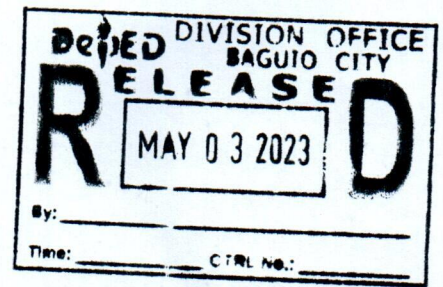




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



May 3, 2023

**DIVISION MEMORANDUM**

No. 171 s. 2023

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

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

1. Pursuant to Regional Memorandum No. 197, s. 2023, Re: Submission of Reports and Compliance to Other Activities Related to the Pilot Implementation of the Induction Program for Beginning Teachers (IPBT), this is to inform the field on the submission of the following reports on or before **May 14, 2023** using the templates from [bit.ly/IPBTPilotTemplates](http://bit.ly/IPBTPilotTemplates):
  - A. IPBT M and E Form for Mentors (Enclosure 1)
  - B. IPBT M and E Form for School Heads (Enclosure 2)
2. Accomplished M & E form shall be sent in a drop box via google shared in the district group chat through the Public Schools District Supervisors (PSDSs). To be consolidated by the IPBT focal for reporting at NEAP-CAR.
3. In addition, all PSDSs shall ensure that beginning teachers undergoing Year 1 of the IPBT program, mentors and school heads are able to answer the required implementation survey in the provided links sent through respective group chats before **May 19, 2023**.
4. For inquiries and clarifications, please contact the Division IBPT Focal person, Jovelyn Balantin at CP no. **0939 1237027**.
5. Immediate dissemination and compliance of this Memorandum is directed.

**SORAYA T. FACULO, PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC- Schools Division Superintendent

For the OIC- Schools Division Superintendent:

**CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI**  
Assistant Schools Division Superintendent



# 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: \_\_\_\_\_

Names of Newly-hired Teachers	Names of Mentors	TIP Courses Accomplishment Date	Remarks
		04-03-2023	

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?

Issues and Concerns Encountered	Solutions	Recommendations

**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.