



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

February 03, 2026

DIVISION MEMORANDUM

No. 73 s. 2026

**CONDUCT OF THE INDUCTION PROGRAM FOR BEGINNING TEACHERS
(IPBT) COMPLETION CEREMONY 2026**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Public Schools District Supervisors
Elementary & Secondary School Heads
All Division Office Unit Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. In line with the Department of Education's commitment to strengthening teacher development and ensuring the successful implementation of the Induction Program for Beginning Teachers (IPBT) pursuant to DepEd Order No. 43, s. 2017 (Guidelines on the Induction Program for Beginning Teachers) and subsequent issuances on teacher professional development, this Office hereby issues the following guidelines on the conduct of the **IPBT Completion Ceremony 2026** for qualified teacher-completers.
2. The objectives of the IPBT Completion Ceremony are to:
 - a. Recognize and formally honor Beginning Teachers who have successfully completed the IPBT Course Modules;
 - b. Encourage the continuous professional growth and development of teachers;
 - c. Promote a culture of mentoring, reflection, and excellence among new educators;
 - d. Ensure proper documentation and reporting of IPBT accomplishments at the school and division levels.
3. The IPBT Completion Ceremony shall be conducted on any date from February to March 2026. The ceremony may be conducted either:
 - a. School-based, or
 - b. District-wide, subject to coordination between School Heads and their respective Public Schools District Supervisors (PSDS).

This flexible modality is provided to allow schools and districts to determine the most efficient and context-appropriate arrangements while ensuring that all completers are duly recognized.

4. To maximize resources and minimize expenses, schools and/or districts are strongly encouraged to integrate the IPBT Completion Ceremony with other scheduled major school activities or programs, whenever feasible, provided that the recognition of teacher-completers remains meaningful and dignified.



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5. The ceremony shall be simple, modest, and non-extravagant, consistent with existing government policies on austerity and prudent use of public resources, while still upholding the value of recognizing teachers' professional milestones.
6. The following teachers shall be recognized as IPBT completers:
 - a. Beginning Teachers who started the IPBT Course Modules in 2022 and have completed all required outputs and coursebooks; and
 - b. Beginning Teachers who started in 2023 onwards, provided that they have likewise completed all outputs as prescribed in the IPBT Modules.
7. All Beginning Teachers, regardless of their year of entry into the program, are expected to have completed the IPBT Course Modules in accordance and shall be included in the Completion Ceremony upon validation of their requirements by their assigned mentors.
8. To standardize documentation and reporting, schools are directed to compile all IPBT outputs and IPBT Completion Ceremony pictures into a single school folder, which shall serve as their IPBT Accomplishment Report. The files shall be uploaded through the Google Drive link accessible here: **<https://tinyurl.com/IPBTCompletionReport2026>**. Each school shall create a main folder using the following naming convention: "SCHOOL_IPBTCompletion2026." Inside the school folder, each teacher-completer shall create an individual folder containing the following required files:
 - a. School IPBT Action Plan
 - b. Mentoring Logs
 - c. Portfolio (MOVs already reflected in the teacher's IPCRF shall suffice; no separate portfolio is required for this purpose)
 - d. Completion Report
9. File formats, IPBT Presentations, Coursebooks and Templates, Monitoring and Assessment Materials for Mentors, Mentees, and School Heads, and other IPBT-related resources needed and guides for accomplishing the above requirements may be accessed through: **<https://tinyurl.com/IPBTResource-Materials>**.
10. Completion Certificates may be accessed through: **<https://tinyurl.com/IPBTCompletionCertificates2026>**. Further, the Certificates shall be submitted to the SGOD Office at the Schools Division Office for the signatures of Dr. Rainelda M. Blanco, SGOD Chief Supervisor, and Dr. Cecilia E. Valderama, CESO VI, Officer-in-Charge, Office of the Schools Division Superintendent.
11. School Heads shall:
 - a. Ensure that all submitted files are complete, properly labeled, and validated prior to uploading
 - b. Ensure that all qualified teacher-completers are properly identified and recognized;



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- c. Oversee the organization of the IPBT Completion Ceremony at the school level or coordinate with the PSDS for district-wide ceremonies;
- d. Validate and submit the required outputs and reports.
- e. Submit the Certificates to the Division Office for the signature of the Schools Division Superintendent.

12. Teacher-Completers shall:

- a. Ensure the completeness and accuracy of their submitted outputs;
- b. Upload required documents within their designated folders following prescribed naming conventions.

13. All financial transactions, if any, shall be undertaken in strict adherence to existing auditing and accounting rules and regulations.

14. Immediate and wide dissemination of this Memorandum is directed for the information, guidance, and compliance of all concerned.


CECILIA E. VALDERAMA, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent