPMS Cycle Session 4: The PPST-based RPMS Tools and Processes Session 5: Lesson Plans as Quality Evidence for RPMS	Ruby Joy Casiano
1:45-2:45	60 min	Course 4- Responding to Community Contexts Module 1 – Teaching with the Context in Mind Session 1: Legal Anchors of Contextualization Session 2: Teaching Contextually Session 3: The REACT Strategy	Karen W. Tabanganay
2:45-3:00	15 min	Health Break	
3:00-5:00	120 min	Module 2 – Building Relationships with the Wider School Community Session 1: Community as a Resource in the Teaching- Learning Process Session 2: The School and Community Relationships Session 3: Strengthening and Sustaining Good Relationships with the Parents/ Guardians and the Wider Community	Romeo B. Agagon
5:00 – 5:15	15 min	End of the day evaluation / Writing Activity / Reflection /other reminders	
5:15 – 5:30	15 min	Debriefing	



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DAY 4			
Inclusive Time	Mins	Program	RESOURCE SPEAKER/ PERSON IN-CHARGE
8:00 – 8:30	30 min	Management of Learning	STD Teachers
8:30 – 10:30	120 min	Course 5- The DepEd Teacher Module 1 – DepEd Organizational Structure and Processes Session 1: The Philippine Public Education System Session 2: DepEd Central Office Session 3: DepEd Regional and Schools Division Offices Session 4: The School Structure	Agustina N. Lomeng Federico C. Flores Jr.
10:30 – 10:45	15 min	Health Break	
10:45-11:45	60 min	Module 2 – Relevant Laws for Teachers Session 1: Magna Carta for Public School Teachers	Ferdinand A. Malagyab
11:45-12:45	60 min	Lunch Break	
12:45-1:45	60 min	Session 2: Code of Ethics for Professional Teachers in the Philippines	Feliciano L. Agsaoay Jr
1:45-2:45	60 min	Course 6: Teachers' Professional and Personal Development Module 1 – Salaries, Wages, and Benefits of Teachers Session 1: Salary and Allowances of Teachers Session 2: Incentives and Benefits of Teachers Session 3: Leave of Absence of Teachers Session 4: Other Benefits	Karen V. Mendoza Delilah C. Lozano
2:45-3:00	15 min	Health Break	
3:00-4:00	60 min	Module 2 – Continuing Professional Development Session 1 – Republic Act 10912: Continuing Professional Development (CPD) Act of 2016 Session 2 – Resolution No. 11, s. 2017: Operational Guidelines in the Implementation of RA 10912 for Professional Teachers	Harriet C. Buslig
4:00 – 5:00	60 min	Module 3 – Policies on Promotion and Opportunities for Progression Session 1: Appointment and Promotion of other Teaching, Related Teaching and Non-teaching Positions	JAN NOWEL E. PENA Assistant Schools Division Superintendent
5:00 – 5:15	15 min	End of the day evaluation / Writing Activity / Reflection /other reminders	
5:15 – 5:30	15 min	Debriefing	
DAY 5			
Inclusive Time	Mins	Program	RESOURCE SPEAKER/ PERSON IN-CHARGE
8:00 – 8:30	30 min	Management of Learning	WTD Teachers
8:30 – 9:30	60 min	Course 6: Teachers' Professional and Personal Development Module 3 – Policies on Promotion and Opportunities for Progression Session 2: Scholarships Session 3: Professional Associations for Teachers	Shamgar Louie N. Candelario
9:30 – 9:45	15 min	Health Break	
9:45-10:45	60 min	Module 4 – Personal Development and Well-being Session 1: Health and Wellness Session 2: Financial Literacy	Jocelyn Lomeng Corazon G. Bravo
10:45-11:45	60 min	Module 5- Developing a Personal Professional Improvement Plan Session 1 – Developing a Personal Professional Improvement Plan	Robert B. Binha-on
11:45-1:00	75 min	Lunch Break	
1:00-2:00	60 min	Orientation on WAP	Harriet C. Buslig

2:30-3:30	60 min	Closing Program • <i>Insights</i> • <i>Challenge</i> • <i>Acceptance of the Challenge</i> <i>Closing Message and Acknowledgement</i>	
3:30-4:00	30 min	Health Break	
4:00 onwards		Home Sweet Home	



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2025	PMT	
DAGYO, REGINA SUMALAG	Benedicta B. Gamatero	SDS
OLINON, ROSANA ABANNAG	Jan Nowel E. Pena	ASDS/ Resource Speaker
DAMAGON, RHEANA NAGOY	Nicasio C. Sumarita Jr.	Resource Speaker
GALPO, JHAYLYN TEODORICO	Corazon G. Bravo	Resource Speaker
ALYANG, MIKAELA BACTAD	Marionette S. Dooma	Resource Speaker
BRUNO, ERICA BASALI	Helen B. Orap	Resource Speaker
CASIRAYAN, RICALYN DIAZ	Gemmaline C. Bumanglag	Resource Speaker
GONAYON, CHARMINE MAGUINSAY	Josefina Balisong	Resource Speaker
GASADAN, PRINCES PALABAY	Mildred S. Cabay	Resource Speaker
EUGENIO, NEMECRIS TULIYAN	Emily B. Langkit	Resource Speaker
ANTONIO, DIANA CAPUA	Marylyn A. Yumul	Resource Speaker
OTTAO, ANDREA DAMMOG	Henry M. Alunday	Resource Speaker
BUSLIG, PINKY ROSE SAMOY	Sheila Esteban	Resource Speaker
BERNESE, RUBY GALLETO	Ruby Joy Casiano	Resource Speaker
BULAY, MAE FERRER	Karen W. Tabanganay	Resource Speaker
BATALAO, CLYN MANAO	Romeo B. Agagon	Resource Speaker
PICAT, MICHAEL MILLER CASTILLO	Joan M. Ranjo	Resource Speaker
BENAVIDEZ, MARIA LYKA FE SALVADOR	Agustina N. Lomeng	Resource Speaker
ALBERT, MELANIE AGCON	Federico C. Flores Jr.	Resource Speaker
GARCIA, PRISCILLA MEWAN	Ferdinand A. Malagyab	Resource Speaker
OMANG, RAICA MAMAWAG	Feliciano L. Agsaoay Jr	Resource Speaker
ALBINO, ROWENA AO-AS	Catherine M. Badong	Resource Speaker
MASSAGAN, ROSEMARIE SAGGUT	Harriet C. Buslig	Resource Speaker/ Facilitator
TALINGDAN, DOMINAE KEITH LAYUGAN	Shamgar Louie N. Candelario	Resource Speaker/ Facilitator
MASSAGAN, LEAH GA-ING	Jocelyn Lomeng	Resource Speaker
SANCHEZ, CHRISTY-TYRIN CAGDAN	Robert Binha-on	Resource Speaker
DARAUAY, WOWIE MALLILLIN		
SONGYO, MARY ANGELIQUE BALISONG		
AGTARAP, JOMAR BLAS		
DARIA, FREDDIE ANDAM		
MAYOCYOC, RONA MAE LUMATAC		
CABAY, MICHAEL TOM SADAGAN		
CALDINGON, SALVADOR JR. LINGBAWAN		
MADRIAGA, JAY MAR ANDAM		
DALIGDIG, CLAUDIA PALLOGAN		
MORA, MA. ANDREA CALLUENG		
BALIWAG, AVEGAIL AYABO		
AWOY, ARCHIE FAITH BANATAO		
CODIAM, JACKILYN CAFAYAN		
AWING, KYNA BANGIT		
RUABORO, KIMBERLY TAWATAO		
FERNANDEZ, DIVINE TALLONGON		
DINNAYAN, PRECIOUS PEARL ALSIYANG		
SAQUING, ANALIZA VALDEZ		

Enclosure B: List of Participants**DM No. 549 s, 2025**

LIST OF COMPLETERS	
WAGSINGAN, JANET BAUTISTA	CABAY, IVY SALIBAD
LICUDO, JERALLY BALANAY	BAYANG, RICHARD DINANAS
DULLIYAO, CHARRY MAE TAOLI	PEKAS, SHIRLEY FELIX
MAIYAO, LEAH BARTOLOME	OYAWON, ELMA GACAYON
HERNAEZ, CHARLENE GACUTAN	OBAR, ARCELIE GUNABAN
ALNGAG, RODORA GANAGAN	LICAB, DANA KERCHATEN
LUMBAG, GEOFFREY JR. SADAGAN	OSTOL, JONAH CABADDU
TABBOGA, JOCELYN GALLEMA	LINGBAWAN, RICHELLE BENITO
LO-OY, POCAHONTAS CONEYAP INBENTAN	ATTONG, NESTLYBETH RULONA
ODSINADA, JINKY LEIZL FALLET	ABAYON, ARLENE MAYOR
LIWOC, SWEDEN LATAWAN	BELARAS, APRIL BASNIC
BATAC, ABEGAIL CUTARAN	BAGUIWAN, REMINDA DAWAGAN
PAGTUD, ROVELYN BALAIS	AYABO, JUDIE MAE WADWAD
BANAO, BEVERLY DAWING	APIAS, FLOY WAGAYAN
ATMA, PHILIP GAYYAMAN	CORPUZ, JOAN MABBORANG
GULINGAN, FAYMELYN BALIGOD	AYASON, BEVERLY MACAR
SORIANO, ETHEL ANGELIQUE RODRIGUEZ	GAYAWET, LEA VITENO
LANGKIT, YSANNE LATUNGAN	CARIÑO, RAQUEL BALACANG
MADIAM, ARRIANE JANE RAMOS	MARZAN, RODENCIO JR. ESTACIO
AMAYAG, CHARMAINE SANGDAAN	MUKAY, ESPERANZA DIWAYAN
CUE, PEARL LINGBAWAN	BAYANGAN, GRACE LUMACDAG
CAMMAYO, LEAH PUYAO	SICUAT, VANESSA ANNECTOR
ADORA, ZENY FLORE DONA-AL	CAMADDO, JENNIFER BASUNGIT
NONOG, ROSETTE FALSARIO	
DULAY, JELYCA BASUNGIT	
BALUTOC, MARJORIE BAW-AN	
PANGIBITAN, JAYSON NATIVIDAD	
MAGGAY, SHARON BALBI	
PAGA, KREN ROSE TONGYOFEN	
MENOR, RIENAROSE BEDDEC	