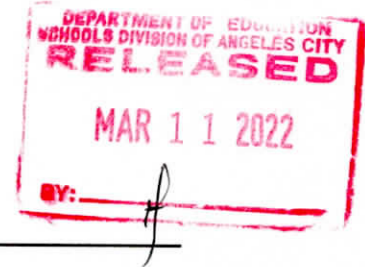




Republic of the Philippines  
**Department of Education**  
 Region III  
 SCHOOLS DIVISION OF ANGELES CITY



March 11, 2022

**DIVISION MEMORANDUM**

No. 099, s. 2022

**COMPOSITION OF THE IMPLEMENTATION PROGRAM FOR BEGINNING TEACHERS (IPBT) -ENHANCED TIP WITH ROLES AND RESPONSIBILITIES**

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. Consistent with D.O 43, s. 2017, the following are the members of the Composition of the Implementation Program for Beginning Teachers (IPBT)- Enhanced (TIP) Teacher Induction Program with their roles and responsibilities;

Ma. Irelyn P. Tamayo PhD, CESE	Schools Division Superintendent (SDO)
Fernandina P. Otchengco PhD	Asst. Schools Division Superintendent
Edgar L. Manabat PhD	SGOD- Chief Education Supervisor
Amando C. Yutuc PhD	CID – OIC, Chief Education Supervisor
Maria Tara D. Clemente	PSDS
Arcely G. Garcia	HRD- Senior Education Program Specialist
Aimee B. Berana	ALS- Education Program Specialist II

**Roles and Responsibilities**

**Schools Division Superintendent**

- a. Organizes IPBT Management Team composed of ASDS, CID and SGOD Chiefs, and HRD SEPS
- b. Designates the IPBT Manager and IPBT Coordinator
- c. Ensures integration of IPBT in the DED

**Assistant Schools Division Superintendent**

- a. 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**

- a. Serves as the IPBT Manager in the Division
- b. Co-leads the planning and implementation of IPBT
- c. Provides TA to IPBT Implementers (school heads, mentors, mentees, and others) on administrative concerns



CN 2022-083  
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**CID Chief**

Provides TA on curriculum concerns

**Public Schools District Supervisor**

Coordinates with the school head in monitoring the implementation of IPBT at the school level

**HRD Senior Education Program Specialist**

- a. Collects and consolidate data on the prospective inductees
- b. Coordinates with the school head, mentors, and mentees about IPBT related processes in the School Division

**ALS Education Program Specialist**

- a. Prepares and submits profile of prospective ALS inductee's (Time Frame: Before the actual TIP sessions)
- b. Coordinates with mentors and mentees on TIP- related processes involving ALS mobile teachers inductee/s

(Time Frame: Entire TIP life in the Division)

2. Immediate and wide dissemination of and strict compliance to this Memorandum is earnestly desired.

  
**MA. IRELYN P. TAMAYO PhD, CESE III**  
Schools Division Superintendent



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