



Republic of the Philippines
Department of Education
Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

22 December 2021

Division MEMORANDUM

No. 619, s. 2021

To : Chiefs of SGOD and CID
Education Program Supervisors
Public Schools District Supervisors / District-in-Charge
Principal (Elem & JHS)
Master Teacher (Elem & JHS)
Program Management Team
This Division

**TRAINING OF TRAINERS ON TEACHER INDUCTION PROGRAM CUM TRAINING
OF TEACHER INDUCTION PROGRAM EVALUATORS**

1. The DepEd – Schools Division of Surigao del Sur through the Human Resource Development Division (HRDD), shall be conducting a Training of Trainers on Teacher Induction Program cum Training of Teacher Induction Program Evaluators on the following dates:

Batch 1: December 28, 2021

Batch 2: December 29, 2021

2. This is a one-day orientation that focus on the cascading and utilization of enhanced TIP Coursebook for division, district and school implementers and mentors.
3. Please refer attached list of Participants (Per Batch) and Training Matrix for your information guidance.
4. Identified participants are requested to register online at <https://tinyurl.com/TIPProgram2021>. Registration will close on **December 27, 2021**.
5. For your guidance and action. Immediate and widest dissemination of this Memorandum is desired.


for: **JOSITA B. CARMEN, CESO V**
Schools Division Superintendent 12/23/21



📍 Balilahan, Mabua, Tandag City, Surigao del Sur, 8300
☎ (086) 211-3225
✉ surigaodelsur.division@deped.gov.ph

Date: 4/22/2021

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Encl.: (1) Program Matrix
(2) Program Management Team
Reference/s: None
To be indicated in the Perpetual Index
under the following subjects:

PROFESSIONAL DEVELOPMENT PROGRAM

TEACHERS

EGM-HRD//DM- TRAINING OF TRAINERS ON TEACHER INDUCTION PROGRAM CUM TRAINING OF
TEACHER INDUCTION PROGRAM EVALUATORS 659/DECEMBER 22, 2021



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Enclosure 01 of Division Memorandum No. 659, s. 2021

**TRAINING OF TRAINERS ON TEACHER INDUCTION PROGRAM CUM TRAINING
 OF TEACHER INDUCTION PROGRAM EVALUATORS**

Date/Time	Topic/Activity	Responsible Person/s
	Preliminaries	
8:00-9:00 a.m.	- Prayer - Nationalistic Song/ Philippine National Anthem	ERLYN G. MANGADLAO Education Program Specialist II – HRD CPD Focal Person Alternate
9:00-9:30 a.m. (30 mins.)	- Opening Remarks	GILBERT L. GAYRAMA, CESE Assistant Schools Division Superintendent
	- Inspirational Message	JOSITA B. CARMEN, CESO V Schools Division Superintendent
	- Statement of Purpose	ELVIRA S. URBIZTONDO, PhD SGOD Chief Education Supervisor
	- House Rules - Acknowledgement of Participants	ERLYN G. MANGADLAO Education Program Specialist II – HRD CPD Focal Person Alternate
9:31-10:00 a.m. (30 mins.)	Session 1: TIP Timeline (History and 2020-2021 Accomplishments)	Mary Luz Advincula Niere, SEPS - HRD
10:00- 10:15 a.m. (15 mins.)	Health Break	
10:16-11:00 a.m. (45 mins.)	Session 2: Teacher Induction Program: A systematic structure of support for beginning teachers	Fluellen L. Cos, CID Chief
11:01-11:45 a.m. (45 mins.)	Session 3: Introduction to TIP: Guidebook for Mentors and Newly Hired Teachers	Carlos Tian Chow C. Correos, EPS-CID
11:46-12:59 p.m. (1 hour)	LUNCH BREAK	
1:00-2:00 p.m. (1 hr.)	Session 4: Overview of the TIP Enhanced Coursebooks	Cantilan District
2:01-3:00 p.m. (30 mins)	Session 5: TIP Monitoring and Evaluation Mechanism	Irene G. Ajoc, EPS-CID
3:01-3:15 p.m.	Health Break	



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(30 mins)		
3:15-4:15 pm (1 hr.)	Workshop: Crafting of District TIP Implementation Plan	Mheyr Advincula Niere, SEPS - HRD
4:15-4:30 p.m. (15 mins)	Closing Program - Impressions - Closing Remarks - Prayer	Chosen PSDS and School Heads (5 mins. each) CELSA A. CASA, PhD Chief - CID PMT
Hosted by: ERLYN G. MANGADLAO , Education Program Specialist II – HRD		



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Enclosure 02 of Division Memorandum No. 659, s. 2021

**TITLE OF ACTIVITY: TRAINING OF TRAINERS ON TEACHER INDUCTION
PROGRAM CUM TRAINING OF TEACHER INDUCTION
PROGRAM EVALUATORS**

DATE: December 28, 2021 – Batch 1
December 29, 2021- Batch 2

PROGRAM MANAGEMENT TEAM:

Position	Name of In-charge	Terms of Reference
Program Manager	ERLYN G. MANGADLAO	The Program Manager prepares the design proposal and all its attachments, serves as the overseer of the event, compiles all Curriculum Vitae and Resource Packages prepared by the Learning Facilitator, and finalizes the Completion Report.
Logistics Manager	ERLYN G. MANGADLAO	The Logistic Manager shall ensure that the requirements and documents needed during the event are checked and/or prepared, verifies if the meals and snacks are ready and correct based on the List of Menu, prepares and processes the Purchase Request, and coordinates with the people who have parts in the program matrix.
Welfare Officers	RUFINO T. REYES	The DRRM Officer or Representative shall ensure that the safety measures for a venue are met.
	JOANNE H. BALAN	The H&N Representative shall ensure that the Minimum Health Standards are met in the venue, record instances when participants have their Blood Pressure and other health concerns are checked, and checks body temperature of participants upon entry to the venue.
QATAME Associate	VOLTAIR C. ASILDO	The QATAME Associate shall prepare the M&E tool that will be used and



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		forward the link to the HRD for dissemination, and forwards update to the Documenter about the responses during the event.
Learner Facilitators	Fluellen L. Cos, CID Chief – Surigao del Sur Division Elvira S. Urbiztondo, SGOD Chief – Surigao del Sur Division Carlos Tian Chow C. Correos – EPS/CID – Surigao del Sur Division Mary Luz Advincula-Niere – SEPS - HRD	The Learner Facilitators shall prepare their Resource Package and submit to the HRD for quality assurance.
Documenters	ERLYN G. MANGADLAO	The photographer documents all the highlights of the activity/training and arrange them with caption to form part of the Completion Report, and prepares minutes of the event when needed.
	ERLYN G. MANGADLAO	The secretariat shall prepare the Attendance Sheet, ensure that the details on the List of Participants are correct, check the Pre-Test and Post Test and prepare the List of Scores, and print updates on M&E.



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SCHEDULE OF CONDUCT

Batch	Date	Expected Participants	
Batch 1 - December 28, 2021			
	PSDS/DICs	PRINCIPALS (1 ELEM (Central School) & JHS)	MTs (ELEM & JHS)
Carrascal	1	2	2
Cantilan	2	2	2
Madrid I	1	2	2
Carmen	1	2	2
Lanuza	1	2	2
Cortes	1	2	2
Tago I	1	2	2
Tago II	1	2	2
San Miguel I	1	2	2
San Miguel II	1	2	2
San Miguel III	1	2	2
Bayabas	1	2	2
Cagwait	1	2	2
Marihatag	1	2	2
San Agustin	1	2	2
Division EPS	6		
Batch 2 - December 29, 2021			
	PSDS/DICs	PRINCIPALS (1 ELEM (Central School) & 1 JHS)	MTs (1 ELEM & 1 JHS)
Liang I	1	2	2
Liang II	1	2	2
Barobo I	1	2	2
Barobo II	1	2	2



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Barobo III	1	2	2
Tagbina I	1	2	2
Tagbina II	1	2	2
Tagbina III	1	2	2
Hinatuan North	1	2	2
Hinatuan South	1	2	2
Hinatuan West	1	2	2
Lingig I	1	2	2
Lingig II	1	2	2
Lingig III	1	2	2
Division EPS	6		



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