



Republic of the Philippines
Department of Education
REGION II - CAGAYAN VALLEY
SCHOOLS DIVISION OF BATANES

16 July 2025

DIVISION MEMORANDUM

No. **201**, s. 2025

**ONBOARDING OF NEWLY HIRED EMPLOYEES OF THE SCHOOLS DIVISION OF
BATANES FOR THE CY 2025 THROUGH PROJECT ON-TOES**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
SDO Unit Heads and Staff
Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DO 43, s. 2017, titled "Teacher Induction Policy", DO 32, s. 2011 entitled "Policies and Guidelines on Training and Development Programs and Activities" and in line also with the Project ON TOEs (On Boarding of Newly Hired Teachers' and Other Employees of SDO Batanes) which aims to enhance the knowledge, skills and values/attitudes and prepare the newly hired teaching and non-teaching employees, an Onboarding activity will be conducted on **August 15-16, 2025** at the **Ivatan Conference Hall**.
2. The aforementioned program is an accredited Continuing Professional Development Program (CPD) by the Professional Regulation Commission (PRC) under accreditation number: **PTR-2024-549-9138** with **10.00 credit units**.
3. List of participants to this activity is found as Enclosure 1 and Matrix of Activities as Enclosure 2.
4. Teachers shall be given Service Credits and Compensatory Overtime Credits for the Non-Teaching employees attending this activity.
5. Meals, Snacks and Training Materials will be charged against HRD Fund/OPDNTP following the usual accounting and auditing rules and regulations.
6. For the information and guidance of all concerned.

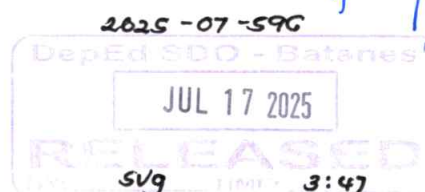
ALFREDO B. GUMARU JR. EdD, CESO V
Schools Division Superintendent

Encl: As stated

Reference: DO 43, s. 2017; DO 32, s. 2011

To be indicated in the Perpetual Index
under the following subjects:
ORIENTATION

SGOD/myn/kchm
July 16, 2025



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(Enclosure 2 to Division Memorandum No. **201**, s. 2025)

ONBOARDING OF NEWLY HIRED EMPLOYEES OF THE SCHOOLS DIVISION OF BATANES FOR THE CY 2025

Ivatan Conference Hall
August 15-16, 2025

MATRIX OF ACTIVITIES

Time	No. of minutes	Topic	Resource Speaker
8:00 – 8:30	30 mins	Registration	c/o Maphe G. Poncio
8:30 – 9:45	30 mins	Opening Program and Oath Taking	c/o Ma. Esperanza B. Ereful AOIV - HRM
10:00 – 11:00	60 mins	Session 1: DepEd Vision, Mission, Core Values, and Goals	Jay V. Gonzales Education Program Supervisor
11:00 – 12:00	60 mins	Session 2: DepEd Organizational Structure	Arnulfo Anselm C. Hortiz Education Program Supervisor
Lunch Break <i>MOL (c/o Itbayat/ Sabtang Schools)</i>			
1:15 – 2:45	90 mins	Session 3: Professional Ethics	Leilannie H. Elacion Guidance Counselor- BNSHS
3:00 – 4:45	75 mins	Session 4: Financial Literacy	Joan A. Vallespin Financial Advisor, Sunlife
4:45 – 5:00	Debriefing of PMT		
DAY 2 <i>MOL (c/o Southern Batan Schools)</i>			
8:15 – 9:30	60 mins	Session 5: Social Media Etiquettes	Jay V. Gonzales Education Program Supervisor
9:15 – 10:15	60 mins	Session 6: GSIS/Pag-IBIG & Other Benefits	Virginia A. Vinalay Administrative Officer V
10:45 – 12:00	75 mins	Session 7: Philhealth	Grentt Dale Calosa Nurse II
Lunch Break <i>MOL (c/o Southern Batan Schools)</i>			
1:15 – 2:15	60 mins	Session 8: Leaves and other Personnel Matters	Ma. Esperanza B. Ereful Administrative Officer IV
2:15-4:00	100 mins	Session 9: Induction Program for Beginning Teachers (IPBT) Orientation / RPMS-IPCR (Teaching) RPMS- IPCR and other Updates (Non-Teaching) (Break-out Session)	Kym Clyde H. Moro SEPS-HRD (Teaching) and Nicanor C. Batin Jr. Education Program Specialist II - HRD AO Vinalay/HR Ereful (Non-Teaching)
4:00 – 5:00	60 mins	Closing Program	c/o BASCO Schools