



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2023- 451

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisor
Public School Heads
Public School Teachers

Subject : **CONDUCT OF ACTIVITIES RELATED TO THE INDUCTION
PROGRAM FOR BEGINNING TEACHERS (IPBT)**

Date : September 27, 2023

This is in reference to Regional Memorandum HRDD-2023-254 dated September 26, 2023 signed by Allan G. Farnazo, Regional Director IV, re: **Conduct of Activities Related to the Induction Program for Beginning Teachers (IPBT)**. The accomplished data sheet shall be submitted on or before September 29, 2023. Program implementers for SY 2023-2024 are instructed to register at **bit.ly/ipbt2023orientation** for virtual orientation on October 17-20, 2023.

All other details of the said activity are found in the enclosures.

For the information and dissemination.

Melanie F. Estacio
MELANIE F. ESTACIO

SIC-Schools Division Superintendent

9/27/23
DepEd Schools Division of Digos City
RECORDS SECTION

27-109104
RELEASED

DATE: OCT 02 2023 TIME: 11:06am

BY: *[Signature]*

Enclosed: As stated
SGOD/jsa



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Special Schools Division Office - Digos

RECORDS SECTION

Republic of the Philippines

Department of Education

DAVAO REGION

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26 SEP 2023

TIME: 5:47

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2023-254

To : Schools Division Superintendents

Subject: CONDUCT OF ACTIVITIES RELATED TO THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

Date : September 26, 2023

Respectfully referred to the Schools Division Superintendents, this Region, the attached memorandum from Gloria Jumamil-Mercado, Undersecretary, Human Resource and Organizational Development, Department of Education. The accomplished data sheet shall be submitted on or before September 29, 2023. Program implementers for SY 2023-2024 are instructed to register at bit.ly/ipbt2023orientation for virtual orientation on October 17-20, 2023.

For immediate dissemination.

ALLAN G. FARNAZO

Director IV

Enclosed: As Stated.

ROHS/mtb

By the Authority of the Regional Director

REBONFAMIL R. BAGUIO
Director III

26 SEP 2023

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASEDBy: [Signature]
Date: Sept. 26, 2023
24032

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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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25 SEP 2023

11:20

MEMORANDUM

DM-OUHROD-2023-1372

TO : **REGIONAL DIRECTORS**
SCHOOL DIVISION SUPERINTENDENTS
HRDD CHIEFS
NEAP-R FOCAL PERSONS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **GLORIA J. MAMIL-MERCADO**
Undersecretary for Human Resource and Organizational Development

SUBJECT : **CONDUCT OF ACTIVITIES RELATED TO THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)**

DATE : September 20, 2023

1. Following the provisions 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 for 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 functions as full-fledged DepEd personnel.

2. Field implementers shall continue to use the existing PPST-based coursebooks and materials in the induction of new teachers. Beginning teachers who have participated in the pilot implementation and have completed all Year 1 activities and coursebooks shall continue with Years 2 and 3 of the program. Please see Enclosure 1 for the summary of activities.

3. Expenses for the school-based induction activities shall be charged to the school MOOE, subject to the usual accounting and auditing rules and regulations.

4. Relative to this, Regional Offices (RO) shall ensure that Schools Division Offices (SDOs) collate data on the schools and the number of newly hired teachers who will start their induction for SY 2023-2024. Links to the regional trackers, as well as coursebooks and monitoring forms, can be accessed from bit.ly/neapteacherinduction.

5. ROs shall submit the accomplished data sheet on or before **September 29, 2023**. The submitted data will be valuable in the subsequent reorientation of program implementers and other funding considerations regarding the program.

6. In addition, ROs and SDOs must strengthen monitoring of the implementation and ensure the timely submission of monitoring forms. Monitoring details are summarized in Enclosure 2.

7. Program implementers, i.e., Regional and Division Focal Persons, school heads, and master/head teachers, who will be implementing the program for SY 2023-2024 are instructed to register at bit.ly/ipbt2023orientation for the clustered virtual orientation on October 17-20, 2023.

8. For more information and clarifications, please contact Ms. Richie Vesagas of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at pdd.pdi@deped.gov.ph or telefax number (02) 8715-9919.

9. For your information and strict compliance.

Copy furnished:

[Usec. Revsee Escobedo]

[Undersecretary for Operations]

[NEAP EPDDD/ Vesagas]

Enclosure 1: Summary of IPBT Activities for Beginning Teachers
Please access bit.ly/neapteacherinduction for the full copy of the materials.

Year		Courses	In-school Mentoring	Other Activities	Possible MOVs	
Year 1	Quarter 1	Orientation and Guide for Mentors and Teachers	Coaching and Mentoring	1 formal classroom observation every quarter	Mentoring schedules or agreements	
		Coursebook 1	Differentiated Supervision		Accomplished and checked coursebooks	
	Quarter 2	Coursebook 2	Submission of outputs and exit quizzes to be checked by the mentors. Feedback will be discussed with the mentees.	LAC sessions	Passing scores of summative quizzes	
		Mainstreamed Learning Delivery Modalities (LDM) modules		Job-embedded learning	Signed Course Completion Certificates	
	Quarter 3	Coursebook 3		Other relevant PD programs (e.g. INSET)	Signed COTs	
		Coursebook 4			Performance Monitoring and Coaching Forms	
	Quarter 4	Coursebook 5				LAC Reports
		Coursebook 6				PD Certificates
End of SY: Submission of Year 1 Portfolio						
Year 2			Coaching and Mentoring	1 formal classroom observation every quarter	Signed IPCRF-IDP	
			Differentiated Supervision	LAC sessions		
				Job-embedded learning		
				Other relevant PD programs		
End of SY: Submission of Year 2 Outputs embedded in the RPMS Portfolio						

Year 3			Coaching and Mentoring Differentiated Supervision	1 formal classroom observation every quarter LAC sessions Job-embedd ed learning Other relevant PD programs	
End of SY: Submission of Year 3 Outputs embedded in the RPMS Portfolio					
Completion Ceremony					

Enclosure 2: Monitoring and Evaluation Details

Please access bit.ly/neapteacherinduction for the downloadable copy of the forms.

M&E Document	Person Responsible	Submission Details
Coursebook Exit Quizzes lodged in the National Education Portal (training.deped.gov.ph)	IPBT Mentee	certificate indicating passing score to be submitted to mentor
IPBT Portfolio (physical or digital)	IPBT Mentee	to be submitted to mentor and school head at the end of each SY
M&E Form for Mentors	IPBT Mentor	to be submitted to the School Head at the end of each SY
M&E Form for School Heads	School Head	to be submitted to the Division IPBT Coordinator at the end of each SY
M&E Form for Division Coordinators	IPBT Division Coordinators	to be submitted to NEAP-R at the end of each SY