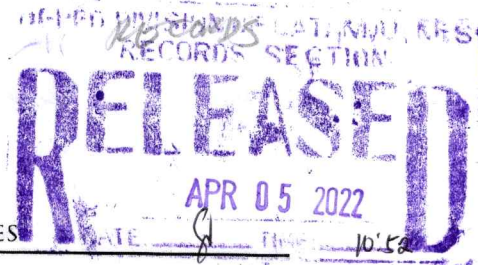




Republic of the Philippines
Department of Education
REGION V
SCHOOLS DIVISION OFFICE OF CATANDUANES



March 31, 2022

DIVISION MEMORANDUM

No. 170 s. 2022

**DIVISION CAPACITY BUILDING ON THE IMPLEMENTATION OF
INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
Unit/Section Heads
All others concerned

1. To align with NEAP's goal of developing a fully integrated professional development program, the Teacher Induction Program (TIP) was transferred from the Teacher Education Council (TEC) Secretariat to NEAP. It is for this reason that the TIP, as implemented by D.O. No. 43, s. 2017, needs to be revisited. After a series of consultative workshops with teachers and field implementers, TIP will be renamed to Induction Program for Beginning Teachers (IPBT).
2. This revision from TIP to IPBT is aimed to i) strengthen the orientation for teacher inductees; ii) review the program modules to streamline content and avoid duplication of content topics; iii) make monitoring and evaluation systematic, organized, and relevant; and iv) adapt a detailed implementation plan.
3. In line with these changes and the memorandum signed by USEC Atty. Nepomuceno Malaluan dated January 21, 2022 titled Orientation on the Pilot Implementation of Induction Program for Beginning Teachers, the Schools Division Office of Catanduanes through the SGOD-Human Resource Development will conduct the **Division Capacity Building on the Implementation of Induction Program for Beginning Teachers (IPBT) on April 25-26, 2022** in a venue to be announced in a separate advisory.
4. Objectives of this activity are:
 - a. To orient PSDS, selected School Heads and Master Teachers on the implementation of IPBT.
 - b. To provide guidelines on the roles and responsibilities of the persons involve in the IPBT.



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- c. To guide Districts/Schools in planning for their District/School orientation.
5. Participants to this one-day activity will serve as the Training Team during the conduct of District/School Orientation on IPBT charged to local/district/school MOOE.
6. Participants to this activity are the following:

April 25, 2022 (Elementary)		
PSDS	All Public-School District Supervisors	17 pax
Selected Schools Heads	PSDS must select 1 School Head from their respective district	20 pax
Selected Master Teacher	PSDS must select 1 Master Teacher from their respective district	20 pax
April 26, 2022 (Secondary)		
School Heads	All School Heads of Secondary Schools	43 pax
Master Teachers	School Heads will select 1 Master Teacher in their respective school	43 pax
	TOTAL	143 pax

7. This activity is charged to SGOD-HRTD fund subject to the usual accounting and auditing rules.
8. Enclosed in this memorandum are the Program Management Team and the Training Matrix.
9. For information, dissemination, and compliance.


SUSAN S. COLLANO
Schools Division Superintendent



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Program Management Team

Executive	1	SDS Susan S. Collano
	2	ASDS Ma. Luisa T. Dela Rosa
	3	SGOD-Chief Mary Jean S. Romero
Training Manager/Learning Faci	4	Elizabeth Urbano
Learning Facilitators	5	Anjo Tugay
Master of Ceremonies	6	Imaculte Latorre
Monitoring & Evaluation	7	Sarah S. Chiong
Support Staff	8	Jekyl S. Bonavente
	9	Dave Tantiado
Nurse-on-duty	10	Ahdel Idanan
Nurse-on-duty	11	Erma Pampanga



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Time	Activity	Person In Charge
07:30-08:00 AM	Arrival & Registration	Jekyl Bonavente
08:00-08:30 AM	Preliminaries National Anthem Prayer Catandungan Hymn	AVP
	Acknowledgment of Participants	Imaculate Latorre
	Welcome Remarks	Chief Mary Jean S. Romero
	Message	ASDS Ma. Luisa T. Dela Rosa
	Message	SDS. Susan S. Collano
08:30-10:00 AM	IPBT Guidelines and Procedures	Elizabeth Urbano
10:00-11:00 AM	Timeline of IPBT	Anjo G. Tugay
11:00-12:00 AM	Roles and Responsibilities	Mary Jean Romero
12:00-01:00 PM	Lunch	
01:00-02:00 PM	Roles and Responsibilities	Mary Jean Romero
02:00-03:00 PM	IPBT Quizzes under PD LMS	Elizabeth S. Urbano
03:00-04:00 PM	District/School Planning of IPBT Rollout (Workshop)	Anjo Tugay
04:00-04:30 PM	Presentation of the Planned Rollout	School/District
04:30-04:45 PM	Monitoring & Evaluation	Sarah S. Chiong
04:15-05:00 PM	Ways Forward. Announcements.	Elizabeth S. Urbano
05:00-05:30 PM	Closing Remarks	Mary Jean S. Romero
	Photo Documentation	Dave Tantiado
	Distribution of Certificates	Dave Tantiado
	Master of Ceremonies	Imaculate Latorre
	Nurse-on-duty	Ahdel Idanan
	Nurse-on-duty	Erma Pampanga



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