



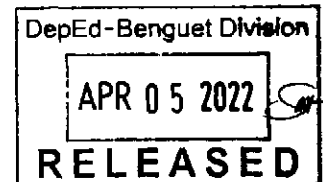
Republic of the Philippines  
**Department of Education**  
**Cordillera Administrative Region**  
**Schools Division of Benguet**

April 01, 2022

**DIVISION MEMORANDUM**

No. 112, s2022

TO: Office of the Schools Division Superintendent  
Curriculum Implementation Division  
School Governance and Operations Division  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads



**SUBJECT: GUIDELINES IN THE CONDUCT OF THE INDUCTION PROGRAM FOR BEGINNING TEACHERS SY 2021-2022 PILOT IMPLEMENTATION IN THE DIVISION**

1. In reference to the enhanced Teacher Induction Program or the Induction Program for Beginning Teachers guideline released by the Department and as oriented by NEAP Central Office, Regional Office, and SDO Benguet thru Project LIGAA; this office calls for the strict participation of all IPBT team members in the Division, Districts, and schools, especially mentors and mentees/inductees.
2. The following are the identified mentees / inductees required to comply with the guidelines of the enhanced TIP or IPBT specifically in the completion or accomplishment of the six (6) Coursebooks until June 2022:
  - a. All appointed or newly hired teachers who were not included in the batch 2018 Teacher Induction Program Completion Ceremony last February 24, 2022; and
  - b. All Appointed or newly hired teachers from January 2019 to February 17, 2022.
3. Identified mentors and/or School Heads together with their Public Schools District Supervisor must continue to ensure that the following are met during the conduct of the program:
  - a. All mentees have identified mentors;
  - b. Upload the LIST OF MENTEES AND MENTORS (Enclosure 1) in Excel format to this link <https://bit.ly/IPBTjune2022> on or before April 11, 2022;
  - c. All mentees must comply to the three major requirements before issuing the Course Completion Certification:
    - i. Accomplished Coursebook – all tasks are answered;



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- ii. Passed the summative assessment (12 points or 80% rating) given by NEAP-CO thru Professional Development Learning Management System (training.deped.gov.ph); and
  - iii. Completed the coursebook portfolio output.
  - d. Must accomplish the monitoring tools required for school heads and mentors as indicated in the IPBT coursebook guide on or before the third week of June 2022.
4. Mentors and mentees who will be rendering overtime during the weekends to comply with the required IPBT accomplishments due on June 2022 will be entitled to one service credit or COC per day. This will also ensure that inductees will render quality service to their learners on the weekdays, without disturbance or conflict from IPBT requirements. All concerned must judiciously fill-out their Daily Time Record, while the School Head shall prepare a letter of request addressed to the SDS for this purpose by the end of the program implementation.
5. This issuance repeals other issuances, rules and regulations, and provisions which are inconsistent with this mandate. These provisions shall be rescinded or modified accordingly
6. Immediate dissemination of this memorandum is highly directed.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

SGOD/LBA/hrds/xdk



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Enclosure 1:

District: \_\_\_\_\_

Name of School \_\_\_\_\_

Name of Inductee/ Mentee	Date of Appointment	Email address of Mentee/inductee	Name of Mentor/s	Contact number of Mentor/s	Email address of Mentor/s

Prepared by:

School Head



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