



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD-2024- 662

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

1. 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 above-captured subject to be conducted on 01-05 July 2024 at NEAP Marikina.
2. 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.
5. 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 ANDAYA
 Director IV



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

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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	Nurse	SDO Marikina
2	Sheila Soriano	Nurse	SDO Marikina
3	Rona Ellein Galo	Nurse	SDO Marikina



Republika ng Pilipinas
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 ESCABRAL
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

- 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

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



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.ly/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]



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 1

List of Participants

No.	Name	Office	Position/Designation
July 1 - 5, 2024			
1	Marife Morcilla	NEAP PDD	Project Development Officer V
2	Richie Carla Vesagas		Senior Education Program Specialist
3	Ma. Carmila Clave		Education Program Specialist II
4	Julie Lyka Ignao		Project Development Officer II
5	Jufeel Pulvosa		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	



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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

BATCH 1 (July 1 - 3, 2024)	RO	SDO	SCHOOL (May come from different schools who have implemented IPBT)		
	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



Room 102, Rizal Building, DepEd Complex, Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632) 86337206, (+632) 86318494, (+632) 86366549
 Email Address: usec.hrod@deped.gov.ph | Website: www.deped.gov.ph

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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

BATCH 2 (July 3 - 5, 2024)	RO	SDO	SCHOOL (May come from different schools who have implemented IPBT)		
	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		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



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HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

Enclosure 3

Meal Provision Guide

- 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		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	
PM Snack		✓	✓	
Dinner	✓	✓	✓	

- 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			✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	✓



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Dinner		✓	✓	
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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

Time	Day 0 June 30	Day 1 July 1	Day 2 July 2	Day 3 July 3	Day 4 July 4	Day 5 July 5
8:30 - 9:00 AM	Travel from residence to venue	(BATCH 1) Registration and Health Break <ul style="list-style-type: none"> • Opening Program • Program Background • Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences 	Preliminaries			
9:00 - 10:00 AM			Workshop 1: Recommendations for the Enhancement of Framework and Implementing Guidelines	Consolidation/ Presentation of Group Outputs	Cont'd Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences	Workshop 2: Recommendations for the Enhancement of Coursebooks and Learning Resource Materials
10:00 - 10:20 AM			AM Health Break	(BATCH 1) Closing Program <i>Batch 1 Departure from Venue</i>	AM Health Break	
10:20 - 10:40 AM			Cont'd: Workshop 1		Cont'd: Workshop 2	
10:40 - 12:00 PM			Lunch Break		Lunch Break	
12:00 - 1:00 PM	Lunch Break		Lunch Break			
1:00 - 2:00 PM	Cont'd Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences	Workshop 2: Recommendations for the Enhancement of Coursebooks and Learning Resource Materials	(BATCH 2) Registration <ul style="list-style-type: none"> • Opening Program • Program Background • Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences 	Sharing Session from TFP <ul style="list-style-type: none"> • Features of their own induction program • Impact and Learnings 	Consolidation/ Presentation of Group Outputs (BATCH 2) Closing Program	
2:00 - 3:00 PM	Input Session from BHROD: Management Directives for Induction and Other Related Initiatives	Workshop 1: Recommendations for the Enhancement of Framework and Implementing Guidelines				PM Health Break
3:00 - 3:20 PM	PM Health Break	Cont'd: Workshop 2	PM Health Break			
3:20 - 4:30 PM	Sharing Session from TFP <ul style="list-style-type: none"> • Features of their own induction program • Impact and Learnings 	Cont'd: Workshop 1	Cont'd: Workshop 1			
4:30 - 5:00 PM	PMT Debriefing					



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM

OM-OUHROD-NEAP-2024-069

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 E. APAO~~
*Director NI
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. Jufael P. Pulvosa through email at jufael.pulvosa@deped.gov.ph / neap.pdd@deped.gov.ph or through telephone (02) 8715-9919.

Enclosure:

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



Address: Room 208, Mabini Building, DepEd Complex Meralco Ave., Pasig City 1600
 Telephone Nos.: (+632)8638 8638
 Email Address: neap.od@deped.gov.ph | Website: www.deped.gov.ph

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