



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

15 May 2025

**DIVISION MEMORANDUM**

No. **129**, 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 for the 1st Semester of the calendar year 2025 will be conducted on **June 13-14, 2025** at the **Batanes National Science High School – Library**.
2. List of participants to this activity is found as Enclosure 1 and Matrix of Activities as Enclosure 2.
3. Teachers shall be given Service Credits and Compensatory Overtime Credits for the Non-Teaching employees attending this activity.
4. Meals, Snacks and Training Materials will be charged against Regular HRD Fund/OPDNTP following the usual accounting and auditing rules and regulations.
5. For the information and guidance of all concerned.

Digitally signed by  
Gumaru Alfredo Jr Binag  
Date: 2025.05.16 14:04:57  
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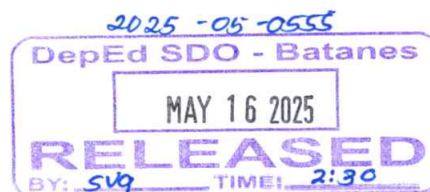
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent

Encl: As stated

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

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

OSDS/abgj/ebe  
May 15, 2025



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As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

**LIST OF PARTICIPANTS**

No.	Name	Position	School
<b>NON-TEACHING</b>			
1	JONSI M. HORTIZ	AO II	Imnajbu ES
2	JANNA JESUSA S. LIM	ACCT. I	BNSHS / SDO
3	JHOCIL ANN G. TOMAO	ADAS II	OSDS-Acctng
4	EDEN C. QUIBAL	ADAS II	OSDS-DES
5	MONA MYLEEN P. CABIZON	AA VI	CID
6	CLARISSA S. MANGOBA	ACCT. I	Sabtang NSF
7	KAREN G. MALUPA	ADAS III	Mayan ES
8	CLEFORD L. CASTRO	ADA I	Itbayat CS
9	JUSTINE JOY BATIFORA	ADA III	Batanes NSHS
<b>TEACHING</b>			
10	TEODOLO M. CABRITO JR.	Teacher I	Itbud IS
11	MARICHRIS U. CABALCE	Teacher I	Ivana NHS
12	IZEL JANE E. BALASBAS	Teacher I	Valugan IS
13	CASSANDRA JOY C. ADAMI	Teacher I	Ivana ES
14	LENNY N. HORLINA	Teacher I	Sabtang NSF
15	GODFREY C. VELAYO	Teacher I	Itbayat NAHS
16	IVY G. CASTILLEJOS	Teacher I	Mayan ES
17	ANGELICA A. MERIDA	Teacher I	Diptan ES
18	DANIELLA E. PADUGA	Teacher I	Diptan ES
19	OSGEE GERALD V. BALLE	Teacher I	Yawran BS
20	JHONALYN C. BALDERAS	Teacher I	Batanes GCHS
21	GENEVA NICA D. CABALCE	Teacher I	Batanes NSHS
22	RODILYN NOBLEZA	Teacher I	Uyugan ES
23	SHARLEEN A. NINO	Teacher I	Valugan IS
24	HAZEL D. ROMERO	Teacher I	Basco CS
25	DIOSA M. MALANA	Teacher I	Diptan ES
26	GODFREY CHRISTLE C. ATUNAY	Teacher I	Ivana ES
<b>PROGRAM MANAGEMENT TEAM</b>			
27	ALFREDO B. GUMARU JR. EdD, CESO V	SDS	Program Consultant
28	DANTE J. MARCELO, PhD, CESO VI	ASDS	Program Consultant

29	DENCIO G. ERIFUL	EPSP II	M&E Focal
30	NATHALIE JOYCE C. BALLE	ADAS III	Finance Officer
31	PIERCE JOHN A. VARGAS	ADA VI	Logistics Officer
32	JACK JAMES I. DELOS SANTOS	NURSE II	Welfare Officer
33	KYM CLYDE H. MORO	SEPS	PRC Secretariat / Resource Person
34	MAPHE G. PONCIO	ADAS III	Secretariat
35	ERMELYN S. CASTILLO	EPSP II	Documenter
36	VIRGINIA A. VINALAY	AO V	Program Manager
37	MA. ESPERANZA B. EREFUL	AO IV	Learning Manager
38	JAY V. GONZALES	EPS	Resource Person
39	NICANOR C. BATIN JR.	EPSP II	Resource Person
40	LEILANNIE VICTORIA H. ELACION	GC III	Resource Person
41	GRENTT DALE A. CALOSA	NURSE II	Resource Person



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

BNSHS - Library  
June 13-14, 2025

**MATRIX OF ACTIVITIES**

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