



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

---

Office of the Schools Division  
Superintendent

October 28, 2025

**DIVISION MEMORANDUM**  
NO: 237 s. 2025

**ORIENTATION ON THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)  
ON THE USE OF IPBT COURSEBOOK**

TO: Asst Schools Division Superintendent  
Chiefs, CID and SGOD  
All Public Elementary and Secondary Principals  
Newly Hired Teachers  
All Others Concerned

1. Following the provision of DO 11, s. 2019 or the Implementation of the NEAP Transformation, NEAP is mandated to take charge of the design, development and delivery of programs supporting teachers and school leaders. This includes the induction program of all newly hired teachers which encompasses the support mechanisms put in place to assist newly hired teachers in becoming effective and efficient in performing his or her function as full-fledged DepEd personnel.
2. Teacher Induction Program (TIP) is an annual activity of the Division thus this Office through the Schools Governance and Operations Division, announces the conduct of the Orientation on the Induction Program for Beginning Teachers (IPBT) on the use of IPBT Coursebook to our Newly Hired Teachers of the 26 schools on November 7 and 8, 2025 from 8:00AM to 5:00PM. The venue will be announced later.
3. Participants to this activity are the Newly Hired Teachers of Tagbilaran City Division from Kindergarten to Senior High School. Please see attached list of participants.
4. Teaching and Non-Teaching personnel who are involved in this activity shall be entitled to service credits pursuant to DO 53 s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC & DBM No. 2 s. 2004.
5. Expenses relative to the conduct of this activity shall be charged against HRTD Fund subject to the usual accounting and auditing rules and regulations.
6. Immediate and wide dissemination of this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent



---

Address: H. Zamora St., Dampas, Tagbilaran City, Bohol  
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177  
(038)427-6718; (038)544-2147  
Email Address: tagbilarancity.division@deped.gov.ph

Attachment to DO \_\_\_\_\_ s. 2025

<b>Name Of Appointee</b>	<b>Position</b>	<b>DateOf Issuance</b>
Ampong, Abegail R.	Teacher I	29/07/2025
Arat, Juvelyn N.	Teacher I	28/07/2025
Arcamo, Mary Cris C.	Teacher I	03/12/2024
Balazuela, Jovie Lynn E.	Teacher I	11/07/2024
Bual, Rashelle E.	Teacher I	11/05/2024
Burabo, Jean Rosette R.	Teacher I	03/03/2025
Bustrillos, Jacklyn Rio C.	Teacher I	28/07/2025
Cajes, Maira Niña A.	Teacher I	24/03/2025
Ciroy, Gie Irish G.	Teacher I	29/07/2025
Daguplo, Maris Lorraine C.	Teacher I	19/08/2025
Dalagon, Rona Rose S.	Special Science Teacher I	06/01/2025
Honculada, Kinneth M.	Teacher I	21/11/2024
Inting, Maeflor C.	Teacher I	10/01/2025
Jakosalem, Gielyn F.	Teacher I	06/01/2025
Jumarito, Rhea Mae O.	Teacher I	03/03/2025
Lajot, Jocelyn R.	Teacher I	01/08/2025
Lamoste, Kathleen Joy T.	Special Science Teacher I	28/03/2025
Manatad, Aileen B.	Teacher I	13/01/2025
Manito, Ellen Mae A.	Teacher I	03/09/2025
Mante, Dormileth R.	Teacher I	03/03/2025
Mesiona, Rusheile B.	Teacher I	07/08/2025
Montejo, Aniresa T.	Teacher I	16/12/2024
Niza, Yam Nza Mae C.	Teacher I	17/07/2025
Pasatiempo, Rose T.	Teacher I	11/20/2024
Silagan, Aiza J.	Teacher I	14/08/2025
Sumaylo, Genalyn P.	Teacher I	24/09/2025
Tape, Mary Jane C.	Teacher I	08/09/2025
Torillo, Daisy S.	Teacher I	02/01/2025
Vidal, Xandro G.	Teacher I	07/08/2025
Villalon, Gladys D.	Teacher I	13/08/2025
Zamora, Ginica J.	Teacher I	03/02/2025

*Handwritten mark*