



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

October 3, 2023


REGIONAL MEMORANDUM

No. 1006, s. 2023

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

**CONDUCT OF IMPLEMENTATION AND OTHER ACTIVITIES RELATED TO THE
INDUCTION PROGRAM FOR BEGINNING TEACHERS**

1. In reference to the communication received from the Professional Development Division, DepEd Central Office dated September 23, 2023, this Office informs the field of the above-captioned subject.
2. Following the provisions of DO 11, s 2019 or the Implementation of the NEAP Transformation, NEAP is mandated to take charge of the design, development, and delivery of programs supporting teachers and school leaders. This includes the induction program for all newly hired teachers in becoming effective and efficient in performing his or her functions as a full-pledged DepEd personnel.
3. Relative to this, DepEd NCR shall ensure that Schools Division Offices (SDOs) collate data on the schools and number of newly hired teachers who will start their induction for SY 2023-2024. Links to the regional trackers, as well as coursebooks and monitoring forms, can be accessed through **bit.ly/neapecteacherinduction**.
4. Program implementers, ie., regional and division focal persons, school heads and master/head teachers, who will be implementing the program for SY 2023-2024 are instructed to register **bit.ly/ipbt2023orientation** for the clustered virtual orientation on October 17-20, 2023.
5. For more information and clarifications, please contact Ms. Richie Vesagas of DepEd Central Office through email **pdd.pdi@deped.gov.ph** or at telefax number (02) 8715-9919 NEAP- Professional Development Division
6. Immediate dissemination of and appropriate action on this memorandum is desired


WILFREDO E. CABRAL, CESO III
Regional Director



Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 4



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



DepEd NCR HRDD-NEAP <hrdd.ncr@deped.gov.ph>

Fwd: CONDUCT OF THE IMPLEMENTATION AND OTHER ACTIVITIES RELATED TO THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

2 messages

Deped National Capital Region <ncr@deped.gov.ph>
 To: HRDD-NEAP NCR <hrdd.ncr@deped.gov.ph>, Hajji Palmero <hajji.palmero@deped.gov.ph>
 <records.ncr@deped.gov.ph>, Willie CABRAL <willfredo.cabral@deped.gov.ph>

Sat, Sep 23, 2023 at 4:07 PM



----- Forwarded message -----

From: Professional Development Division <neap-pd4@deped.gov.ph>

Date: Fri, Sep 22, 2023 at 4:43 PM

Subject: CONDUCT OF THE IMPLEMENTATION AND OTHER ACTIVITIES RELATED TO THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

To: region1@deped.gov.ph <region1@deped.gov.ph>, region2@deped.gov.ph <region2@deped.gov.ph>, Department of Education Regional Office III <region3@deped.gov.ph>, DepEd Region IV-A CALABARZON <region4a@deped.gov.ph>, Mimaropa Region <region5@deped.gov.ph>, DepEd Region VI Western Visayas <region6@deped.gov.ph>, DepEd Region VII Central Visayas <region7@deped.gov.ph>, region8@deped.gov.ph <region8@deped.gov.ph>, DepEd RO-IX ZamPen <region9@deped.gov.ph>, Department of Education Region 10 <region10@deped.gov.ph>, DepEd XI Davao Region <region11@deped.gov.ph>, DepEd XII Soccsksargen <region12@deped.gov.ph>, DepEd Region XIII CARAGA <caraga@deped.gov.ph>, DepEd Cordillera Administrative Region <car@deped.gov.ph>, ncr@deped.gov.ph <ncr@deped.gov.ph>, orinan.bonano@deped.gov.ph <orinan.bonano@deped.gov.ph>, <loribel.castales@deped.gov.ph>, William Bacani <william.bacani@deped.gov.ph>, <eduarda.zapanta@deped.gov.ph>, Florinda Dimansana <florinda.dimansana@deped.gov.ph>, SANCHIA NACION <sanchia.nacion@deped.gov.ph>, SUSAN SEVERINO <susan.severino@deped.gov.ph>, Misael Borjonja <misael.borjonja@deped.gov.ph>, ALEJANDRA LAGUMBAY <alejandra.lagumbay@deped.gov.ph>, Marietta Anhaw <marietta.ahaw@deped.gov.ph>, Antonia Tayag <antoniatayag01@deped.gov.ph>, <erlene.rosa@deped.gov.ph>, <reemaryn.banigan@deped.gov.ph>, <emmy.enolpe@deped.gov.ph>, FLODELIZA DALIN <floreldaliza.dalin@deped.gov.ph>, <rosita.agnese@deped.gov.ph>, <hajji.palmero@deped.gov.ph>
 CC: National Educators Academy of the Philippines Office of the Director <neap-nc@deped.gov.ph>, MARIFE MORCILLA <marife.morcilla02@deped.gov.ph>, Richie Carla Vesagas <richie.vesagas@deped.gov.ph>, Dustin Troy Joson <dustintroy.joson@deped.gov.ph>, Ma. Carmila Clave <ma.clave@deped.gov.ph>, Jerson Capuyan <jerson.capuyan@deped.gov.ph>, Florentino Varron Jr <florantino.varron@deped.gov.ph>

Good Day from the National Educators Academy of the Philippines!

- Following the provisions of DO 11, s. 2019 or the Implementation of the NEAP Transformation, NEAP is mandated to take charge of the design, development, and delivery of programs supporting teachers and school leaders. This includes the induction program for all newly hired teachers which encompasses the support mechanisms put in place to assist newly hired teachers in becoming effective and efficient in performing his or her functions as a full-fledged DepEd personnel.
- Field implementers shall continue to use the existing PPST-based coursebooks and materials in the induction of new teachers. Beginning teachers who have participated in the pilot implementation and have completed all Year 1 activities and coursebooks shall continue with the Year 2 and 3 of the program. Please see Enclosure 1 for the summary of activities.
- Expenses for the school-based induction activities shall be charged to the school MOOE, subject to the usual accounting and auditing rules and regulations.
- Relative to this, regional offices (RO) shall ensure that Schools Division Offices (SDOs) collate data on the schools and number of newly hired teachers who will start their induction for SY 2023 - 2024. Links to the regional trackers, as well as coursebooks and monitoring forms, can be accessed from bit.ly/ncapteacherinduction.



Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: http://www.depedncr.com.ph

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	2 of 4



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

10/2/23, 1:21 PM Department of Education Mail - Fwd: CONDUCT OF THE IMPLEMENTATION AND OTHER ACTIVITIES RELATED TO THE I...

5. ROs shall submit the accomplished data sheet on or before **September 29, 2023**. The submitted data will be valuable in the subsequent reorientation of program implementers and other funding considerations regarding the program.
6. In addition, ROs and SDOs must strengthen monitoring of the implementation and ensure the timely submission of monitoring forms. Monitoring details are summarized in Enclosure 2.
7. Program implementers, i.e., regional and division focal persons, school heads and master/head teachers, who will be implementing the program for SY 2023-2024 are instructed to register at bit.ly/ipbt2023orientation for the clustered virtual orientation on October 17-20, 2023.
8. For more information and clarifications, please contact Ms. Richie Vesagas of the National Educators Academy of the Philippines-Professional Development Division, Department of Education at DepEd Central Office, Room 211 Mabini Building, DepEd Complex, Meralco Ave., Pasig City through email at pdd.pdi@deped.gov.ph or at telefax number (02) 8715-9919.
9. For your information and strict compliance.

Enclosure 1: Summary of IPBT Activities for Beginning Teachers
Please access bit.ly/ncaptteacherinduction for the full copy of materials.

Year		Courses	In-school Mentoring	Other Activities	Possible MOVs
Year 1	Quarter 1	Orientation and Guide for Mentors and Teachers	Coaching and Mentoring	1 formal classroom observation every quarter LAC sessions Job-embedded learning Other relevant PD programs (e.g. INSET)	Mentoring schedule or agreements Accomplished and checked coursebooks Passing scores of summative quizzes Signed Course Completion Certificates Signed COTs Performance Monitoring and Coaching Forms
		Coursebook 1	Differentiated Supervision		
	Quarter 2	Coursebook 2	Submission of outputs and exit quizzes to be checked by the mentors. Feedback will be discussed with the mentees.		
		Mainstreamed Learning Delivery Modalities (LDM) modules			
	Quarter 3	Coursebook 3			
		Coursebook 4			
Quarter 4	Coursebook 5				
	Coursebook 6				
End of SY: Submission of Year 1 Portfolio					
Year 2			Coaching and Mentoring Differentiated Supervision	1 formal classroom observation every quarter LAC sessions Job-embedded learning Other relevant PD	LAC Reports PD Certificates Signed IPCRF-IDP

<https://mail.google.com/mail/u/1/?ik=3c2d61cef6&view=pt&search=all&permthid=thread-f:1777814942223135096&siml=msg-f:1777814942223...>



Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	3 of 4



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

10/2/23, 1:21 PM

Department of Education Mail - Fwd: CONDUCT OF THE IMPLEMENTATION AND OTHER ACTIVITIES RELATED TO T

				programs
End of SY: Submission of Year 2 Outputs embedded in the RPMS Portfolio				
Year 3			Coaching and Mentoring Differentiated Supervision	1 formal classroom observation every quarter LAC sessions Job-embedded learning Other relevant PD programs
End of SY: Submission of Year 3 Outputs embedded in the RPMS Portfolio				
Completion Ceremony				

Enclosure 2: Monitoring and Evaluation Details

Please access bit.ly/ncrteacherinduction for the downloadable copy of the forms.

M&E Document	Person Responsible	Submission Details
Coursebook Exit Quizzes lodged in the National Education Portal (training.deped.gov.ph)	IPBT Mentee	certificate indicating passing score to be submitted to mentor
IPBT Portfolio (physical or digital)	IPBT Mentee	to be submitted to mentor and school head at the end of each SY
M&E Form for Mentors	IPBT Mentor	to be submitted to the School Head at the end of each SY
M&E Form for School Heads	School Head	to be submitted to the Division IPBT Coordinator at the end of each SY
M&E Form for Division Coordinators	IPBT Division Coordinators	to be submitted to NEAP-R at the end of each SY

Please acknowledge receipt of this email. Thank you and GOD bless.

Respectfully,

--



Misamis St., Bago Bantay, Quezon City

Email Address: ncr@deped.gov.ph

Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	4 of 4