



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

February 22, 2024

REGIONAL MEMORANDUM

No. 143 s. 2024

To: Schools Division Superintendents
Functional Division Chiefs
All Others Concerned

**WRITESHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM MODULES
FOR NON-TEACHING PERSONNEL**

1. As part of the region's initiative to enhance the human resource management and development process and institutionalize induction program learning materials for non-teaching personnel, the Human Resource and Development Division will conduct the above-captioned activity on **March 6-8, 2024 at NEAP-RELC Marikina.**
2. The objectives of this activity are the following:
 - a. identify common topics for the non-teaching personnel induction program;
 - b. develop induction program modules;
 - c. prepare pre and post-test questions.
3. The development of the Induction Program Module will have five (5) phases. The Induction Program Module Writeshop (Phase 1), Module layout design (Phase 2), Pilot Testing (Phase 3), Finalization (Phase 4), and Production e-copy and printing (Phase 5).
4. Please refer to Enclosure no.1 for the List of the Regional Technical Working Group, Enclosure no. 2 for the Writeshop Indicative Activity Matrix, Enclosure no.3 for the Timeline of Regional Technical Working Group Work, and Enclosure no. 4 for the Terms of Reference of Technical Working Group (TWG) Members.
5. The board and lodging, materials, and other incidental expenses incurred shall be charged against the RO MOOE while the transportation expenses of SDO participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.



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6. For clarifications and details, kindly contact Dr. Rhea B. Eden, at **rhea.eden@depEd.gov.ph** or call at **09177358913**.
7. Immediate dissemination of and compliance to this Memorandum is directed.

JOCELYN DR. ANDAYA
Director IV



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Enclosure No. 1 s 2024

List of the Regional Technical Working Group

No.	Name	Designation	Station/Office
1	Rhea B. Eden	EPS	HRDD
2	Leah Ailah C. Vicencio	EPS II	HRDD
3	Elsa P. Mariano	AO V	Personnel Section, ASD
4	Atty. Joylyn P. Dulnuan	CAO	ASD
5	Lilia A. Ricero	OIC-Chief, EPS	PPRD
6	Noel Miranda	SEPS-HRD	SDO Pasay
7	Ivy Romano	SEPS-HRD	SDO Muntinlupa
8	Mary Antoinette Buñag	SEPS-HRD	SDO Manila
9	Noemi Velario	SEPS-HRD	SDO Marikina
10	Richell Cordevilla	SEPS-HRD	SDO Malabon
11	Josefino C. Pogoy Jr.	CES-CID	SDO San Juan
12	Melvin Willy II B. Roque	PSDS	SDO Valenzuela
13	Christian T. Español	EPS	HRDD
14	Andres Bonifacio	EPS	QAD
15	Hajji R. Palmero	CES	QAD



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Enclosure No. 2 s 2024

Indicative Activity Matrix

Phase 1: Induction Program Module Writeshop

Time	Activities	In Charge
Day 1 (March 6, 2024)		
Part 1. Opening Program		
7:30am-8:30am 8:30am- 9:15am	Arrival and Registration Preliminaries -Nationalistic Song -Prayer -Statement of Purpose -Message	HRDD-NEAP HAJJI R. PALMERO CES, HRDD-NEAP JOCELYN DR. ANDAYA Director IV
9:15am-9:30am	Day 1 Goals and Timeline Presentation of identified gaps and list of essential induction program topics identified in the previous learning engagement with SDO HRD SEPS and representatives	RHEA B. EDEN EPS, HRDD-NEAP
9:30am-10:30am	SNACKS Workshop 1. Agreement on the induction program topics to be included in the IP Modules	Facilitator: RHEA B. EDEN Scribe: LEAH AILAH C. VICENCIO
10:30am-12:00nn	Presentation of the module format Assignment of topics for the writeshop	RHEA B. EDEN
12:00nn-1:30pm	LUNCH	
1:30pm-3:00pm	Writeshop Proper	RTWG
3:00pm-3:45pm	Snacks	
3:00pm-5:00pm	Progress Check per topic	RTWG
5:00pm-6:00pm	Break	
6:00pm-7:00pm	Dinner	



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Day 2 (March 7, 2024)		
7:30am-8:30am	Breakfast	
8:30am-9:15am	Nationalistic Song Prayer Morning Exercise	HRDD
9:15am-9:30am	Day 2 Goals and Timeline	LEAH AILAH C VICENCIO
9:30am-10:30am	Writeshop Proper	RTWG
10:30am-10:45am	Snacks	
10:45am-12:00nn	Presentation of Initial Module Cover Layout for vetting Writeshop Proper	ANDRES BONIFACIO
12:00nn-1:30pm	LUNCH	
1:30pm-1:40pm	Stretching Exercise	HRDD
1:40pm-3:00pm	Writeshop Proper	
3:00pm-5:00pm	Progress Check per topic	RTWG
5:00pm-6:00pm	Break	
6:00pm-7:00pm	Dinner/Socials	
Day 3 (March 8, 2024)		
7:30am-8:30am	Breakfast	
8:30am-9:15am	Nationalistic Song Prayer Morning Exercise	HRDD
9:15am-9:30am	Day 3 Goals and Timeline	RHEA B. EDEN
9:30am-10:30am	Presentation of Module Cover Layout Writeshop Proper	RTWG
10:30am-10:45am	Snacks	
10:45am-12:00nn	Presentation of content per topic for vetting	RTWG
12:00nn-1:30pm	Lunch	
1:30pm-3:00pm	Cont' Presentation of content per topic for vetting Way forward	RTWG
3:00pm-4:00pm	Closing Program	HRDD



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Enclosure No. 3 s 2024

TIMELINE OF REGIONAL TECHNICAL WORKING GROUP WORK

DATE	TASK/ACTIVITIES	RESPONSIBILITIES	MODE
December 1, 2023	Initial Learning Engagement with HRD SEPS and Representatives	Capture Induction Program Best Practices for Non-teaching Personnel in RO & SDOs	Face-to-face
February 28, 2024	Meeting with selected SDO SEPS	Capture Induction Program Best Practices for Non-teaching Personnel	Virtual
March 6-8, 2024	Writeshop on the Development of Induction Program Modules for Non-Teaching Personnel	-Presentation of the best practices and identified gaps in the implementation of Induction Program for Non-teaching personnel -Familiarize with the module template -Agree on the content/topics, timeline, process in the conduct of induction program for the non-teaching personnel - Write expected outputs per module/session and delivery mechanism -Develop draft Modules and Learning Resource Packages	Face-to-face
March 11-15, 2024	Content and layout Review and Revision	-Revise content of the modules and LRP based on feedback from reviews	Self-paced
March 13, 2024	Submission of Induction program	RO will consolidate Induction Program schedule and	Online



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	calendar of RO & SDOs	identify SDOs for pilot testing	
April 1-5, 2024	Content and layout Review and Revision	-Provide constructive feedback to improve the modules -Revise content of the modules and LRP based on feedback from reviews	Online
April 19, 2024	Submission of the revised module RO to plan orientation program for the pilot implementation	-Incorporate all feedbacks & Suggestions -Develop communication documents and orientation plan	Online Face-to-face
April 22, 2024	Orientation of selected SDOs for pilot testing	-Implement orientation	Online
May-June	Pilot Implementation and validation	-Implement Induction Program for Non-teaching Personnel	Face-to-face/Hybrid
June	Finalization of the Induction Program Modules	Review and finalize the Induction Program Modules modules and LRPs, based on comments from the reviews and validations	Online



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Terms of Reference of the Regional Technical Working Group

ROLE	DURATION OF WORK	RESPONSIBILITIES
Regional Technical Working Group	6 Months	<ol style="list-style-type: none">1. Review literature and relevant documents on Induction Program for Non-Teaching Personnel;2. Attend all writeshop and other learning engagements relative to development of modules for Non-Teaching Personnel Induction Program;3. Accomplish online tasks;4. Help draft modules and other relevant materials taking into account a comprehensive range of resources including programs from other countries and other relevant sources;5. Review and integrate any feedback from key stakeholders as identified;6. Assume sole and exclusive obligations and liabilities for any violation of laws or infringement of copyrights by observing proper citation in the use of any materials, photographs, etc. related to the contents of the Non-Teaching Personnel Induction Program modules;7. Warrant that the manuscript is an original composition and that no part of the same shall contain any word, statement, illustration or anything that is contrary to law, good moral, and public policy.8. Maintain the confidentiality of all data;



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		9. Perform other tasks relevant to the development of Non-Teaching Personnel Induction Program.
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6 Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>

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