



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2020-06-208
DEPED MALAYBALAY CITY DIVISION
RELEASED
DATE: 2 2020 TIME: 11:05
HW: glau

DIVISION MEMORANDUM

No. 208, s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
All School Heads
All Others Concerned
This Division

From: **VICTORIA V. GAZO, PH.D, CESO V**
Schools Division Superintendent

Date: June 2, 2020

Subject: **ORIENTATION AND INDUCTION OF NEWLY DESIGNATED
TEACHER IN-CHARGE**

1. In line with Republic Act No. 9155 or the *Governance of Basic Education or Act of 2001* that specifies that a school head shall be both an instructional leader and administrative manager and Republic Act. No. 10533 or the *Enhanced Basic Education Act of 2013* that stipulates that principals shall undergo workshops and training to enhance their skills on their role as academic, administrative and community leaders. Thus, this Office through the Human Resource Development Section will conduct an "**Orientation and Induction of Newly Designated Teacher In-Charge**" on **June 9-11, 2020** at 3rd Floor, Building D, Casisang Senior High School.

2. The orientation and induction aims to:

- A. Learn of their duties and responsibilities, thrust and programs of the Department and other matters
- B. Rehabilitate into the changed surroundings and introduced to the practices, policies and purpose of the organization
- C. Develop the pride, belongingness, competence, commitment and character in the delivery of education service
- D. Acquaint to Rules and Regulations which helps in providing better and quality performance.



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3. The participants are Teacher In-charge (Enclosure 1) and Training Management Team with Schedule and Activity Matrix (Enclosure 2) for reference.
4. Prior to the conduct of the activity, speakers are requested to attend the pre-work conference at the School Governance and Operations Division Conference Room on **June 4, 2020** at exactly 8:30 in the morning until 12:00 noon for final briefing.
5. Meals and snacks of the participants shall be provided by the Office while travelling expenses shall be charged to local funds subject to the usual accounting and auditing procedure.
6. Should there be queries, contact *Mr. Woodrow Wilson B. Merida*, Senior Education Program Specialist, Human Resource Development at 09178122754.

Enclosure as stated:

Copy furnished:

Records Unit

HRD

To be posted in the website



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Enclosure 1 of DM No. _____ s.2020

**ORIENTATION AND INDUCTION OF NEWLY DESIGNATED
TEACHER IN-CHARGE**

**Third Floor, Building D, Casisang Senior High School
June 9-11,2020**

CLASS MAKUGIHON		
School	School Head	Position
District I		
Damitan ES	Jonathan G. Villaflores	Teacher I/Teacher In Charge
District II		
Manalog ES	Fernar M. Montanez	Teacher III /Teacher In-Charge
Baganao ES	Danny S. Flores	Teacher III / Teacher In-Charge
Kilap-agan IS	Noemi V. Hisona	Teacher I / Teacher In-Charge
Tag-ilanao ES	Cresilda L. Nilles	Teacher III / Teacher In-Charge
Tintinaan ES	Paulina M. Miñao	Teacher III-Teacher In-Charge
District III		
Imbayao NHS	Romulo L. Ongkiatco	Teacher III/Teacher In-Charge
District V		
Panamucan ES	Nairobi Jose B. Baja	Teacher I / Teacher In-Charge
District VI		
Balangbang ES	Brendo A. Bacul	Teacher III / Teacher In-Charge
Bendolan ES	Mark Douglas M. Tuquib	Teacher I / Teacher In-Charge
District VII		
Luyungan IP HS	Edsel James R. Quemado	Teacher III / Teacher In-Charge
Calawag ES	Myrna C. Pullido	Teacher III / Teacher In-Charge
District VIII		
Paiwaig ES	Nelita J. Caballero	Teacher I / Teacher In-Charge
CLASS MATINAHURON		
School	School Head	Position
San Roque ES	Romel B. Leono	Teacher III / Teacher In-Charge
District IX		
Langasihian ES	Maria Shiela E. Acasio	Teacher III / Teacher In-Charge
Lunokan ES	Genelyn G. Bello	Teacher I / Teacher In-Charge
Matangpatang ES	Lorna C. Alboroto	Teacher II/ Teacher In-Charge





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District X		
Mapulo ES	Caren James A. Baluran	Teacher I / Teacher In-Charge
Tuburan ES	Lester Dave G. Oludin	Teacher III / Teacher In-Charge
St.Peter ES	Rene Aclub	Teacher III / Teacher In-Charge
Pigpamulahan ES	Jemma B. Ombayan	Teacher III /Teacher In-Charge
Kibalabag ES	Ariel J. Pataca	Teacher III / Teacher In-Charge
Silae ES	Venus Glinogo	Teacher III / Teacher In-Charge
Pighalugan ES	Dominel E. Plazos	Teacher I / Teacher In-Charge
Kulaman ES	Daniel H. Ocier	Teacher I / Teacher In-Charge
Busdi IS	Neri C. Pancho	Teacher I / Teacher In-Charge

*****nothing follows*****





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Enclosure 2 of DM No. _____ s.2020

TRAINING MANAGEMENT TEAM SCHEDULE AND ACTIVITY MATRIX
ORIENTATION AND INDUCTION OF NEWLY DESIGNATED TEACHER IN-CHARGE
Casisang Senior High School, Third Floor, Building D
June 9-11,2020

	TIME	DAY 1-Tuesday	DAY 2-Wednesday	Day 3 -Thursday
Morning Session				
CLASS Makugihon	7:00-8:30	Registration/Opening Prayer: Multimedia Class Makugihon Message: ASDS Amit Class Matinahuron Message: SDS Gazo	MOL	MOL
	AM SESSION 8:00-10:00	First Wave-OSDS Frontliners Office of the Schools Division Superintendent (OSDS)	Second Wave-SGOD Tracers Schools Division Operation Division (SGOD)	Third Wave- CID Ventilators Curriculum Implementation Division (CID)
	PM SESSION Class Matinahuron 1:00-3:00	Sunny Ray F. Amit Assistant School Division Superintendent Republic Act 9155	Research and Planning Section Vicente G. San Miguel, Ph.D SEPS-Planning Research Based-Intervention	Instructional Supervision Rommel T. Jabonero, Ph.D Public Schools District Supervisor
	10:00-10:15	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK



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	AM SESSION 10:15-12:00 PM SESSION Class Matinahuron 3:15-5:00	<p style="text-align: center;">Human Resource Management</p> <p style="text-align: center;">Omnibus Rules on Leave, Salaries and other benefit administration</p> <p style="text-align: center;">Guia Ma. G. Villahermoss HRMO</p>	<p style="text-align: center;">Human Resource Development Section</p> <p style="text-align: center;">Learning and Development, Knowledge on Crafting Intervention Programs</p> <p style="text-align: center;">Ria K. Alcuizar EPS-II</p>	<p style="text-align: center;">Instructional Supervision (continuation)</p> <p style="text-align: center;">Hands on Activity</p>
	12:00-1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
CLASS Matinahuron	Afternoon Session			
	AM SESSION 8:00-10:00 PM SESSION Class Makugihon 1:00-3:00	<p style="text-align: center;">Finance and Accounting</p> <p style="text-align: center;">Rhysa Cyle Rosalejos, CPA Accountant</p>	<p style="text-align: center;">Social Mobilization and Networking</p> <p style="text-align: center;">Marsfith M. Mamawag SEPS-Soc-Mob</p>	<p style="text-align: center;">Writing Communication for Internal and External Purposes</p> <p style="text-align: center;">Endorsement Communication Letter</p> <p style="text-align: center;">Rachel R. Valde Education Program Supervisor</p>





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		Grant Utilization and Liquidation of School MOOE	Public Relation and Stakeholders Engagement, Brigada Eskwela and Adopt a School	
	3:00-3:15	HEALTH BREAK	HEALTH BREAK	HEALTH BREAK
	AM SESSION 10:15-12:00 PM SESSION Class Makugihon 3:15 – 5:00	Atty. Wincerbogne L. Pesisano Legal Officer RA 6713 Code of conduct and Ethical Standards D.O 49 Revised Rules of Procedure of the Department of Education in Administrative Cases	Monitoring and Evaluation Edelina M. Ebor SEPS-HRD School Based Management and Data Management	Evernold Berial, Ph.D Public Schools District Supervisor Philippine Professional Standards for School Heads
	5:00-5:30	QUAME	QUAME	QUAME/Closing
Training Manager:		Woodrow Wilson B. Merida	Lucil M. Cahucom	Rio Arbutante
Medical Responder:		Keziah M. Un	Hazel M. Russiana	Nancy Dequito
Venue and Technical In-Charge		John Rarogal Secondary School Principal II/Casisang Senior High School		

Note: In observance to physical distancing, participants shall stay in their classrooms while switching of schedule in the morning and afternoon session of speakers will be practice to accommodate the two classes.



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