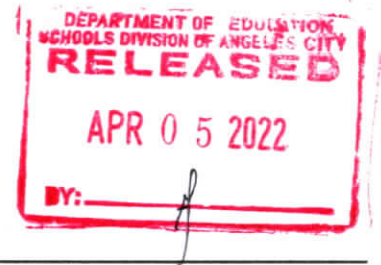


Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF ANGELES CITY



April 5, 2022

DIVISION MEMORANDUM

No. 142, s. 2022

TIMETABLE ON THE PILOT IMPLEMENTATION PROGRAM FOR BEGINNING TEACHER (IPBT)- ENHANCED TIP

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
OIC-Chief Education Supervisor, Curriculum Implementation Division
Heads, Public Elementary and Secondary Schools

1. Please be informed of the Timetable on the Implementation Program for Beginning Teacher (IPBT)- Enhanced TIP:

Activities	Schedules
1. Enrollment of Newly Hired Teachers SY 2021-2022 at Professional Development Information System Link: https://training.gov.ph	April 1-5, 2022
2. Submission of Schedule of TIP Coursebooks to SGOD HRD Unit (soft copy) Link: https://bit.ly/TIPCB	April 5, 2022
2. Accomplishment of TIP Coursebooks Link: https://bit.ly/TIPCoursebooks	April 5 – June 25, 2022
3. Submission of School Monitoring and Evaluation Form of IPBT to SGOD—HRD Unit	June 27, 2022

4. Attached are the enclosures for reference and guidance:
Enclosure 1 – Schedule in Accomplishing the TIP Coursebooks
Enclosure 2 – Teacher Induction Program (TIP) Certification of Course Completion
Enclosure 3 - Monitoring and Evaluation Form for Mentors
Enclosure 4 – Monitoring and Evaluation Form for School Heads
5. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.

[Signature]
MA. IRELYN P. TAMAYO PhD, CESO V *hh*
Schools Division Superintendent

CV 2022 - 124
Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101





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Enclosure 1 Schedule of TIP Coursebooks

Name of School: _____

Number of Newly Hired Teacher SY 2021-2022: _____

Name of Newly Hired Teacher SY 2021-2022	Name of Mentor	SCHEDULE IN ACCOMPLISHING THE TIP COURSEBOOKS						Remarks
		TIP Coursebook 1	TIP Coursebook 2	TIP Coursebook 3	TIP Coursebook 4	TIP Coursebook 5	TIP Coursebook 6	
1.								
2.								
3.								
4.								
5.								

Prepared by: _____
TIP Mentor

Noted by: _____
School Head



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Enclosure 2 TIP Certification of Course Completion

TIP
Certificate of
Completion
Template

Teacher Induction Program (TIP)
Certification of Course Completion

This is to certify that _____, newly-hired teacher from _____
_____, has fully accomplished Course _____ of the Teacher Induction

Program (TIP) by successfully completing the following requirements:

- _____ Accomplished TIP Coursebook
- _____ Summative Assessment Quiz with a score of 80% or above
- _____ Portfolio Outputs

I have checked the above requirements and found everything in order. He/she may now proceed to:

- ___ Course _____ of the program
- ___ Year 2 of the program.

Signed:

Noted by:



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Enclosure 3 Monitoring and Evaluation Form for Mentors

Teacher Induction Program (TIP)

Monitoring and Evaluation Form for Mentors

(to be submitted to the School Head at the end of TIP Year 1)

Date submitted: _____

Part I. Personal Information

School: _____
 Division: _____
 Name of Mentor: _____
 Contact Number/s: _____
 Email address: _____
 Position/Designation: _____
 Grade Level/s Being Taught: _____
 Subject Areas being Taught: _____
 Name of Newly-hired Teacher/s Being Mentored: _____
 School Year: _____

Part II. Progress Monitoring

(In case of more than one newly-hired teacher being mentored, please add sub-sections i.e. Part II. A. <name of newly-hired teacher>)

TIP Course	Date Accomplished	Summative Assessment Score	Remarks
1 - The DepEd Teacher			
2 - Gearing Up for the School Year			
3 - The PPST and its Aligned Systems and Tools			
4 - Translating the Curriculum into Classroom Practice			
5 - Responding to Community Contexts			
6 - Teachers' Professional and Personal Development			

What are the strengths of your mentee?

What are ways for improvement of your mentee?

Part III: Monitoring and Evaluation of the Program Implementation

Issues and Concerns Encountered	Solutions	Recommendations

1. What are your best practices in coaching and mentoring the newly hired teachers?
 2. What interventions, resources and other activities helped in the conduct of the TIP?
 3. Are there general points for improvement of the TIP implementation which you would like to suggest? If yes, please specify below.



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Enclosure 4 Monitoring and Evaluation form for School Heads

Teacher Induction Program (TIP)
Monitoring and Evaluation Form for School Heads

(to be submitted to the Division TIP Coordinator at the end of TIP Year 1)

Date submitted: _____

Part I. Personal Information

School: _____
 Division: _____
 Name: _____
 Contact Number/s: _____
 Email address: _____
 Position/Designation: _____
 School Year: _____
 Number of Newly-hired Teachers for Current School Year: _____

Part II. Progress Monitoring

Names of Newly-hired Teachers	Names of Mentors	TIP Courses Accomplishment Date	Remarks

Based on the mentors' individual progress reports, what are the top three strengths of the newly hired teachers in your school?

1. _____
 2. _____
 3. _____

Based on the mentors' individual progress reports, what are the top three points for improvement of the newly hired teachers in your school?

1. _____
 2. _____
 3. _____

Based on the mentors' consolidated report on the monitoring and evaluation of the program implementation, what are the top three issues and concerns of the TIP implementation experienced in your school?

Issue and Concerns Encountered	Solutions	Recommendations

Instructions: Discuss your answers to the following open-ended questions. Please cite examples and specify portions of the lessons as much as possible.

1. What are some of your school's best practices in coaching and mentoring the newly hired teachers?
2. What interventions, resources and other activities helped in the conduct of the TIP in your school?
3. Are there general points for improvement of the TIP implementation which you would like to suggest? If yes, please specify below.

