



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Division of Cebu Province

**Office of the Schools Division
Superintendent**

October 9, 2023

DIVISION MEMORANDUM

No. **422**, s. 2023

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

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Attached is a copy of **REGIONAL MEMORANDUM No. 0701, s. 2023** entitled **“Conduct of Activities Related to the Induction Program for Beginning Teachers (IPBT)”**, contents of which are self-explanatory.

2. Attention must be directed to paragraph 3 of the enclosed **RM No. 0701, s. 2023**, **which states:**


*“The 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.**”*

3. In view of the conduct of the IPBT-related activities, all District HRD Focal Persons are directed to accomplish the **list of schools with newly-hired teachers for SY 2023-2024 on or before October 13, 2023 using the following links:**

Sub-office	Corresponding link
San Fernando	https://tinyurl.com/SANFERNANDOSUB-IPBT
Dalaguete	https://tinyurl.com/DALAGUETESUB-IPBT
Badian	https://tinyurl.com/BADIANSUB-IPBT
Balamban	https://tinyurl.com/BALAMBANSUB-IPBT
Medellin	https://tinyurl.com/MEDELLINSUB-IPBT
Liloan	https://tinyurl.com/LILOANSUB-IPBT

4. The District Offices must strengthen the monitoring of the implementation of all IPBT activities and ensure the timely submission of all monitoring forms as enclosed.

5. For queries and concerns, you may contact **424-9000 loc. 105** and look for Mr. Louie G. Monteroso, Division IPBT Focal Person.
6. For proper guidance and more details, refer to the enclosed Regional Memorandum and Memorandum from Office of the Undersecretary for Human Resource and Organizational Development.
7. Immediate dissemination of and compliance with this memorandum are directed.


SENEN PRISCILO P. PAULIN, CESO V
Schools Division Superintendent

SPPP/LMD/FCL/VAY/SGOD/GSB/lgm_2023



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

27 SEP 2023

REGIONAL MEMORANDUM

No. 701, s. 2023

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

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. Attached is DepEd Memorandum DM- OUHROD – 2023 – 1372 from Undersecretary Gloria-Jumamil-Mercado of Human Resource and Organizational Development dated September 20, 2023 titled **Conduct of Activities Related to the Induction Program for Beginning Teachers (IPBT)**, contents of which are self-explanatory, for the information and guidance of all concerned.
2. Division IPBT Focal Persons are directed to accomplish the google sheet (R7_IPBT Regional Tracker) through this link, <https://bit.ly/3PO9231> **on or before September 29, 2023.**
3. The 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.
4. All expenses incurred relative to the conduct of the aforementioned activities are chargeable against Local Funds, subject to the usual accounting and auditing rules and regulations.
5. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, Induction Focal Person through this email address, rosa.cabotaje@deped.gov.ph.
6. For proper guidance and strict compliance

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IDA F. CABANTAN, JD
Chief Administrative Officer
Administrative Service Division
SALUSTIANO T. JIMENEZ JD, EDD, CESO V
Director IV
Regional Director

STJ/FYA/HRDD/NEAP-RO7/MGB/RHC



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DepEd Tayo Region VII

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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 JUMAMIL-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

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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 Differentiated Supervision	1 formal classroom observation every quarter	Mentoring schedules or agreements	
		Coursebook 1				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
	Quarter 3	Coursebook 3		Other relevant PD programs (e.g. INSET)	Signed Course Completion Certificates	
		Coursebook 4				Signed COTs
	Quarter 4	Coursebook 5		Performance Monitoring and Coaching Forms		
		Coursebook 6			LAC Reports	
End of SY: Submission of Year 1 Portfolio						PD Certificates
Year 2				Coaching and Mentoring Differentiated Supervision	1 formal classroom observation every quarter LAC sessions Job-embedded learning Other relevant PD programs	Signed IPCRF-IDP
			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-embedded 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