

Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2024- 887**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Marikina  
SDO Muntinlupa

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (PHASE 2)**

**DATE :** September 4, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-1702 dated August 29, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Office about the above-captioned subject.

2. The following personnel are advised to attend the **Phase 2 Workshop** which will be held on September 9-13, 2024 at NEAP Marikina:

Name	Designation	Office
Ma. Regalee A. Olarte	OIC-Chief Education Supervisor	SDO Muntinlupa
Noemi A. Valerio	SEPS-Planning and Research	SDO Marikina

3. The identified and nominated participants are requested to confirm their attendance through the registration link [bit.ly/IPBTphase2Reg](https://bit.ly/IPBTphase2Reg). In case the identified personnel will not be able to attend, we request the submission of a justification letter containing the names and contact details of the alternate representatives through the email addresses provided below.

4. The participants are advised to check in on September 8, 2024, 3:00 p.m. and check out on September 13, 2024, 3:00 p.m and bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

5. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to



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Website: <http://www.depedncr.com.ph>

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their local funds subject to the usual accounting and auditing rules and regulations.

6. For other questions and concerns, kindly coordinate Ms. Ma. Carmila Clave, Education Program Specialist II, NEAP-PDD, through email [ma.clave@deped.gov.ph](mailto:ma.clave@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8715-9919

7. Immediate dissemination and strict compliance with this Memorandum is desired.

  
**JOCELYN DR ANDAYA**  
Director IV



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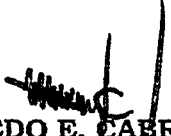
# Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

## MEMORANDUM

DM-OUHROD-2024-1702

TO : **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 2)**

DATE : 29 August 2024

1. Following the *Phase 1 Workshop on the Development of the Induction Program for Beginning Teachers (IPBT)* held last 01-05 July 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 2 Workshop**, with schedule and details as follows:

Dates	Venue	Terms of Reference of Participants
09-13 September 2024	NEAP Marikina	Writers

2. The objectives of the activity are as follows:
  - a. Revise the IPBT implementation guidelines; and
  - b. Draft the program design, topics, and tools.
3. Relative to this, NEAP identified participants who will serve as writers based on their past involvement and experience as writers for the Philippine Professional Standards Resource Package, Teacher Induction Program Course Books, or participation in previous IPBT developmental activities.
4. Furthermore, the Regional Offices are also requested to each nominate one (1) more participant to the workshop.
5. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)*.

6. The identified and nominated participants are requested to confirm their attendance through the registration link [bit.ly/IPBTphase2Reg](https://bit.ly/IPBTphase2Reg) on or before **03 September 2024**. In case the identified personnel will not be able to attend, we request the submission of a justification letter containing the names and contact details of the alternate representatives through the email addresses provided below.
7. The participants are advised to check in on 08 September 2024, 3:00 p.m. and check out on 13 September 2024, 3:00 p.m. Please see the meal schedule below.

Meals	08 Sep 2024 Sun	09 Sep 2024 Mon	10 Sep 2024 Tue	11 Sep 2024 Wed	12 Sep 2024 Thu	13 Sep 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

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. 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.
10. 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](mailto:ma.clave@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [neap.od@deped.gov.ph](mailto:neap.od@deped.gov.ph) or landline (02) 8715-9919.
11. For dissemination and appropriate action.

**Enclosures:**

*Enclosure 1 – List of Participants*

*Enclosure 2 – Indicative Program of Activities*

**Copy furnished:**

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

*[NEAP/Vesagas/Clave/Pulvosa]*



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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

## List of Participants

No.	Name	Office	Position/Designation
<b>Program Management Team</b>			
1	Alexander Simagala	NEAP-PDD	Project Development Officer IV
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	Ann Christine Sison		Technical Assistant II
7	Evelyn D. Cruzada	NEAP	Highly Technical Consultant
8	Representative	Research Institute for Teacher Quality	
9	Representative	Research Institute for Teacher Quality	
10	Representative	Research Institute for Teacher Quality	
11	Welfare Officer	NCR	Nurse/Medical Officer
<b>DepEd Central Office Participants</b>			
12	Ruby Chanda Jetomo	BHROD - HRDD	Project Development Officer IV
13	Lizette Ann Carpio	BHROD - HRDD	Project Development Officer III
14	Genuis R. San Pablo	BAE - PMSDD	Senior Education Program Specialist

### Field Personnel Participants

*(The participants were selected based on their involvement as Philippine Professional Standards Resource Package writers, Teacher Induction Program Course Books writers, or attendance in previous IPBT development phase)*

15	Ma. Regaele A. Olarte	NCR, SDO Muntinlupa	OIC-Chief
16	Elsie Mayo	Region I, SDO La Union	Principal
17	Annie Michelle F. Laurzano	Region III, SDO Tarlac	Public Schools District Supervisor
18	Hermes P. Vargas	Region III, SDO Pampanga	Principal
19	Jeaz DC Campano	Region III, SDO San Jose Del Monte	Principal
20	Mark Anthony P. Idang	Region IV-A, SDO Laguna	Education Program Supervisor
21	Gerlie C. Lopez	Region IV-A, SDO Tanauan	Education Program Supervisor
22	Grace Urbien-Salvatus	Region IV-A, SDO Quezon	Principal II
23	Arlene M. Hernandez	Region IV-A, SDO General Trias	Principal I
24	Christian Mespheer A. Hernandez	Region IV-A, SDO Imus	Principal I
25	Gayle Malibiran	Region IV-A, SDO Antipolo	Education Program Supervisor
26	Angelo Uy	Region IV-A, SDO Dasmariñas City	Public Schools District Supervisor
27	Jonalyn B. Pattalitan	Region IV-A, HRDD	Education Program Specialist II
28	Joven M. Madera	Region VI, HRDD	Education Program Supervisor
29	Michael C. Parado	Region VIII, NEAP-R	Education Program Specialist II
30	Josiah F. Tuballa	Region IX, SDO Isabela City	Principal II

**Additional Field Personnel**

31-44

Region	No. of Slots
I	1
II	1
MIMAROPA	1
V	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CARAGA	1
CAR	1
NCR	1

**Qualifications:**

- Knowledgeable about the Philippine Professional Standards for Teachers or PPST resource package writer
- Familiar with or has experience implementing the Induction Program for Beginning Teachers
- Has experience being a policy writer
- Has experience being a writer of learning resources for teachers



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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2.

## INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of the Induction Program for Beginning Teachers (Phase 2)  
September 9 - 13, 2024 / NEAP NCR, Marikina City

Time	Day 0 Sept. 8	Day 1 Sept. 9	Day 2 Sept. 10	Day 3 Sept. 11	Day 4 Sept. 12	Day 5 Sept. 13
8:30 - 9:00 AM	Travel from residence to venue	Registration	Preliminaries			
9:00 - 10:00 AM		<ul style="list-style-type: none"> <li>Opening Program</li> <li>Program Background</li> </ul>				
10:00 - 10:15 AM	Health Break					
10:20 - 10:40 AM	<b>Workshop 1:</b> SWOT Analysis	Cont'd Presentations	Cont'd Workshop 2	Cont'd Workshop 4	Cont'd Workshop 5	<ul style="list-style-type: none"> <li>Assigning of Writers</li> <li>Identifying Deliverables for the Next Phases</li> <li>Setting Deadlines</li> </ul>
10:40 - 12:00 PM	Lunch Break					
12:00 - 1:00 PM	Lunch Break					



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1:00 - 2:30 PM	<b>Workshop 2:</b> Revision of the TIP Implementing Guidelines	<b>Workshop 3:</b> Revision of TIP Content	Cont'd Workshop 4	Cont'd Workshop 5	Closing Program
2:30 - 2:45 PM	Health Break				<i>Travel from Venue to Residence</i>
2:45 - 4:00 PM	Cont'd Workshop 2	Cont'd Workshop 3	Presentation and Critiquing of Workshop 4	Presentation and Critiquing of Workshop 5	
4:00 - 4:30 PM	Review of Conceptual and Research Literature on Induction Programs	Review of Conceptual and Research Literature on Induction Programs			
4:30 - 4:45 PM	Reminders and Daily Evaluation				
4:45 - 5:00 PM	PMT Debriefing				