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Republic of the Philippines  
Department of Education  
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division  
Superintendent

JAN 07 2026

MEMORANDUM

TEACHER INDUCTION PROGRAM (TIP) MODULAR COURSE  
PROGRESS MONITORING & UPDATING

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, Curriculum Implementation Division  
Chief Education Supervisor, School Governance and Operations Division  
Public Elementary and Secondary School Heads/OICs  
Administrative Officer V  
All Others Concerned

1. Relative to the implementation of the *Teacher Induction Program (TIP) Modular Course of the Beginning Teachers as per DepEd Order 42, s. 2017*, this Office through the Human Resource Development (HRD) Section, will conduct Progress Monitoring and Updating of TIP in Schools, following the schedules below:

Date	Schools
February 3, 2026	Alabang ES Bayanan ES Bayanan ES Unit 1 Bagong Silang ES Buli ES
February 5, 2026	Putatan ES Soldiers' Hills ES Tunasan ES Filinvest Alabang ES
February 10, 2026	Itaas ES Muntinlupa ES Poblacion ES F. De Mesa ES Poblacion National HS
February 12, 2026	Victoria Homes ES Cupang ES-Annex Lakeview Integrated School Sucat Sitio Pagkakaisa (Z3 & Z4)
February 17, 2026	Tunasan National HS Cupang ES Cupang Senior HS Pedro E. Diaz HS Sucat Senior HS
February 19, 2026	Muntinlupa Business HS Muntinlupa Business HS -Sucat Annex

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Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City  
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	Sucat ES Muntinlupa National HS Muntinlupa Science HS
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2. The Division TIP Monitoring Team, who will visit the 29 schools, is composed of the following:

Name	Position
Dr. Jaime G. Bautista	PSDS
Dr. Meniano D. Eborá	PSDS
Dr. Ma. Myra A. Namit	PSDS
Mr. Jhemson C. Elis	PSDS
Ms. Ivy M. Romano	SEPS
Mr. Andres F. Sicam Jr.	EPSp II


3. The school heads are expected to update the details of their school TIP focal person in the Google Sheet link below:

<https://tinyurl.com/2025TIPFocalPersonsDirectory>

4. As part of the monitoring, the following documents are expected to be submitted during the visit, which will serve as basis for the L&D initiatives for the newly-hired teachers:

- Demographic Profile of Newly-hired Teachers
- IPCRFs - Part IV of all Newly-hired Teachers (School Summary)

5. Immediate dissemination of, and strict compliance with this Memorandum are desired.

  
**VIOLETA M. GONZALES CESO VI**  
 Assistant Schools Division Superintendent  
 Officer-In-Charge  
 Office of the Schools Division Superintendent

Encl: As stated  
 Reference: As stated  
 To be indicated in the Perpetual Index  
 Under the following subjects

TEACHERS                      PERSONNEL                      PROGRAM                      ACTIVITIES

IMR/TIPMonitoring& Updating  
 001 January 6, 2025