



Republic of the Philippines
Department of Education
CARAGA REGION



September 29, 2023

REGIONAL MEMORANDUM

No. 0927, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

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

1. Please refer to the attached Memorandum DM-OUHROD-2023-1372 signed by Gloria Jumamil-Mercado, Undersecretary for Human Resource and Organizational Development re: Conduct of Activities Related to the Pilot Implementation of Induction Program for Beginning Teachers (IPBT) dated September 20, 2023.
2. Teachers, implementers, and focal persons shall access the link through bit.ly/neapteacherinduction for the resource portals.
3. Schools Division Offices and Regional Offices shall accomplish the 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.
4. 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.
5. For appropriate action and strict compliance.

MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES

Chief, Administrative Officer

Administrative Services Division



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2023-09-14567

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 2

Encl/s.: DM-OUHROD-2023-1372
Reference/s: As stated
To be indicated in the Perpetual Index
under the following subjects:
INDUCTION PROGRAM

IMPLEMENTER

TEACHERS

HRD/rsr
09/28/2023



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2023-04-04974

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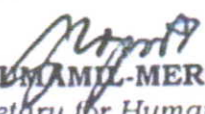


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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.

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			
Coursebook 6					
End of SY: Submission of Year 1 Portfolio					LAC Reports
					PD Certificates
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					

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 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

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					