



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

NO. 184, s. 2023

MAY 08 2023

**MONITORING ON THE COMPLETION OF THE INDUCTION PROGRAM  
FOR BEGINNING TEACHERS COURSE BOOKS (MODULES 1-6)  
AND SUBMISSION OF REPORTS**

To: OIC - Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. This Office, through the Human Resource Development Section will conduct the Monitoring of the Completion of the Induction Program for Beginning Teachers Course Books (Modules 1-6) and Submission of Reports on May 9-12, 2023.

2. The monitoring schedule and venue where newly hired teachers and mentors will congregate are detailed below.

Date & Time	Schools	Venue of Assembly
May 9, 2023 8:15 am - 9:30 am 9:31 am - 10:45 am 10:46 am - 12:00 noon	Kabankalan NHS Talubangi NHS Binicuil NHS	Kabankalan NHS
May 10, 2023 8:15 am - 9:30 am 9:31 am - 10:45 am 10:46 am - 12:00 noon	Florentino Galang Sr. NHS NOAC ES & Ballo ES Colambo ES & Hinapunan IS	Florentino Galang Sr. NHS
May 11, 2023 8:15 am - 9:30 am 9:45 am - 10:45 am 11:00 am - 12:00 noon	Matama ES & Tampalon NHS Tabugon NHS & Inapoy NHS Tapi ES & Tapi NHS	Tampalon NHS Tabugon NHS Tapi NHS
May 12, 2023 8:45 am - 9:45 am 10:00 am - 12:00 noon	Magballo ES Bantayan NHS, Bantayan NHS - Baras Diutay, & Locotan NHS	Magballo ES Bantayan NHS



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3. Schools are directed to prepare the following:
  - a). *Certificates of Completion for all six course books of all newly hired teachers,*
  - b). *Portfolio outputs of both mentors and newly hired teachers,*
  - c). *Summative Assessment proof of scores for all six courses, and;*
  - d). *Year 1 Monitoring and Evaluation Forms for Mentors and School Heads.* The templates can be downloaded from **[bit.ly/IPBTPilotTemplates](http://bit.ly/IPBTPilotTemplates)**.
4. In carrying out this activity, Public Schools District Supervisors and School Heads shall ensure that all newly hired teachers and mentors are able to submit all the necessary documents on the scheduled monitoring.
5. Furthermore, this Office reiterates that participation of teachers in extra-curricular activities is voluntary. The Public Schools District Supervisors and School Heads of the participating schools shall take full responsibility in ensuring compliance to DepEd Order No. 9, s. 2005 titled Instituting Measures to Increased Engaged Time-On Task.
6. Travel expenses of the participants are chargeable against School MOOE subject to availability and to the usual accounting and auditing rules and regulations.
7. For questions and/or clarification, contact Mr. Kean Von G. Yupracio, EPS II of the Human Resource Development, at 0916-6345-072.
8. Widest dissemination of and compliance with this Memorandum are desired.

**LEA C. BELLEZA EdD**

OIC - Assistant Schools Division Superintendent  
In-charge of the Division



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