



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

02 DEC 2025

DIVISION MEMORANDUM

No. 646, s. 2025

**INDUCTION PROGRAM FOR BEGINNING
TEACHERS (IPBT) COMPLETION CEREMONY**

To: Assistant Schools Division Superintendent
OIC-Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In accordance with Department Order No. 43, s. 2017 and NEAP Memorandum DM-OUHROD-2023-1372 relative to Induction Program for Beginning Teachers (IPBT), this initiative has been formalized to establish a systematic and comprehensive support framework for newly hired educators, ensuring their seamless integration into the teaching profession within the public school system. The program is rooted in the 2017 National Competency-Based Teacher Standards (NCBTS), the K to 12 Basic Education Program, and the TEC Law (RA 7784). Its primary objective is to enhance teachers' knowledge, skills, attitudes, and values (KSAVS), while also building their confidence in the classroom to produce effective, efficient educators who are passionately committed to nurturing every learner. In line with this mandate, the Teacher Education Council (TEC) has launched its flagship initiative to systematize a nationwide enhanced Induction Program for Beginning Teachers (IPBT).

2. A completion ceremony shall be conducted by each district to recognize inductees who have successfully completed the entire coursebooks and all other required IPBT outputs before the end of the school year 2025-2026.

Certificate of completion shall be awarded to teachers who satisfactorily completed the program cycle. Certificates shall be prepared



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by the Division IPBT Coordinator for the signature of the Schools Division Superintendent.

Names of recipients shall be uploaded to the designated folder via <https://bit.ly/IPBTCertificates-SDOCapiz-Bydistrict> using the template:

District: _____

Recipient	(First Name, MI, Last Name)
PSDS	
IPBT Coordinator	
Mentors	
Completers	

3. Attached are the templates for the *M&E Form* for the mentors, to be submitted to respective school heads before the completion ceremony and the *M&E Form* for the school heads, to be submitted to the division IPBT coordinator before the end of the school year.

4. Expenses relative to the conduct of the completion ceremony shall be charged against the MOOE of the school where the inductees and mentors are coming from, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Encl.: as Stated

Reference:

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

INDUCTION PROGRAM FOR TEACHERS

COMPLETION CEREMONY



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Enclosure 1

Induction Program for Beginning Teachers (IPBT)
Monitoring and Evaluation Form for Mentors
(to be submitted to the School Head before the completion ceremony)

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 Coursebook #	Date Accomplished	Summative Assessment Score	Remarks
Coursebook 1			
Coursebook 2			
LDM Module 2			
LDM Module 3A			



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LDM Module 3B			
Coursebook 3			
Coursebook 4			
Coursebook 5			
Coursebook 6			

What are the strengths of your mentee?

What are areas for improvement of your mentee?

Part III. Monitoring and Evaluation of the Program Implementation

<i>Issues and Concerns Encountered</i>	<i>Solutions</i>	<i>Recommendations</i>



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1. What are your best practices in coaching and mentoring the newly hired teacher/s?
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 2

Induction Program for Beginning Teachers (IPBT)
Monitoring and Evaluation Form for School Heads
(to be submitted to the Division IPBT Coordinator before the end of the school year)

Date submitted: _____

Part I. Personal Information

School: _____

Division: _____

Name: _____

Contact Number/s: _____

Email address: _____

Position/Designation: _____

School Year: _____

Number of Newly Hired Teachers For the Current School Year: _____

Part II. Progress Monitoring

Add rows as necessary.

Names of Newly Hired Teachers	Names of Mentors	Accomplishment Date (All Coursebooks done and certified)	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. _____



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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. _____

Part III. Monitoring and Evaluation of the Program Implementation

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

<i>Issues and Concerns Encountered</i>	<i>Solutions</i>	<i>Recommendations</i>



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

1. What are some of your school's best practices in coaching and mentoring the newly-hired teacher/s?
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.