

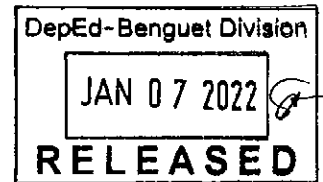


Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

January 6, 2022

DIVISION MEMORANDUM

No. 05, 2022



TO: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

SUBJECT: **MONITORING AND ASSESSMENT TOOL FOR TEACHER
INDUCTION PROGRAM IMPLEMENTATION IN THE SCHOOLS**

1. Pursuant to DepEd Order no. 43, s. 2017 re Teacher Induction Program Policy which aims to fully support the continuing professional development and progress of the newly hired teachers based on lifelong learning and the Department's commitment to the development of new and beginning teachers, the Division TIP team enjoins all schools with newly hired teachers to monitor and assess the implementation of Teacher Induction Program.
2. Monitoring of TIP implementation (enclosure 1) in the schools must be conducted quarterly for three consecutive school years from the date of teacher appointment.

Based on School Year	Due Date of Submission
Quarter 1	first week of quarter 2
Quarter 2	first week of quarter 3
Quarter 3	first week of quarter 4
Quarter 4	last week of quarter 4

3. The following personnel must take note of their roles and responsibilities in the conduct of TIP in the schools:

SCHOOL HEADS

- a. Serves as mentor;
- b. Ensures that mentoring is done regularly;
- c. Prepares and submits required TIP reports to the SDO not limited to profiles of newly hired teachers and monitoring tool.

MASTER TEACHERS, DEPARTMENT HEADS, AND HEAD TEACHERS may also serve as mentors to newly hired teachers.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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ALL MENTORS

- a. Mentors to use different TIP learning activities – please refer to the modules and topics for teachers indicated in DO no. 43, s. 2017;
- b. Assess learning progress and performance using all tools provided by DepEd – not limited to IPCRF and COT;
- c. Prepares and submits assessment report and recommendations following enclosure 2;
- d. Mentors need not to wait for the Division wide conduct of Teacher Induction Program, instead initiate one on one or peer mentoring as needed.

NEWLY HIRED TEACHERS

- a. Attend the TIP session regularly and complete the program
 - b. Applies in the classroom what is learned in the TIP sessions
 - c. Submits a portfolio or a compilation of academic work and other evidences related to TIP.
4. School Year 2021-2022 shall be the coverage of the monitoring and assessment, while the batch of teacher inductees shall be from SY 2019-2020, SY 2020-2021, and SY 2021-2022.
 5. For questions and clarifications, please contact Xylene Grail Kinomis of the HRD Section or your District HRD Coordinators.
 6. Immediate and strict compliance to this memorandum is directed.


GLORIA B. BUYA-AO
Schools Division Superintendent

SGOD/LBA/hrds/xdk



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**Enclosure 1. MONITORING AND ASSESSMENT TOOL FOR TEACHER INDUCTION
PROGRAM IMPLEMENTATION IN THE SCHOOLS**

NOTE: IN LANDSCAPE FORMAT

- Upload reports (Microsoft word file) to this link <https://bit.ly/TIPMONITORING> or submit it to the HRD Section thru the records section on or before the due date

School Heading
(school name and district included)

School Year _____

Quarter: _____

A. For YEAR 1 Teacher Inductees (*teacher inductees on their first school year*)

No.	Name of Inductees	Date of Appointment	COT Rating	Specific Differentiated Supervision Applied	Remarks of Mentor on the Execution of mentee on the Module and topics by key stages (Refer to notes indicated below and to DO 43, s. 2017)	Name of Mentor	Recommendations of mentor

Note: Quarter 1: execution of modules 1,2, and topics by key stages
 Quarter 2: execution of modules 3,4, and topics by key stages
 Quarter 3: execution of modules 5,6, and topics by key stages
 Quarter 4: over-all remarks / evaluation



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B. For YEAR 2 Teacher Inductees (*teacher inductees on their second school year*)

No.	Name of Inductees	Date of Appointment	COT Rating	Specific Differentiated Supervision Applied	Assessment and recommendation/s of mentor to mentee	Name of Mentor

C. For YEAR 3 Teacher Inductees (*teacher inductees on their third school year*)

No.	Name of Inductees	Date of Appointment	COT Rating	Specific Differentiated Supervision Applied	Assessment and recommendation/s of mentor to mentee	Name of Mentor

Prepared by:

School Head



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