



092320-057

Republic of the Philippines
Department of Education
REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

September 23, 2020

NOTICE OF MEETING
NO.113, s. 2020

TO: OIC, Assistant Schools Division Superintendents
Chiefs, CID and SGOD
All Education Program Supervisors and Specialists
All Public Schools District Supervisors
All Public Elementary and Secondary School Heads
All concerned





ORIENTATION MEETING FOR TEACHER INDUCTION PROGRAM (TIP)
PILOT TESTING

1. In reference with Division Memorandum No. 274, s. 2020 titled Teacher Induction Program (TIP) Pilot Testing, an **orientation meeting for selected TIP mentors and newly-hired teachers** shall be conducted on **September 24, 2020 (Thursday), 3:00 p.m. to 5:00 p.m. via Google Meet.**
2. The meeting aims to:
 - 2.1 orient participants on the pilot testing expectations and protocols;
 - 2.2 orient participants on the enhanced TIP including following topics:
 - 2.2.1 Introduction to the Teacher Induction Program 2020
 - 2.2.2 Teacher Induction Program Framework and Program Outline
 - 2.2.3 TIP Implementing Guidelines
 - 2.3 assign courses to be pilot-tested by the newly-hired teachers.
3. Attached are the list of participants and the program matrix.
4. Attendance shall be strictly monitored.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RMA/ NOM no. 113, s.2020
092320-057/ 09/17/2020



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Attachment 1 to Notice of Meeting No. 113, s. 2020 ORIENTATION MEETING FOR TEACHER INDUCTION PROGRAM (TIP) PILOT TESTING

LIST OF PARTICIPANTS

No.	Name	Position/ Designation	School/ Office
1	Randy D. Punzalan	Assistant SDS	DepEd Cavite-OSDS
2	Diana P. Topacio	Chief, SGOD	DepEd Cavite-SGOD
3	Ronalyn P. Salazar	SEPS, HRD	DepEd Cavite-SGOD
4	Rey Ann M. Avilla	PDO I/ Division TIP Coordinator	DepEd Cavite-SGOD
5	Elaine Balen	AO IV, HRM	DepEd Cavite-OSDS
6	Jennifer Rojo	Principal II	Pansin ES
7	Domingo Cueto	Principal I	Silangan ES
8	Magdaleno Lubigan	Principal IV	Trece Martires City NHS
9	Bernadette Sumagui	Principal IV	Tagaytay Science NHS
10	Donato Bataclan	Principal IV	Rosario NHS
11	Florpina Galay	Principal IV	San Gabriel II ES
12	Noribel Cayao	Principal III	Trece Martires City ES
13	Edwin Luna	Assistant Principal II	Ciudad Nuevo de Naic NHS
14	Norielyn Narciso	Principal II	Noveleta NHS
15	Ester Dolatre	Principal II	Pedro Alegre Aure SHS
16	Dina G. Atienza	MT II	Pansin ES
17	Ma. Jinky Irugin	MT II	Silangan Es
18	Niña Espineli	MT1	Trece Martires City NHS
19	Vilma A. Buladas	MT II	Tagaytay Science NHS
20	Aries B. Manalo	HT III	Rosario NHS
21	Myline A. Dela Cruz	MT I	San Gabriel II ES
22	Nancy T. De Guzman	MT 1	Trece Martires City ES
23	Dennis L. Zabala	Teacher III	Ciudad Nuevo de Naic NHS
24	Elsie Cruz	Head Teacher III	Noveleta NHS
25	Jackie M. Perena	Master Teacher II	Pedro Alegre Aure SHS
26	Ien Cesy F. Gunabe	T1	Pansin ES
27	Francia Leoncito	TI	Silangan Es
28	Jocelyn Mojica	T1	Trece Martires City NHS
29	Zhaira Zhane M. Tizon	T1	Tagaytay Science NHS
30	Edraline R. Flores	T1	Rosario NHS
31	Kristine Grace T. Agunday	Teacher I	San Gabriel II ES
32	Mischell G.del Rosario	Teacher I	Trece Martires City ES
33	Mark Anthony A. Lopez	Teacher I	Ciudad Nuevo de Naic NHS
34	Shienalyn L. Rosales	Teacher I	Noveleta NHS
35	Edward Perena	Teacher I	Pedro Alegre Aure SHS



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Attachment 2 to Notice of Meeting No. 113, s. 2020 ORIENTATION MEETING FOR TEACHER INDUCTION PROGRAM (TIP) PILOT TESTING

PROGRAM MATRIX

Time Allotment	Activity	Personnel/In-charge
3:00-3:05 PM (5 mins)	Setting of Online Meeting Norms	Rey Ann M. Avilla PDO I
3:05-3:10 PM (5 mins)	Opening Message	Randy D. Punzalan ASDS
3:10-3:15 PM (5 mins)	Introduction of Participants	Rey Ann M. Avilla PDO I
3:15-3:30 PM (15 mins)	Discussion of the Pilot Testing	Rey Ann M. Avilla PDO I
3:30-3:45 PM (15mins)	Introduction to the Teacher Induction Program 2020	Luz Osmeña HRDD Chief, DepEd CALABARZON
3:45 – 4:00 PM (15 mins)	Teacher Induction Program Framework and Program Outline	Bernadette Sumagui Principal IV, Tagaytay Science NHS
4:00 – 4:15 PM (15 mins)	TIP Implementing Guidelines	Magdaleno Lubigan Principal IV, Trece Martires City NHS
4:15-4:30 PM (15 mins)	Assigning of Courses to be Pilot-tested Final Reminders	Rey Ann M. Avilla PDO I
4:30-4:50 PM (20 mins)	Q&A	(moderator/faci)
4:50-5:00 PM (10 mins)	Closing Message	Diana P. Topacio Chief, SGOD



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