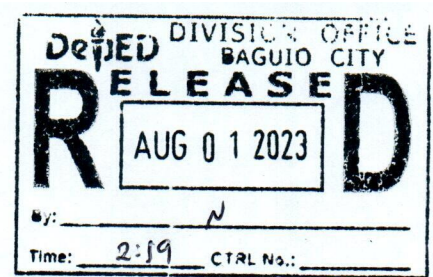




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



April 29, 2023

Division Memorandum

No: **303-2023**


**THE PIVOTAL ROLES OF MENTORS IN THE IMPLEMENTATION OF
INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT): A DIVISION LAC SESSION**

To: ALL CHIEF EDUCATION SUPERVISORS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
ELEMENTARY AND SECONDARY PUBLIC SCHOOL HEADS
OTHERS CONCERNED

1. Relative to the implementation of Induction Program for Beginning Teachers and in compliance with DepEd Order No. 43, s. 2017 on the Teacher Induction Program Policy, SDO- Baguio through the School Governance and Operations Division- Human Resource Development Section shall conduct a Division Learning Action Cell (LAC) to TIP coordinators/mentors on **August 10-11, 2023** at Ecolodge, Upper Rex Hall, Magsaysay Avenue, Baguio City
2. The activity aims to:
 1. Orient the TIP mentors on their roles in the IPBT program.
 2. Spearhead the development of a three year coaching plan.
 3. Initiate the provision of support, guidance, and orientation for beginning teachers during the transition into their first teaching jobs.
 4. Infuse knowledge on the application of coaching and mentoring skills for beginning teachers.
3. Please see attached enclosures for the list of participants (Enclosure 1) and the training matrix (Enclosure 2)
4. Participants are advised to bring their own laptops, extension cords on the second day of the activity.
5. Expenses relative to the conduct of this program shall be charged against HRTD/downloaded funds subject to the usual accounting and auditing rules and regulations.
6. For information, guidance and strict compliance.

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

For the Superintendent:


NIEVES D. EBANIO
Administrative Officer V



"HANDANG MAG SERBISYO"

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RU-19.2560.026

Enclosure 1: Participants

NAME	DESIGNATION	SCHOOL	DISTRICT
Matady C. Gao-an	Mentor	Crystal Cave ES	5
Hilda S. Padilla	Mentor	Irisan Elem. School.	7
Julia S. Samdao	Coord/mentor	Hillside NHS	3
Nieves Barbosa.	Mentor	Adiwang Es	5
Esperanza L. Rodriguez	Mentor	Dontogan ES	5
Romana K. Tuaca	Mentor	Quezon Hill ES	7
Sebia P. Batayan	Mentor	Fairview Elem. School	8
Rossana E. Puyao	Coordinator	Roxas NHS	5
Aurea D. Daweng	Coordinator/Mentor	Baguio City National Science HS	7
Danilo B. Bambico	Coordinator/Mentor	Baguio City SPED Center	3
Emely L. Caluza	Coordinator/Mentor	Camp 7 ES	3
Marilyn G. Sucte	Mentor	Alfonso Tabora Elementary School	9
Lilia G. Mayapit	Mentor	Pinsao National High School	8
George Jr B. Vidal	Coordinator/Mentor	Qurino Hill Elem. School	
Arlito G. Pecay	Coordinator/Mentor	Aguinaldo Elem. School	6
Valdazan C. Capuyan	Mentor	Jose P. Laurel ES	3
Maria Relinda G. Aquino	Mentor	Happy Hollow Elementary School	2
Marcelina A. Bulalit	Coordinator/Mentor	Rizal Elementary School	1
Rebecca A. Malaga	Coordinator/Mentor	Pinget Elementary School	9
Ludivina L. Guerrero	Coordinator/ Mentor	Dominican-Mirador Elem. School	6
Jackelene A. Pascaden	MT II/TIP mentor	Pinget NHS	9
Genar P. Tacay	HT 1 / Mentor	Rizal Elementary School-Liteng Extension	1
Rebecca T. Amlag	Coordinator	Sto. Tomas ES	5

Jenny B. Gumabay	Coordinator/Mentor	Brookspoint ES	4
Aida C. Alcedo	Coordinator/Mentor	Holy Ghost Ext ES	8
Johnny Kidian	coordinator	Irisan National High School	7
Rita P. Embang	Coordinator/Mentor	Elpidio R. Quirino Elementary School	7
Linda Longay	coordinator/mentor	baguio central school	6
Gertrudes P. Soliven	coordinator		
Vivian A. Olsim	coordinator	Manuel A. Roxas ES	5
Cherielyn C. Espregante	Mentor	Pines City National High School	5
Edith B. Laop	Coordinator/Mentor	Baguio City High School	
Dolores Comom	Coordinator/Mentor	Baguio City High School	
Jason P. Quinopez	Coordinator/Mentor	Doña Nicasia J. Puyat ES	
Phylis L. Lang- akan	Coordinator / mentor	Guisad Valley National High School	8
Jenelyn J. Agayo	Mentor/Coordinator	Rizal National High School	1
Janet Pascua	Mentor	Happy Hollow National High School	
Maria Relinda Aquino	Mentor/Coordinator	Happy Hollow Elementary School	

Rufina C. Isiguen	School TIPS Coordinator/Mentor	Quezon Hill National High School	7
Sandra Lyne G. Alicda	School TIPS Coordinator/Mentor	Lucban Elementary School	8
Rubielyn T. Garcia	Coordinator	San Carlos Heights Elementary School	7
Marily F. De Leon	Coordinator	Doña Aurora National High School	4
Nieves Domay Y. Toribio	TIP Coordinator/Mentor	Don Mariano Marcos ES	4
Mary Jane S. Arciaga	Coordinator	San Luis Elementary School	6
Beverly T. Wanawan	Coordinator	Lindawan National High School	1
Walter B. Oppod	Mentor	San Vicente National High School	10
claydee O.Acong	TIP coordinator	San Vicente Elem.Sch	10
JIMMY B. GARCIA JR.	Mentor	Springhills ES	2
Liza L. Polled	Mentoor	Gibraltar ES	1
Geraldine D. Sumipit	TIP coordinator	Pines City National High School	6
Teresita M. Baltazar	TIP coordinator	Magsaysay Elementary School	9
Rosemarie F. Manaol	Mentor	Pinsao Elem. School	8
Jorelyn P. Cuevo	Mentor/Coordinator	Pacday Quinio Elem. School	10
Lilybeth B. Balutoc	Mentor	Fort del Pilar National High School	2
Yolanda B. Chan	Mentor	Mabini Elem. School	4
Pacita E. Gawaen	Mentor	Mil-an NHS	
Adeline W. Basali	Mentor/Coordinator	Bakakeng Elementary School	10
Helen C. Acop	Mentor	Loakan ES	4
Jenny Ann A. Rosete	mentor	Bonifacio Elementary School	8
Eva Jackie Lou L. Badi	Coordinator/Mentor	Baguio Country Club Village ES	1
Myline S. Esteban	Coordinator/Mentor	Doña Aurora ES	4
Roselyn Ann C. Lapena	Coordinator/Mentor	Kias Elementary School	2



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SDO-BAGUIO CITY

Enclosure 2: TRAINING MATRIX

TITLE OF TRAINING: The Pivotal Roles of Coaches in the Implementation of IPBT

Date of Conduct: August 10-11, 2023

Terminal Objective/s: At the end of the activity, the participants will be able to:

1. Describe the crucial roles of Master Teachers in the IPBT program.
2. Develop a three year coaching plan for in the implementation of IPBT.
3. Apply relevant approaches to produce better output.
4. Provide support, guidance, and orientation for beginning teachers during the transition into their first teaching jobs.
5. Gain knowledge on the application of coaching and mentoring skills for beginning teachers.

TIME	SESSION TITLE	SESSION OBJECTIVES	METHODOLOGY	EXPECTED OUTPUT	FACILITATOR/ RESOURCE SPEAKER	REMARKS
Day 1-August 10						
Session 1 8:30- 10:00	Implementing Guidelines of Induction Program for Beginning Teachers (IPBT)	1. Gain knowledge and understanding on the rationale, scope and framework of the implementing guidelines of IPBT. 2. Demonstrate understanding of the processes and practices of the IPBT implementation.	Lecture	Relevant insights as mentors	JOVELYN T. BALANTIN SEPS-HRD/IPBT Coordinator	
10:00-10:20 - HEALTH BREAK						

Session 2 10:20- 12:00	The Stages of a Successful Mentoring Program	Establish a trusting relationship with accountability and responsibility from the mentor and mentee.	Lecture	Accountabilities and Responsibilities of IPBT Mentors	JERRY C. YMSON EPS- SGOD	
Session 3 1:00- 4:00	Coaching and Mentoring Practices of Master Teachers towards Effective Implementation of IPBT	Create a learning environment where their trainees can progress and thrive in the public school system.	Lecture Simulation Activity	Simulation Activities	DEXTER ANDRES EPS- NEAPR	
Day 2- August 11						
8:30- 9:00	The Enhanced TIP Course books					
9:00- 11:00	Workshop: Preparation of three year IPBT implementation plan	Prepare IPBT implementation plan	Workshop	IPBT Implementation Plan		
11:00- 12:00	Presentation of Schools IPBT Implementation Plan	Exemplify mastery on the implementation of IPBT plan	Output presentation	IPBT Implementation Plan	One representative per district	
12:00-1:00- Lunch Break						
1:00- 3:00	The Roles and Responsibilities of the IPBT Mentoring Team	Gain understanding on the Roles and Responsibilities of the IPBT Mentoring Team	Lecture		JOVELYN BALANTIN	
3:00- 4:00	Ways Forward/Closing Program					