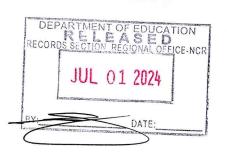


Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM ORD-2024- 667

TO

SCHOOLS DIVISION SUPERINTENDENTS

SDO Marikina City **SDO Muntinlupa City** SDO Quezon City

FROM

OFFICE OF THE REGIONAL DIRECTOR

SUBJECT

WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (PHASE 1)

DATE June 27, 2024

- In reference to DM-OUHROD-2024-1177 dated 18 June 2024 from the Office of the Officer-in-Charge, Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, the field is hereby informed regarding the abovecaptured subject to be conducted on 01-05 July 2024 at NEAP Marikina.
- Attached is the list of Participants (Enclosure 1) to the Workshop on the Development of Induction Program for Beginning Teachers (Phase 1).
- 3. This Memorandum shall likewise serve as the official travel authority document of the participants.
- 4. Please refer to the attached Memorandum for the complete details.
- For questions and concerns, please contact Arren V. Aduan, Education Program Supervisor - HRDD-L&D NEAP(R) at hrdd.ncr@deped.gov.ph.
- 6. Immediate dissemination and compliance of this memorandum is desired.

JOCELYN DR ANDAY

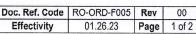
Director IV

















Republic of the Philippines

Department of Education

NATIONAL CAPITAL REGION

Enclosure 1

Workshop on the Development of Induction Program for Beginning Teachers (Phase 1)

I. BATCH 2 Participants | July 3 - 5, 2024

| NO. | NAME | POSITION | OFFICE |
|-----|----------------------|-------------------------------------|--|
| 1 | Jennifer G. Medina | SEPS-HRD (SDO IPBT Focal Person) | SDO Marikina City |
| 2 | Marie Ann R. Esmeria | School Head | SDO Muntinlupa City |
| 3 | Mary Joy C. Laniohan | Teacher I | P. Bernardo High School SDO Quezon City |

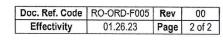
II. Welfare Officer | July 1 - 5, 2024

| NO. | NAME | POSITION | OFFICE | | |
|-----|------------------|-------------------|--------------|--|--|
| 1 | Jonalyn Santos | alyn Santos Nurse | | | |
| 2 | Sheila Soriano | Nurse | SDO Marikina | | |
| 3 | Rona Ellein Galo | Nurse | SDO Marikina | | |













Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM DM-OUHROD-2024-1177-

FOR

: ATTY, REVSEE A. ESCOBEDO

Undersecretary for Operations

Regional Directors

Schools Division Superintendents

School Heads

All Others Concerned

FROM

WILFREDO E CABRAL

Regional Director

Officer-in-Charge, Office of the Undersecretary for Human Resource

and Organizational Development

SUBJECT

: WORKSHOP ON THE DEVELOPMENT OF INDUCTION

PROGRAM FOR BEGINNING TEACHERS (PHASE 1)

DATE

: 18 June 2024

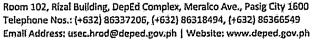
1. In support of the MATATAG Agenda which seeks to address issues and challenges in basic education, the National Educators Academy of the Philippines (NEAP) will conduct the Workshop on the Development of the Induction Program for Beginning Teachers (IPBT) — Phase 1, with schedule and details as follows:

| Dates | Activity | Venue |
|-----------------|--|------------------|
| 01-05 July 2024 | Workshop on the Development of the Induction Program for Beginning Teachers (IPBT) – Phase 1 | NEAP Marikina |

- 2. The objectives of the activity are as follows:
 - a. Determine dominant themes to inform the refinement of program implementation guidelines, coursebooks, and assessment tools; and
 - b. Identify differentiated topics for the learning packages.
- 3. Relative to this, the Regional Offices are requested to nominate participants who will attend the activity.







Doc. Ref. Code DM-OUHROD Rev 00 Effectivity 03.23.23 Page 1 of 2

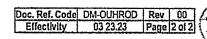


- 4. For reference, attached are the following documents:
 - a. List of Identified Participants (Enclosure 1);
 - b. Allocated Number of Nominated Participants per Level (Region, Division, and School) per Region (Enclosure 2);
 - c. Meal Provision Guide (Enclosure 3); and
 - d. Indicative Program of Activities (Enclosure 4).
- 5. The nominated participants as well as those listed in *Enclosure 1* are requested to confirm their participation through the registration link bit.lv/InductionPhase1Reg on or before 25 June 2024.
- 6. **Batch 1 Participants** are advised to check in on 30 June 2024, 3:00 p.m. and check out on 03 July 2024, 12:00 p.m. while **Batch 2 Participants** are advised to check in on 03 July 2024, 1:00 p.m. and check out on 05 July 2024, 3:00 p.m.
- 7. The participants' board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.
- 8. The participants are reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
- 9. For other questions and concerns, please coordinate with Ms. Ma. Carmila Clave, Education Program Specialist II, NEAP Professional Development Division, through email ma.clave@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919.
- 10. For immediate dissemination and appropriate action.

[NEAP/ Vesagas]









Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

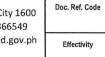
Enclosure 1

List of Participants

| No. | Name | Office | Position/Designation |
|--------|--|---|-------------------------------------|
| | | July 1 - 5, 2024 | |
| 1 | Marife Morcilla | | Project Development Officer V |
| 2 | Richie Carla Vesagas | | Senior Education Program Specialist |
| 3 | Ma. Carmila Clave | | Education Program Specialist II |
| 4 | Julie Lyka Ignao | NEAP PDD | Project Development Officer II |
| 5 | Richie Carla Vesagas Ma. Carmila Clave Julie Lyka Ignao Jufeel Pulvosa Mathew Bofete Representative Representative Representative Representative Representative Welfare Officer - 3, 2024 (Batch 1) Representative Representative | | Project Development Officer II |
| 6 | Mathew Bofete | | Technical Assistant II |
| 7 | Representative | BHROD - HRDD | |
| 8 | Representative | Research Institute for Teacher Quality | |
| 9 | Representative | Research Institute for Teacher Quality | |
| 10 | Representative | Research Institute for Teacher Quality | |
| 11 | Representative | Teach for the Philippines | |
| 12 | Representative | Teach for the Philippines | |
| 13 | Welfare Officer | NCR | Nurse/Medical Officer |
| July 1 | - 3, 2024 (Batch 1) | Central (| Office Participants |
| 14 | Representative | TECS | |
| 15 | Representative | BAE | |
| July 3 | - 5, 2024 (Batch 2) | | |
| 14 | Representative | BLD | |
| 15 | Representative | BCD | |







DM-OUHROD

03.23.23





Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 2

Terms of Reference:

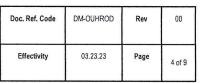
- 1. RO/SDO Participants
 - Discuss highlights of their M&E findings submitted on May-July 2023
 - Share report on the status of the current induction program in their stations (ex: number of participants, best practices, challenges)
- 2. School-based Participants
 - Share experiences related to the implementation of the induction program in their stations
 - Provide inputs to the refinement of the program

Slots Allocated per Region

| ватсн 1 | RO | SDO | SCHOOL e from different ve implemented | rent schools who | |
|-----------------------|------|--------------------------|--|------------------------------------|----------------------|
| (July 1 - 3, 2024) | HRDD | SDO IPBT Focal Person | School Head | IPBT Mentor (Master Teacher) | Beginning Teacher |
| Region VI | 1 | | 1 | 1 | 1 |
| Region VII | | 1 | 1 | | 1 |
| Region VIII | 1 | | 1 | 1 | 1 |
| Region IX | | 1 | 1 | | 1 |
| Region X | 1 | | 1 | | 1 |
| Region XI | | 1 | 1 | 1 | 1 |
| Region XII | 1 | | 1 | | 1 |
| CARAGA | | 1 | 1 | 1 | 1 |
| Total | 4 | 4 | 8 | 4 | 8 |











Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

| ватсн 2 | RO | SDO | SCHOOL (May come from different schools who h implemented IPBT) | | |
|-----------------------------|-------------------------------|-----|---|---------------------------------|----------------------|
| (July 3 - 5, 2024) | HRDD SDO IPBT Focal Person | | School Head | IPBT Mentor (Master Teacher) | Beginning Teacher |
| CAR | 1 | | 1 | | 1 |
| NCR | | 1 | 1 | | 1 |
| Region I | | 1 | 1 | 1 | 1 |
| Region II | | 1 | 1 | 8. | 1 |
| Region III | 1 | | 1 | 1 | 1 |
| Region IV-A (CALABARZON) | 1 | | 1 | | 1 |
| Region IV-B (MIMAROPA) | 1 | | 1 | 1 | 1 |
| Region V | | 1 | 1 | 1 | 1 |
| Total | 4 | 4 | 8 | 4 | 8 |





| Doc. Ref. Code | DM-OUHROD | Rev | 00 |
|----------------|-----------|------|--------|
| Effectivity | 03.23.23 | Page | 5 of 9 |





Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 3

Meal Provision Guide

1. For **Set 1 participants**, the first meal to be served is dinner and the last meal is a morning snack. Please see the details below.

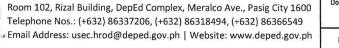
| Meals | June 30, 2024 Sunday | July 1, 2024 Monday | July 2, 2024 Tuesday | July 3, 2024 Wednesday |
|-------------|----------------------------|------------------------|-------------------------|---------------------------|
| Breakfast | | ✓ | 1 | ✓ |
| AM Snack | | ✓ | 1 | ✓ |
| Lunch | | 1 | 1 | |
| PM Snack | | 1 | 1 | |
| Dinner | 1 | 1 | 1 | |

2. For **Set 2 participants**, the first meal to be served is lunch and the last meal is an afternoon snack. Please see the details below.

| Meals | July 2, 2024 Tuesday | July 3, 2024 Wednesday | July 4, 2024 Thursday | July 5, 2024 Friday |
|-------------|-------------------------|---------------------------|--------------------------|------------------------|
| Breakfast | | | ✓ | ✓ |
| AM Snack | | | ✓ | 1 |
| Lunch | | 1 | √ | ✓ |
| PM Snack | | 1 | ✓ | ✓ |













Department of Education

OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

| Dinner | | 1 | 1 | |
|--------|--|---|---|--|
|--------|--|---|---|--|









INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Development of the Induction Program for Beginning Teachers (Phase I)
July 1 - 5, 2024 / NEAP NCR, Marikina City

| | | | | | | | - 1 | | | | | |
|------------------|----------------|---|--------------------------------|--|--|--|--|---------------------------|---|--------------------------------------|---|----------------|
| Day 5 July 5 | | Workshop 2: Recommendations for the Enhancement of Coursebooks and | Learning Resource Materials | Break Cont'd: Workshop 2 | | Consolidation/ Presentation of Group Outputs | (BATCH 2) | Closing Program | | Batch 2 Departure from Venue | | |
| Day 4 July 4 | Preliminaries | Cont'd Focused Group Discussion (FGD): Current IPBT Implementation Status and | Experiences | AM Health Break | Input Session from BHROD: Management Directives for Induction and Other Related Initiatives | Lunch Break | Sharing Session from TFP • Features of their own induction program | Impact and Learnings | Workshop 1: Recommendations for the Enhancement of Framework and Implementing Guidelines | PM Health Break | Cont'd: Workshop 1 | |
| Day 3 July 3 | Prel | Consolidation/ Presentation of Group Outputs | | (BATCH 1) | Closing Frogram Batch 1 Departure from Venue | | (BATCH 2) Registration | | Program Program Program Background Focused Group | Discussion (FGD): Current IPBT | Implementation Status and Experiences | PMT Debriefing |
| Day 2 July 2 | | Workshop 1: Recommendations for the Enhancement of Framework and | Implementing Guidelines | AM Health Break | Cont'd: Workshop 1 | sak | Workshop 2: Recommendations for the Enhancement of Coursebooks and Learning Resource | Materials | | 3reak | Cont'd: Workshop 2 | |
| Day 1 July 1 | (BATCH 1) | Registration and Health Break | en constant | Program Program Background Focused Group | Discussion (FGD): Current IPBT Implementation Status and Experiences | Lunch Break | Cont'd Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences | Input Session from BHROD: | Management Directives for Induction and Other Related Initiatives | PM Health Break | Sharing Session from TFP • Features of their own induction program • Impact and Learnings | |
| Day 0 June 30 | | | | | | Travel from residence to venue | | | | | | |
| Time | 8:30 - 9:00 AM | 9:00 - 10:00 AM | 10:00 -10:20 AM | 10:20 -10:40 AM | 10:40 - 12:00 PM | 12:00 - 1:00 PM | 1:00 - 2:00 PM | 2:00 - 3:00 PM | | 3:00 - 3:20 PM | 3:20 - 4:30 PM | 4:30 - 5:00 PM |



Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM OM-OUHROD-NEAP-2024-06%

FOR

JOCELYN DR. ANDAYA

Regional Director National Capital Region

ATTENTION

CYNTHIA L. AYLES

OIC- Schools Division Superintendent Schools Division Office of Marikina City

FROM

LEAH B. APAO

Director N

Officer-in-Charge

National Educators Academy of the Philippines

SUBJECT

REQUEST FOR A WELFARE OFFICER DURING THE CONDUCT OF

THE WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM

FOR BEGINNING TEACHERS (PHASE 1)

DATE

June 19, 2024

In support of the direction set by the Department of Education in addressing issues and challenges in basic education through the MATATAG Agenda, the National Academy of the Philippines (NEAP) will conduct the Workshop on the Development of Induction Program for Beginning Teachers (Phase 1) on July 1-5, 2024 at NEAP NCR, Marikina.

In this regard, we humbly request the provision of a welfare officer who will act as a standby nurse during the conduct of the activity. Kindly see the attached enclosure for the signed memorandum for reference.

The board and lodging shall be charged against the NEAP HRD Funds, while transportation, per diem, and other incidental expenses shall be charged against RO/SDO local funds subject to the usual accounting and auditing rules and regulations.

For further information, kindly contact Ms. Jufeel P. Pulvosa through email at <u>jufeel pulvosa@deped.gov.ph</u> / <u>neap.pdd@deped.gov.ph</u> or through telephone (02) 8715-9919.

Enclosure:

DM-OUHROD-2024-1177 - Workshop on the Development of Induction Program for Beginning Teachers (Phase 1) [NEAP/Pulyosa]



