



Republic of the Philippines  
Department of Education  
Region VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division  
Superintendent

October 20, 2023

**DIVISION MEMORANDUM**  
No. 0473, s. 2023

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

To: Asst. Schools Division Superintendents  
Chief, CID & SGOD  
Education Program Supervisors  
PSDSs/Acting PSDSs  
Elementary & Secondary School Heads  
All Others Concerned

1. This office disseminates Regional Memorandum No. 701, s. 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. In this connection, requesting the School Heads, Master Teacher and/or the field implementers to:
  - a. continue using the existing PPST-based coursebooks and materials in the induction of newly hired teachers (0-3 years in service);
  - b. 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 of DepEd Memo for the summary of activities);
  - c. schools must submit a report to SGOD HRDS **on or before November 15, 2023**, through this link **<https://tinyurl.com/BHL-IPBT-MandE-FORM>**
  - d. expenses for the school-based induction activities shall be charged to school-MOOE/local funds, subject to the usual accounting and auditing rules and regulation;

SGOD/HRDS/MMC



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- e. links to the IPBT materials, monitoring forms, and other program updates, can be accessed through this link [bit.ly/neapteacherinduction](http://bit.ly/neapteacherinduction)
3. The Program Implementers of IPBT both elementary and secondary School Heads, Master Teacher/Mentor who will be implementing the program for SY 2023-2024 are instructed to registered at [bit.ly/ipbt2023orientation](http://bit.ly/ipbt2023orientation) for the clustered virtual orientation on **October 27, 2023, from 9:00 am to 12:00 noon** while the meeting link and other important details will be sent to their registered email address.
4. For more details, refer to the attached DepEd issuance.
5. Immediate dissemination of and compliance with this Memorandum is desired.

  
**EVANGEL M. LUMINARIAS PhD, CESO V**  
Schools Division Superintendent

SGOD/HRDS/MMC



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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/3PO923l> **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](https://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](mailto:rosa.cabotaje@deped.gov.ph).
6. For proper guidance and strict compliance.

*pr*  
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

[region7.deped.gov.ph](https://region7.deped.gov.ph)



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 JIMAMIL-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/neapecteacherinduction](http://bit.ly/neapecteacherinduction).

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](https://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](mailto: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](http://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 Coursebook 1	Coaching and Mentoring  Differentiated Supervision	1 formal classroom observation every quarter	Mentoring schedules or agreements		
	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
		Mainstreamed Learning Delivery Modalities (LDM) modules	Job-embedded learning	Passing scores of summative quizzes			
	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					
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-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](http://bit.ly/neapteacherinduction) for the downloadable copy of the forms.

<b>M&amp;E Document</b>	<b>Person Responsible</b>	<b>Submission Details</b>
Coursebook Exit Quizzes lodged in the National Education Portal ( <a href="http://training.deped.gov.ph">training.deped.gov.ph</a> )	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





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

Office of the Regional Director

17 OCT 2023

**REGIONAL MEMORANDUM**

No. **775**, s. 2023

**ADVISORY TO 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 an Advisory from **Dr. Jennifer E. Lopez, NEAP OIC, Director IV** regarding the **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. For queries and clarifications, you may contact Dr. Rosa H. Cabotaje, IPBT Focal Person through this email address, [rosa.cabotaje@deped.gov.ph](mailto:rosa.cabotaje@deped.gov.ph).
3. For dissemination.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

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Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

October 3, 2023

### ADVISORY

This is in reference to DM-OUHROD-2023-1372, titled Conduct of Activities Related to the Induction Program for Beginning Teachers dated September 20, 2023.

The virtual orientation for regional and division focal persons and school heads who will be implementing the program will be moved to October 27, 2023, from 9:00 am to 12:00 noon. Participants are instructed to register at [bit.ly/ipbt2023orientation](http://bit.ly/ipbt2023orientation), while the meeting link and other important details will be sent to their registered email address.

Links to the IPBT materials, regional trackers, monitoring forms, and other program updates, can be accessed through the IPBT portal at [bit.ly/neopteacherinduction](http://bit.ly/neopteacherinduction).

For more information and clarifications, please contact Ms. Richie Vesagas or Mr. Jerson Capuyan 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](mailto:pdd.pdi@deped.gov.ph) or at telefax number (02) 8715-9919.

  
**JENNIFER E. LOPEZ**

Director III

Officer-in-Charge, Office of the Director IV

[NEAP-PDD/Vesagas]



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