



**DIVISION MEMORANDUM**

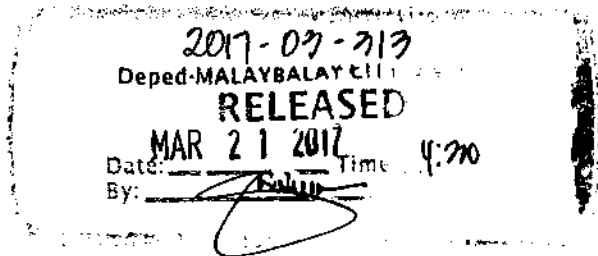
No. 164 s. 2017

**TO:** Chief Education Program Supervisors and Staff, CID and SGOD  
Public Elementary and Secondary School Heads  
All Others Concerned  
This Division

**FROM:**  **EDILBERTO L. OPLENARIA, CESO VI**  
Schools Division Superintendent

**DATE:** March 20, 2017

**RE:** Speakers, Participants, and Activity Matrix of the Orientation Seminar-Workshop of the Newly Hired Kindergarten, Elementary, and Junior High School Teachers Batch 3/Last Batch for SY 2016-2017.



1. The Human Resource Development Section of the Schools Governance and Operations Division, informs the newly hired Teachers of this Division for the Orientation Seminar-Workshop of the Newly Hired Kindergarten, Elementary, and Junior High School Teachers Batch 3/Last Batch for SY 2016-2017 on March 27-29, 2017 at Veranda, Casisang, Malaybalay City.
2. Teachers hired and transferred to this Division during this SY 2016-2017 are directed to attend the above mentioned Orientation-Workshop.
3. Participants must report to the training venue at exactly 7:00 AM on the first day for the registration. Further, please bring laptop/netbook and extension wire for the workshop.
4. Enclosure No. 1 is the Activity Matrix for reference.
5. Enclosure No. 2 is the List of Participants for the said Orientation.
6. Should there be queries, please contact Mr. Vince G. Sanmiguel, Education Program Specialist II-HRD at 0915-643-6640.
7. For immediate dissemination and strict compliance.

Encl.:  
As stated

Copy furnished:  
Records Unit  
Personnel Unit

**TO BE POSTED IN THE DIVISION WEBSITE**



**DEPARTMENT OF EDUCATION**  
**Region X- Northern Mindanao**  
**DIVISION OF MALAYBALAY CITY**  
*Soyre Highway, Purok 6, Caxisang, Malaybalay City*  
*Website: <http://depedmalaybalay.net>*



Enclosure No. 1

TIME	ACTIVITY	POINT PERSON
<b>Day 1: March 27, 2017</b>		
7:00- 8:00	Arrival/Registration	Give Me Faith J. Rosas, OJT Liane C. Pilonos, OJT
8:00- 9:00	Opening Program 1. Invocation 2. National anthem 3. Bukidnon Kanak Ha Banua 4. Division Hymn 5. Awit ng Serbisyo Sibil 6. Opening Remarks 7. Acknowledgment of Participants 8. Message	Video Clip Presentation  Ferdinand V. Mortera- SEPS in HRD Ednalyn E. Tagailo, ADAS III  Edilberto L. Oplenaria, CESO VI, SDS
8:30- 9:00	DepEd Rationalization Structure	Lorenzo O. Capacio EdD Chief Education Supervisor,SGOD
9:00 - 10:00	The Teachers' Professionalization Act The Teachers' Code of Ethics	Ferdinand V. Mortera Senior Educ.Program Specialists- HRD
10:00-10:45	K12 Curriculum: An overview	Rachel R. Valde, EPS English
10:45-11:30	The Teaching-Learning Process	Ma. Concepcion Reyes EPS, Filipino
11:30-12:00	The 21 <sup>st</sup> Century Teaching Strategies	Dr. Jess Muring, PSDS, District II
12:00 - 1:00	NOON BREAK	
1:00 - 1:30	Government Office Hours & Service Credits	Samuel V. Villahermosa, ADA
1:30 - 2:15	Leave Privileges & Special Orders	Keziah Fatima Melendez-Un, ADA VI
2:15 - 2:30	DTR & Form 7	Jeralyn G. Balansag, ADAS II
2:30 - 2:50	BIR (1902/2305)	Manilyn P. Reyes, ADAS II
2:50 - 3:10	GSIS Updating, Change Status, & Proper Filling up of SALN	Ronadette M. Lumasag, ADAS II
3:10 - 3:40	Salary Integration, Salary Adjustment, NOSA & NOSI, Salary Differential	Alve Anne Christy B. Bendijo, ADAS II
3:40 - 4:20	Salary Claim	Ednalyn E. Tagailo, ADAS III
4:20 - 5:00	Grievance Machinery	Guia Ma. G. Gamutin, AO IV- Personnel
<b>Time</b>	<b>Activity</b>	<b>Point Person</b>
<b>Day 2: March 28,2017</b>		
7:30- 8:00	Management of Learning	Participants
8:00- 9:00	Continuous Improvement Action Research	Vicente G. Sanmiguel EPS-HRD



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9:00- 10:15	Classroom Management Techniques	Susan S. Olana, PhD, SSP IV
10:15-11:15	Preparations of Lesson Plan & CSC Memorandum Circular 14, s. 1991	Virgilyn Pizzaro EPS-AP
11:15-12:00	Heraldic Code of the Philippines & Classroom Structuring	Lou-ann Cultura, EPS-MAPEH
12:00 - 1:00	NOON BREAK	
1:00 - 2:00	RPMS	Ralph T. Quirog, Chief-CID
2:00 - 3:15	Administrative Offense	Atty. Ophelia Pilar R. Zamora Attorney III
3:15 - 3:30	LRMDS & Class Program	Purisma J. Yap EPS, LRMDS
3:30 - 5:00	Policy Guidelines in Classroom Assessment (DO no. 8 s. 2015)	Jasmin J. Adriatico EPS, ALS & SPED
<b>TIME</b>	<b>ACTIVITY</b>	<b>POINT PERSON</b>
<b>Day 3:</b>	<b>March 29, 2017</b>	
8:00 - 8:30	Management of Learning	Participants
8:30 - 10:30	Modified School Forms	Cynthia G. Oplenaria, MTI,SCS
10:30 - 12:00	Guidelines for transfer (DO 22. S. 2013)	Bonifacio M. Palo, PSDS District III
12:00 - 1:00	NOON BREAK	
1:00 - 2:00	Child Protection Policy	Rosie A. Salupado EPS, SGOD
2:00 - 3:00	Government Property Custodianship (DO 25 s. 2003, DO 14, s. 2012)	Darvy C. Daguimol Administrative Officer IV - Supply Office
3:00	Closing Program	Participants



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Enclosure No. 2							
<b>List of Teachers who will be attending the Orientation-Workshop</b>							
<b>March 27-29, 2017</b>							
1	Acub	Charlon	B.	26	Molina	Generosa	G.
2	Alajid	Grace	A.	27	Nebria	Rosalia	B.
3	Alifabon	Jenelyn	E.	28	Ocong	Raymond	L.
4	Asok	Julie Rose	H.	29	Prado	Leonideza	L.
5	Babasol	Mary Joy	M.	30	Quiblat	Dennis Nedheart	B.
6	Balio	Eduard	B.	31	Quirog	Nova Jane	M.
7	Ballin	Donah Jean	S.	32	Recullo	Albert	N.
8	Bayron	Joy	M.	33	Rodriguez	Robert	L.
9	Berondo	Jerahmae	B.	34	Salga	Gladys	O.
10	Biatingo	Rutchel	C.	35	Satutilla	Jumelcar	C.
11	Bolastig	Celia	T.	36	Sulda	Doanie Grace	H.
12	Cacay	Irish	B.	37	Tagalicolod	Mary Joy	R.
13	Cagadas	Emilyn	V.	38	Verallo	Fe Sharimayne	C.
14	Cahanap	Lorita	O.	39	Agustin	Lilanie	A.
15	Cajardo	Karen	D.	40	Balba	Hector	T.
16	Canete	Chris Ralph	T.	41	Clemencio	Emma Lyn	A.
17	Disto	Ella	C.	42	Dacer	Teresa	G.
18	Dumapias	Bethel Karen	S.	43	Gamil	Linda	P.
19	Fernandez	Jenny Lyn	D.	44	Kaguing	Charles	L.
20	Gonayan	Cherry	D.	45	Ladica	Ferjete	M.
21	Lagunday	Jimbert	C.	46	Ramoso	Charie Marie	T.
22	Liman-Ay	Jasper	G.	47	Sumbongan	Evangeline	D.
23	Llubit	Dennis	B.	48	Tagarda	Arcelli	T.
24	Mamaran	Merly	B.				
25	Medez	Shiela Mae	S.				