



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

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February 18, 2025

DIVISION MEMORANDUM  
No. **063** s. 2025

**REITERATION ON THE CONDUCT OF ACTIVITIES RELATED TO  
INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)**

To: Assistant Schools Division Superintendent  
Schools Governance and Operations Division Chief  
Curriculum and Implementation Division Chief  
Education Program Supervisors  
District Supervisors/Principals In-Charge  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DM-OUHROD-2023-1372, titled Conduct of Activities Related to the Induction Program for Beginning Teachers (IPBT), and in response to DepEd Order No. 11, s. 2019, or the Implementation of the National Educators Academy of the Philippines (NEAP) Transformation, which mandates NEAP to design, develop, and deliver programs supporting teachers and school leaders, this Schools Division, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), reiterates to all School Heads the need to conduct IPBT-related activities to their newly hired teachers.

2. Schools shall continue to use existing PPST-based coursebook and materials in the induction of new teachers. The link to the resource portal for implementers, including coursebooks, M&E forms for mentors, video tutorials, etc. can be accessed through this link:

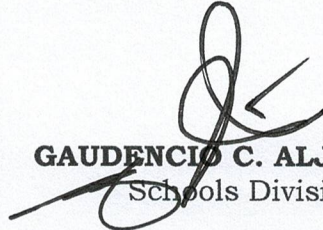
**<https://bit.ly/neapteacherinduction>**

3. Relative to this, the HRDS requests all District HRD Focal Persons to update their respective IPBT Trackers through the Google Sheet sent exclusively to the HRD District Partners group chat for purposes of onsite monitoring by the Division IPBT Team and identification of participants in the reorientation on the implementation of IPBT to IPBT mentors.

4. School Heads and Public Schools District Supervisors/Principals-In-Charge shall regularly monitor the conduct of IPBT activities of their respective jurisdictions.

5. Expenses for the school-based induction activities shall be charged to the school MOOE while SDO-based IPBT-related activities shall be charged to the existing HRTD fund, subject to the usual accounting and auditing rules and regulations.

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

  
**GAUDENCIO C. ALJIBE JR., PhD, CESO VI**  
Schools Division Superintendent

Enclosure: DM-OUHROD-2023-1372

References: As stated

To be indicated in the Perpetual Index under the following subjects:

IPBT  
NEAP  
PROFESSIONAL DEVELOPMENT

SGOD-HRDS-PRB

DepEd Northern Samar  
**RELEASED**

By: 

Date: FEB 19 2025



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-1372**

TO : **REGIONAL DIRECTORS**  
**SCHOOL DIVISION SUPERINTENDENTS**  
**HRDD CHIEFS**  
**NEAP-R FOCAL PERSONS**  
**SCHOOL HEADS**  
**ALL OTHERS CONCERNED**

FROM : **GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **CONDUCT OF ACTIVITIES RELATED TO THE INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)**

DATE : September 20, 2023

1. 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 full-fledged DepEd personnel.
2. 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 Years 2 and 3 of the program. Please see Enclosure 1 for the summary of activities.
3. Expenses for the school-based induction activities shall be charged to the school MOOE, subject to the usual accounting and auditing rules and regulations.
4. Relative to this, Regional Offices (RO) shall ensure that Schools Division Offices (SDOs) collate data on the schools and the 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/neapteacherinduction](http://bit.ly/neapteacherinduction).

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](https://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](mailto:pdd.pdi@deped.gov.ph) or telefax number (02) 8715-9919.
9. For your information and strict compliance.

**Copy furnished:**  
**[Usec. Revsee Escobedo]**  
[Undersecretary for Operations]

*[NEAP EPDDD/Vesagas]*

Enclosure 1: Summary of IPBT Activities for Beginning Teachers  
 Please access [bit.ly/neapteacherinduction](http://bit.ly/neapteacherinduction) for the full copy of the 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 schedules or agreements									
		Coursebook 1	Differentiated Supervision		Accomplished and checked coursebooks									
	Quarter 2	Coursebook 2	Submission of outputs and exit quizzes to be checked by the mentors. Feedback will be discussed with the mentees.		LAC sessions	Passing scores of summative quizzes								
		Mainstreamed Learning Delivery Modalities (LDM) modules			Job-embedded learning	Signed Course Completion Certificates								
	Quarter 3	Coursebook 3			Submission of outputs and exit quizzes to be checked by the mentors. Feedback will be discussed with the mentees.	Other relevant PD programs (e.g. INSET)	Signed COTs							
		Coursebook 4												
	Quarter 4	Coursebook 5						Submission of outputs and exit quizzes to be checked by the mentors. Feedback will be discussed with the mentees.	Other relevant PD programs (e.g. INSET)	Signed COTs				
		Coursebook 6												
	End of SY: Submission of Year 1 Portfolio										LAC Reports			
											PD Certificates			
Year 2				Coaching and Mentoring							1 formal classroom observation every quarter  LAC sessions  Job-embedded learning  Other relevant PD programs	Signed IPCRF-IDP		
				Differentiated Supervision										
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/neapteacherinduction](http://bit.ly/neapteacherinduction) for the downloadable copy of the forms.

<b>M&amp;E Document</b>	<b>Person Responsible</b>	<b>Submission Details</b>
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