




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 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 Accomplished and checked coursebooks	
		Coursebook 1				
	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				
	Quarter 3	Coursebook 3		Other relevant PD programs (e.g. INSET)	Job-embedded learning	Signed Course Completion Certificates
		Coursebook 4				
	Quarter 4	Coursebook 5		Performance Monitoring and Coaching Forms		
Coursebook 6						
End of SY: Submission of Year 1 Portfolio					LAC Reports	
					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