



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

February 20, 2023

DIVISION MEMORANDUM
No. 0751, s. 2023

**DIVISION-BASED ONSITE MONITORING, VALIDATION, AND PROVISION OF
TECHNICAL ASSISTANCE ON THE IMPLEMENTATION OF INDUCTION
PROGRAM FOR BEGINNING TEACHERS (IPBT) YEAR 1**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Education Program Supervisors/District Adopters
Public Schools District Supervisors/Principals In-Charge
District IPBT Focal Persons
Public Elementary and Secondary School Heads
IPBT Mentors
Beginning Teachers
All Others Concerned

1. To ascertain the successful implementation of Induction Program for Beginning Teachers (IPBT) Year 1 which started in August 2022 and will end in June 2023, this Office, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS) shall conduct onsite monitoring and validation on the status and progress of completion of self-paced course books and provision of technical assistance to inductees, mentors, and school heads of identified schools and districts (see attached schedule) from February to June 2023.
2. This job-embedded learning-related activity aims to:
 - a. track the status and progress of completion of IPBT self-paced course books by the newly hired teachers/inductees;
 - b. monitor the various job-embedded learning practices of School Heads and Mentors to effectively provide technical assistance among newly hired teachers;
 - c. check on the beginning teachers' experiences and challenges encountered in accomplishing the course books and the mentorship of their mentors and school heads;
 - d. document the challenges and best practices on the implementation of the program.
3. School Heads are reminded to observe austerity measures and existing polices on the non-disruption of classes during the conduct of the monitoring/validation.





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4. Expenses incurred in the conduct of the activities such as travel/transportation and other expenses by the Division monitors and validators shall be charged against HRD Program Support Fund (PSF)/IPBT Fund/Division MOOE/local fund subject to the usual accounting rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.


LANI H. CERVANTES, CESQ VI
Schools Division Superintendent 

RELEASED


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Enclosure No. 1 to DM 001, s. 2023**SCHEDULE OF VISIT TO SCHOOLS**

Date	District
February 21, 2023	Palapag I Palapag II Palapag III
February 22, 2023	Mapanas Gamay I
February 23, 2023	Gamay II Lapinig
February 24, 2023	Pambujan I*
March 1, 2023	San Roque*
March 2, 2023	Lope de Vega*
March 3, 2023	Bobon*
March 16, 2023	Catubig I Catubig II
March 17, 2023	Catubig III Las Navas I
March 30, 2023	Las Navas II
March 31, 2023	Silvino Lubos
April 20, 2023	Laoang I Laoang II
April 21, 2023	Laoang IV Laoang V
May 4, 2023	Catarman I Catarman II Catarman III
May 5, 2023	Pambujan II
May 25, 2023	Catarman IV Catarman V Catarman VI
May 26, 2023	Mondragon I Mondragon II Mondragon III
June 1, 2023	San Jose Rosario Lavezares I Lavezares II
June 2, 2023	Allen I Victoria San Isidro I
June 8-9, 2023	Biri
June 14-16, 2023	Capul San Vicente

**Schools/ Districts to be visited by the Regional IPBT Monitoring and Validation Team on March 21-24, 2023*

IPBT Management Team

Position	Roles and Responsibilities
Schools Division Superintendent	<ul style="list-style-type: none"> Organizes IPBT Management Team composed of ASDS, CID and SGOD Chiefs, and HRD SEPS Designates the IPBT Manager and IPBT Coordinator Ensures integration of IPBT in the DEDP
Assistant Schools Division Superintendent	<ul style="list-style-type: none"> Co-leads in the planning and implementation of the IPBT in the Schools Division especially in the conduct of the Division Orientation for PSDSs, SEPS, Program Specialists, and Section Chiefs Division for the Orientation of School Heads and Mentors
School Governance and Operations Division Chief	<ul style="list-style-type: none"> Serves as the IPBT Manager in the Division Co-leads the planning and implementation of IPBT Provides TA to IPBT Implementers (school heads, mentors, mentees, and others) on administrative concerns
Curriculum Implementation Division Chief	<ul style="list-style-type: none"> Provides TA on curriculum concerns
Education Program Supervisors (SGOD)	<ul style="list-style-type: none"> Supervises and monitors the status and progress of the implementation of the program
Education Program Supervisors (CID)	<ul style="list-style-type: none"> Coordinates with the Public Schools District Supervisors in monitoring the implementation of IPBT at the school level Provides TA on curriculum concerns
HRD Senior Education Program Specialist/Education Program Specialist II	<ul style="list-style-type: none"> Maintains database of inductees Provides necessary resources to school heads for the implementation of IPBT Spearheads Monitoring and Validation on the implementation of IPBT Coordinates with the school head, mentors, and mentees about IPBT-related processes and concerns in the Schools Division Provides TA on the accomplishment of the course books
Public Schools District Supervisors	<ul style="list-style-type: none"> Coordinates with the District IPBT Focal Person and the School Heads in monitoring the implementation of IPBT at the school level
District IPBT Focal Person	<ul style="list-style-type: none"> Coordinates with the HRD SEPS/EPS II IPBT-related concerns

ROLES AND RESPONSIBILITIES OF SCHOOLS HEADS, MENTORS, AND BEGINNING TEACHERS

Position	Roles and Responsibilities
School Heads	<ul style="list-style-type: none"> Leads the IPBT Implementation at the school Provides school orientation on IPBT

	<ul style="list-style-type: none"> • Shows an appreciation of the mentoring relationship • Supports, encourages, and guides beginning teachers • Be involved in the selection of mentors and pairing of mentors with their mentees • Facilitates opportunities for partners to collaborate • Ensures consistency of the program • Promotes collaboration within the whole school • Considers new teacher assignments carefully
Mentor	<ul style="list-style-type: none"> • Attends the Orientation for In-School Mentors • Meets with the beginning teacher throughout the program • Familiarizes himself/herself with the IPBT Courses • Collaborates with the beginning teacher to provide support in completing the coursebooks • Provides insight, support, guidance, advice, encouragement, information and reflection • Assists in solving problems through coaching and mentoring • Provides feedback to the beginning teacher • Acts as a role model and confidante
Beginning Teacher	<ul style="list-style-type: none"> • Attends the IPBT Orientation • Finishes the IPBT Coursebooks and completes the required outputs • Participates in the IPBT activities • Meets regularly with mentor throughout the duration of the IPBT • Solicits advice as needed • Attends other in-service training throughout the program • Participates in an evaluation of the program