



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

APR 26 2023

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April 26, 2023

REGIONAL MEMORANDUM

No. **197-2023**

**SUBMISSION OF REPORTS AND COMPLIANCE TO OTHER ACTIVITIES
RELATED TO THE PILOT IMPLEMENTATION OF THE INDUCTION
PROGRAM FOR BEGINNING TEACHERS (IPBT)**

To: Schools Division Superintendents
All Other Concerned
All Divisions

1. In compliance to DM-OUHROD-2023-0526, this Office requires the **Submission and Compliance to other Activities Related to the Pilot Implementation of the IPBT** before **May 19, 2023**.
2. Relative to this, schools are directed to submit their IPBT M&E Form for Mentors and School Heads (Enclosure 1 and 2) to the SDO IPBT Focals using the templates from bit.ly/IPBTPilotTemplates.
3. SDOs shall then accomplish Enclosure 3 (Form for Division IPBT) to be sent to the NEAPR through email address car.neapr@deped.gov.ph and to be encoded via bit.ly/sdoipbtreport before **May 15, 2023**.
4. In addition, SDOs shall ensure that selected teachers, mentors and school heads (Enclosure 4) are able to answer the required implementation survey in the provided links before **May 19, 2023**.
5. For inquiries and clarifications, please contact NEAPR through Chief Education Supervisor, NEAP-CAR OIC Jennifer Ande at 09190073814.
6. Immediate and widest dissemination of this Memorandum is directed.

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Director IV/ Regional Director

For the Regional Director:

RONALD B. CASTILLO, CESO V
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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

Enclosure 1. IPBT M&E Form for Mentors

(to be submitted to the School Head at the end of TIP Year 1)

Date submitted: _____

Part I. Personal Information

School: _____
 Division: _____
 Name of Mentor: _____
 Contact Number/s: _____
 Email address: _____
 Position/Designation: _____
 Grade Level/s Being Taught: _____
 Subject Areas being Taught: _____
 Name of Newly-hired Teacher/s Being Mentored: _____
 School Year: _____

Part II. Progress Monitoring

(In case of more than one newly-hired teacher being mentored, please add sub-sections i.e. Part II. A. < name of newly-hired teacher >)

TIP Course	Date Accomplished	Summative Assessment Score	Remarks
1 - The DepEd Teacher			
2 - Gearing Up for the School Year			
3 - The PPST and its Aligned Systems and Tools			
4 - Translating the Curriculum into Classroom Practice			
5 - Responding to Community Contexts			
6 - Teachers' Professional and Personal Development			

What are the strengths of your mentee?

What are areas for improvement of your mentee?

Part III. Monitoring and Evaluation of the Program Implementation

Issues and Concerns Encountered	Solutions	Recommendations

1. What are your best practices in coaching and mentoring the newly-hired teachers?
2. What interventions, resources and other activities helped in the conduct of the TIP?
3. Are there general points for improvement of the TIP implementation which you would like to suggest? If yes, please specify below.

Enclosure 2. IPBT M&E Form for School Heads

(to be submitted to the Division TIP Coordinator at the end of TIP Year 1)

Date submitted: _____

School: _____

Division: _____

Name: _____

Contact Number/s: _____

Email address: _____

Position/Designation: _____

School Year: _____

Number of Newly-hired Teachers for Current School Year: _____

<i>Names of Newly-hired Teachers</i>	<i>Names of Mentors</i>	<i>TIP Courses Accomplishment Date</i>	<i>Remarks</i>

Based on the mentors' individual progress reports, what are the top three strengths of the newly-hired teachers in your school?

1. _____
2. _____
3. _____

Based on the mentors' individual progress reports, what are the top three points for improvement of the newly-hired teachers in your school?

1. _____
2. _____
3. _____

Based on the mentors' consolidated report on the monitoring and evaluation of the program implementation, what are the top three issues and concerns in the TIP implementation experienced in your school?

<i>Issues and Concerns Encountered</i>	<i>Solutions</i>	<i>Recommendations</i>

Instructions: Discuss your answers to the following open-ended questions. Please cite examples and specify portions of the courses as much as possible.

1. What are some of your school's best practices in coaching and mentoring the newly-hired teacher/s?
2. What interventions, resources and other activities helped in the conduct of the TIP in your school?
3. Are there general points for improvement of the TIP **implementation** which you would like to suggest? If yes, please specify below.

Enclosure 3. IPBT M&E Form for SDO Coordinators

(to be submitted to NEAP-R at the end of TIP Year 1)

Date submitted: _____

Part I. Personal Information

Division: _____
 Name of TIP Coordinator: _____
 Position/Designation: _____
 Email address: _____
 Contact Number: _____
 School Year: _____
 Number of Newly-hired Teachers in the Division for Current School Year: _____

Part II. Progress Monitoring

<i>Number of Newly-Hired Teachers</i>	<i>Number of Successful TIP Year 1 completers</i>	<i>Remarks</i>

Based on the school heads' progress reports, what are the top three strengths of the newly-hired teachers in your division?

1. _____
2. _____
3. _____

Based on the school heads' progress reports, what are the top three points for improvement of the newly-hired teachers in your division?

1. _____
2. _____
3. _____

Part III. Monitoring and Evaluation of the Program Implementation

Based on the mentors' consolidated report on the monitoring and evaluation of the program implementation, what are the top five issues and concerns in the TIP implementation experienced in your school?

<i>Issues and Concerns Encountered</i>	<i>Solutions</i>	<i>Recommendations</i>

Instructions: Discuss your answers to the following open-ended questions. Please cite examples and specify portions of the courses as much as possible.

1. What are some of your division's best practices in coaching and mentoring the newly-hired teacher/s?
2. What interventions, resources and other activities helped in the conduct of the TIP in your division?
3. Are there general points for improvement of the TIP **implementation** which you would like to suggest? If yes, please specify below.