



Republic of the Philippines  
Department of Education  
Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
City of Tacurong



**DIVISION MEMORANDUM**

SGOD No. 39, s. 2019

**TO:** *OIC - Assistant Schools Division Superintendent  
Chiefs, Curriculum Implementation and  
School Governance and Operations Divisions  
Education Program Supervisors  
Principals – in – Charge  
All Elementary and Secondary School Heads  
This Division*

**FROM:** **LEONARDO M. BALALA, CESE**  
Schools Division Superintendent

**SUBJECT:** **COMPOSITION OF THE DIVISION TEACHER INDUCTION  
PROGRAM (TIP) MANAGEMENT TEAM AND REITERATION OF  
THE PROVISIONS OF DepEd ORDER No. 43, s. 2017**

**DATE:** July 10, 2019

1. In reference to DepEd Order No. 43, s. 2017 entitled Teacher Induction Program Policy, the undersigned hereby organizes the Division Teacher Induction Program (TIP) Management Team to be composed of:

<b>Levi B. Butihen</b>	-	Assistant Schools Division Superintendent
<b>Arlene Rosa G. Arquiza</b>	-	Chief ES, CID
<b>Mayflor D. Romualdo</b>	-	Chief ES, SGOD
<b>Ernie P. Pama</b>	-	Senior Education Program Specialist (HRD)
<b>Bernard F. Antolo</b>	-	Education Program Specialist (ALS)

2. In view thereof and as stipulated in the said Order, the following tasks shall be observed and carried – out by the TIP Management Team:

**Assistant Schools Division Superintendent**

- Co – leads in the planning and implementation of TIP in the Schools Division, especially the conduct of Division Orientation for EPSs, PSDS, SEPS, Education Program Specialists, and Section Chiefs Division Training of Mentors and School Heads.

### **School Governance and Operations Division (SGOD) Chief**

- Serves as TIP Manager in the division
- Co – leads the planning and implementation of TIP
- Provides TA to TIP Players (school heads, mentors, mentees, and others) on administrative concerns

### **Curriculum Implementation Division (CID) Chief**

- Provides TA to the Division TIP players on curriculum – related concerns

### **Human Resource Development Senior Education Program Specialist**

- Collects and consolidates data on the prospective inductees (Time Frame: Before and the actual TIP sessions)
- Coordinates with the school heads, mentors and mentees about TIP – related processes in the Schools Division (Time Frame: Entire TIP life in the Division)

### **Education Program Specialist for ALS**

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

3. In this view, School Heads are enjoined to strictly follow the following responsibilities:

- Prepare and submit the profile of newly – hired teachers (0 – 3 years)
- Serves also as mentor in the school
- Ensures that mentoring is ***done regularly***
- Prepares and submits required TIP reports to the SDO

4. With these, all school heads are directed to commence the first quarter TIP activities for the school year 2019 – 2020 on July 22, 2019. Hence, TIP implementation and provision of technical assistance shall also be undertaken by the members of the CID and SGOD personnel.

5. Further, all secondary school heads shall submit the list of teacher – inductees while all elementary school heads shall submit to the Cluster Heads who shall submit the same to the SEPS for HRD, Ernie P. Pama on or before July 22, 2019, following the template below:

School: \_\_\_\_\_

<b>No.</b>	<b>Name of Teacher – Inductee/s</b>	<b>No. of years in the service</b>	<b>Highest Educational Attainment</b>

6. To be properly guided of the TIP implementation and time frame, attached is the Implementation Guide as per D.O. 43, s. 2017, for your ready reference.

7. In addition, the hard copies of Modules 1 – 6 were provided to all school heads during the Division Orientation conducted in 2018. Reproduction of the modules and other expenses to be incurred for the TIP may be charged against Maintenance and Other Operating Expenses (MOOE) and other local funds.

8. For the information, reference, wide dissemination and strict compliance of all concerned.



Republic of the Philippines  
 Department of Education  
 Region XII  
**CITY SCHOOLS DIVISION OF TACURONG**  
 City of Tacurong



## Implementation Activities

	QUARTER	ACTIVITY
YEAR 1	First	<ul style="list-style-type: none"> <li>• Rollout of the National Orientation of Trainers (NOT); Orientation of the newly hired teachers</li> <li>• Execution of Modules 1,2 and topics by Key Stages</li> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Second	<ul style="list-style-type: none"> <li>• Execution of Modules 3,4 and topics by Key Stages</li> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Third	<ul style="list-style-type: none"> <li>• Execution of Modules 5,6 and topics by Key Stages</li> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Fourth	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> <li>• Evaluation of the newly hired for year 1</li> </ul>
	<i>Note: Mentoring and differentiated supervision must be employed at least twice in a quarter</i>	
YEAR 2	First	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Second	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Third	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Differentiated Supervision</li> </ul>

		<ul style="list-style-type: none"> <li>• 1 Formal Classroom Observation</li> </ul>
	Fourth	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• Differentiated Supervision</li> <li>• 1 Formal Classroom Observation</li> </ul>
	<i>Note: Mentoring and differentiated supervision must be employed at least once every year</i>	
YEAR 3	First Semester	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• 1 Formal Classroom Observation</li> </ul>
	Second Semester	<ul style="list-style-type: none"> <li>• Mentoring</li> <li>• 1 Formal Classroom Observation</li> <li>• Completion of the Program</li> </ul>
	<i>Note: Differentiated supervision may still be employed on the third year</i>	