



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

June 01, 2026

DIVISION MEMORANDUM

No. ~~244~~ s. 2026

**DEPED TEACHER 101: READY, SET, TEACH!
DIVISION ONBOARDING PROGRAM FOR NEWLY-HIRED TEACHERS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
All Division Office Unit Heads
All Newly Hired Teaching Personnel
All Others Concerned

1. In line with the commitment of the Department of Education to ensure that newly-hired teachers are adequately guided, equipped, and prepared for their professional journey in public service, and anchored on DepEd Order No. 43, s. 2017 or the "Teacher Induction Program (TIP) Policy," which serves as the strongest and most direct basis for onboarding initiatives, the Schools Division of Bulacan shall conduct the Division Onboarding Program for Newly-Hired Teachers entitled **"DEPED TEACHER 101: READY, SET, TEACH!"**
2. The activity aims to orient newly-hired teachers on the policies, expectations, systems, processes, and professional responsibilities in the Department of Education, particularly within the Schools Division of Bulacan. Likewise, it seeks to provide practical guidance and support as they begin their teaching career in the public school system.
3. The onboarding program specifically aims to:
 - a. familiarize newly-hired teachers with the organizational structure, vision, mission, and core values of the Department of Education;
 - b. orient participants on teachers' roles, duties, responsibilities, and professional ethics;
 - c. provide guidance on classroom management, learner welfare, and child protection policies;
 - d. discuss important administrative processes, reports, and school-related documentation;
 - e. introduce digital platforms, communication channels, and reporting systems used in schools;
 - f. prepare teachers mentally, emotionally, and professionally for their transition into public school teaching.
4. The activity shall be conducted online via Microsoft Teams on June 05, 2026, from 8:00AM to 3:00PM. The participants in this activity are all newly hired/deployed teaching personnel on the Schools Division of Bulacan from the Elementary and Secondary Levels for the School Year 2026-2027.



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5. The session matrix is provided below for reference:

TIME	TOPIC	SPEAKER
8:00AM – 8:15AM	Opening Program	SGOD-HRD
8:15AM – 9:00AM	Welcome to DepEd: Understanding the Organization, VMGO, and Core Values	Maria Celina L. Vega, CESO VI
9:00AM – 9:30AM	DepEd Teacher 101: Roles, Duties, and Expectations of Public School Teachers	Rizaldy C. Pidlaoan
9:30AM – 9:45AM	Classroom Management, Professionalism, and Teacher Conduct	Lope Adrian C. Acapulco
9:45AM – 10:00AM	<i>Health Break</i>	—
10:00AM – 10:45AM	Child Protection Policy, Learner Welfare, and Positive Discipline	Atty. Elmer Lopez
10:45AM – 11:30AM	Administrative Matters: Forms, Reports, Leave, Attendance, and School Processes	Ms. Loradel Pasco
11:30AM – 12:15PM	Digital Literacy for Teachers: MS Teams, LIS, DepEd Email, Google Workspace, and Online Communication Etiquette	Mr. Marco Paolo Victoriano
12:15PM – 1:00PM	<i>Lunch Break</i>	—
1:00PM – 1:45PM	Teacher Wellness, Stress Management, and Work-Life Balance	Nicole Andreanna Bulseco, MD
1:45PM – 2:30PM	Open Forum	SGOD-HRD
2:30PM – 3:00PM	Closing Program	SGOD-HRD

7. All participants are expected to attend the activity punctually and actively participate in all discussions and engagements.
8. To join the online onboarding, participants may access this link:
<https://teams.microsoft.com/meet/49318748419342?p=4hjsr8AzRoLKcACcbT>
Meeting ID: 493 187 484 193 42
Passcode: Wf2Y2oJ2
9. Immediate dissemination of and strict compliance with this Memorandum is desired.

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Schools Division Superintendent