



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**

March 2, 2021

**DIVISION MEMORANDUM**

No: 56 s. 2021

**VALIDATION OF TEACHER INDUCTION PROGRAM COMPLETERS- BATCH 2018 AND 2019**

To: All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Others Concerned

- In line with the upcoming Awarding of Successful Completers of the Teacher Induction Program (TIP) of Batch 2018 and 2019, this Office through the School Governance and Operations Division (SGOD) - Human Resource Development Section (HRDS) reminds the conduct of validation and final checking of TIP modules.
- The following are the tasks of all persons responsible in the program:

Persons Responsible	Role	Tasks	Expected Output	Timeline
School Heads	School TIP Coordinator	Coordinates the conduct of checking and validation/evaluation of modules	Validated Modules	March 20, 2021
Master Teachers/Head Teachers	TIP Mentor	Update the TIP tracking google sheet	Updated TIP tracking google sheet	
Teachers	TIP Mentees	Accomplish the modules -Initiate conduct of technical assistance from mentors	Accomplished Modules	
PSDSs	Lead person in the district	Recommend/submit names of one best TIP mentee per district, per batch based on the teachers' rating in the TIP and attitude in the entire duration of the implementation of the program.	List of best TIP mentee	March 23, 2021
HRDS	Division TIP Coordinators	Initiate the conduct of the awarding program	Implementation reports	Quarterly

- The link to access the google sheets will be reposted on the school heads' Facebook group chat. Qualifiers for the issuance of Certificate of Completion will be based on the list extracted from the google sheets.



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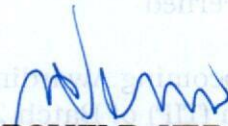


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Issued on 12/27/2019

4. The format for the submission of best TIP mentees is as follows:

Batch	Name	Position	School	District	M/F
2018					
2019					

- Please see Enclosure 1 for the rubrics.
- The schedule of the awarding program will be announced in a separate memorandum.
- For any other information or queries relative to TIP, please contact the HRDS Office at cellphone numbers **0939-123-7027/0925 789 2215** or through email address **hrddepedbaguio@gmail.com**
- For information, guidance and compliance.

  
**MARIE CAROLYN B. VERANO, CESO V**  
 Schools Division Superintendent

jtb/ validation of TIP modules / 3/1/21

Persons Responsible	Role	Tasks	Expected Output	Timeline
School Heads	School TIP Coordinator	Coordinates the conduct of checking and validation/evaluation of modules	Validated Modules	March 20, 2021
Master Teachers/Head Teachers	TIP Mentor	Update the TIP teaching google sheet	Updated TIP teaching google sheet	
Teachers	TIP Mentees	Accomplish the modules	Accomplished Modules	
PSDS	Lead person in the district	Recommend student names of one best TIP mentee per district based on the teachers' rating in the TIP and attitude in the course duration of the implementation of the program.	List of best TIP mentees	March 23, 2021
HRDS	Division TIP Coordinators of the awarding program	Initiate the conduct of the awarding program	Implementation reports	Quarterly



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Enclosure 1- RUBRICS IN RATING TEACHER INDUCTION PROGRAM MODULES

<b>CRITERIA</b>	<b>EXCELLENT (5)</b>	<b>VERY SATISFACTORY (4)</b>	<b>SATISFACTORY (3)</b>	<b>MARGINAL (2)</b>	<b>UNSATISFACTORY (1)</b>
Correctness of Outputs (30 %)	Output is 100 % correct	Output is 90 -99 % correct	Output is 80-89 % correct	Output is 70-79 % correct	Output is 50-69 % correct
Implementation (30 %)	Modules were implemented successfully without supervision	Modules were implemented with least supervision	Modules were implemented with little supervision	Modules were implemented with full supervision from mentors	Modules were implemented with full supervision but are not properly implemented
Completion of the Module (30 %)	Modules are 100 % completely accomplished	Modules are 95-99 % accomplished	Modules are 90-94 % accomplished	Modules are 85-89 % accomplished	Modules are 80-84 % accomplished
Timeliness (10 %)	Requirements are submitted three days before the prescribed timeline	Requirements are submitted two days before the prescribed timeline	Requirements are submitted on the day of the prescribed timeline	Requirements are submitted one day after the prescribed timeline	Requirements are submitted two days the prescribed timeline
<b>Total- 100 %</b>					