



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1050

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Marikina
SDO Navotas
SDO San Juan
SDO Valenzuela

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **CONSULTATION WORKSHOP AND FOCUS GROUP DISCUSSIONS ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH)-TRAINING RESOURCE PACKAGE**

DATE : October 10, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2025 dated October 9, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development and School Infrastructure and Facilities, informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **activity** which will be held on **October 16-18, 2024 (for Batch 2)** at **NEAP Marikina**:

Name	Designation	Office
Nida Andrada	Public School District Supervisor	SDO Marikina
Benjamin C. Perez	Principal	SDO Navotas
Virginia G. Abiera	Assistant School Principal II	SDO San Juan
Fe C. Arandia	Principal	SDO Valenzuela

3. The identified participants are requested to confirm their attendance through the registration link: <https://tinyurl.com/IPBSH-ConsultReg>. Participants are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

4. First meal for Batch 2 will be lunch on October 16, 2024 and last meal will be afternoon snack on October 18, 2024.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2




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Department of Education
NATIONAL CAPITAL REGION

5. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.
6. For other questions and concerns, kindly coordinate with **Mr. John Carlo Astilla**, NEAP Professional Development Division, through email johncarlo.astilla@deped.gov.ph / neap.pdd@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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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	2 of 2



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Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024-2025

TO : Regional Directors
Schools Division Superintendents
HRDD Chiefs/NEAP R Focal Persons
School Heads
All Others Concerned

FROM : 
WILFREDO E. CABRAL
Regional Director and Officer-in-Charge
Office of the Undersecretary for Human Resource and Organizational
Development and School Infrastructure and Facilities

SUBJECT : CONSULTATION WORKSHOP AND FOCUS GROUP
DISCUSSIONS ON THE DEVELOPMENT OF INDUCTION
PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH) –
TRAINING RESOURCE PACKAGE

DATE : 09 October 2024

1. With the aim of addressing the professional development needs of school heads, the National Educators Academy of the Philippines (NEAP) will conduct the *Consultation Workshop and Focus Group Discussion on the Development of Induction Program for Beginning School Heads (IPBSH) – Training Resource Package (TRP)* on 14-18 October 2024 at NEAP Marikina.
2. The objectives of the activity are as follows:
 - a. Collect, identify, and analyze reports on the needs and challenges of beginning school heads through purposeful focus group discussions; and
 - b. Identify dominant themes relative to the needs of beginning school heads as basis for determining differentiated topics for the TRP.
3. Relative to this, the **Regional Offices are requested to nominate participants who will attend the activity, particularly those from large schools, small schools, or geographically isolated and disadvantaged areas (GIDAs).**

4. For reference, attached are the following documents:
- a. *List of Program Management Team Members (Enclosure 1);*
 - b. *Allocated Number of Nominated Participants per Position per Region – Batches 1 and 2 (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 attendance through the registration link <https://tinyurl.com/IPBSH-ConsultReg> on or before **11 October 2024**.
6. The participants' board and lodging will be charged against the NEAP HRD Fund, while transportation, per diem, and other incidental expenses will be charged to the Regional Office/Schools Division Office/local funds, subject to the usual accounting and auditing rules and regulations.
7. The participants are reminded to bring their laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
8. For other questions and concerns, please coordinate with **Mr. John Carlo Astilla**, NEAP Professional Development Division, through email johncarlo.astilla@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919.
9. For immediate dissemination and appropriate action.

**Copy furnished:
OFFICE OF THE SECRETARY**

[NEAP_PDD/Magalona/Astilla]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

List of Program Management Team

Consultation Workshop and Focus Group Discussion on The Development of Induction Program for Beginning School Heads (IPBSH) - Training Resource Package
October 14-18, 2024
NEAP NCR- Marikina City

No.	Name	Office	Position / Designation
1	Marife T. Morcilla	NEAD - PDD	Project Development Officer V
2	John Carlo S. Astilla		Senior Education Program Specialist
3	Joy S. Magalona		Senior Education Program Specialist
4	Jhoanna C. Javier		Education Program Specialist II
5	Jessica Kristel Abeleda		Education Program Specialist II
6	Katrina Gargoles		Technical Assistant II
7	Cielmer Bolante		Technical Assistant II
8	Jojet Gabriel		Administrative Assistant II
9	Representative	NEAP- QAD	
10	Representative	NEAP- OD	
11	Representative	BHROD- HRDD	
TOTAL		11	



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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 1





Republika ng Pilipinas

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

Allocated Number and Position of Nominated Participants per Region (Visayas and Mindanao)

*Consultation Workshop and Focus Group Discussion on The Development of
Induction Program for Beginning School Heads (IPBSH) - Training Resource Package
October 14-18, 2024
NEAP NCR- Marikina City*

Batch 1 (October 14-16, 2024)

REGIONS	POSITION				OIC/TIC/HT
	Assistant Schools Division Superintendent (ASDS)	Public School District Supervisor (PSDS)	SCHOOL HEAD		
			With 5 years and below experience as a full-pledged school head	With 10 to 15 years of experience as a full- pledged school head	
Region VI	1	-	1	1	1
Region VII	-	1	1	1	1
Region VIII	1	-	1	1	1
Region IX	-	1	1	1	1
Region X	1	-	1	1	1
Region XI	-	1	1	1	1
Region XII	1	-	1	1	1
CARAGA	-	1	1	1	1
TOTAL	32				



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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 2





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

Allocated Number and Position of Nominated Participants per Region (Visayas and Mindanao)

*Consultation Workshop and Focus Group Discussion on The Development of
Induction Program for Beginning School Heads (IPBSH) - Training Resource Package
October 14-18, 2024
NEAP NCR- Marikina City*

Batch 2 (October 16-18, 2024)

REGIONS	POSITION				
	Assistant Schools Division Superintendent (ASDS)	Public School District Supervisor (PSDS)	SCHOOL HEAD		OIC/TIC/HT
			With 5 years and below experience as a full-pledged school head	With 10 to 15 years of experience as a full- pledged school head	
CAR	1	-	1	1	1
Region I	-	1	1	1	1
Region II	1	-	1	1	1
Region III	-	1	1	1	1
Region IV-A	1	-	1	1	1
Region IV-B	-	1	1	1	1
Region V	1	-	1	1	1
NCR	-	1	1	1	1
TOTAL	32				

[NEAP_PDD/Magalona/Astilla]



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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	2 of 2





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Enclosure 3

Meal Provision Guide

Consultation Workshop and Focus Group Discussion on The Development of Induction Program for Beginning School Heads (IPBSH) - Training Resource Package

*October 14-18, 2024
NEAP NCR- Marikina City*

For Batch 1 Participants				
Meals	13 October 2024 (Sunday)	14 October 2024 (Monday)	15 October 2024 (Tuesday)	16 October 2024 (Wednesday)
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	
PM Snack		✓	✓	
Dinner	✓	✓	✓	

For Batch 2 Participants				
Meals	15 October 2024 (Tuesday)	16 October 2024 (Wednesday)	17 October 2024 (Thursday)	18 October 2024 (Friday)
Breakfast			✓	✓
AM Snack			✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	✓
Dinner		✓	✓	



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Enclosure 4

INDICATIVE PROGRAM OF ACTIVITIES

CONSULTATION WORKSHOP AND FOCUS GROUP DISCUSSION ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH) – TRAINING RESOURCE PACKAGE

October 14 - 18, 2024 / NEAP Marikina City

Time	Day 0 (Oct. 13)	Day 1 (Oct. 14)	Day 2 (Oct. 15)	Day 3 (Oct. 16)	Day 4 (Oct. 17)	Day 5 (Oct. 18)
8:30 - 9:00 AM	Preliminaries					
9:00 - 10:00 AM	BATCH 1 <i>Registration and Health Break</i>	BATCH 1 <i>Opening Program</i> Program Background Consultation and Focused Group Discussion: Sharing of current initiatives/activities related to the Induction Program for Beginning School Heads	Workshop 1: Recommendations for the Development of Framework and Implementing Guidelines for IPBSH	Consolidation/ Presentation of Group Outputs	Continuation of Consultation and Focus Group Discussion (FGD)	Workshop 2: Recommendations for the Development of IPBSH TRP
10:00 - 10:20 AM			AM Health Break	BATCH 1 <i>Closing Program</i> <i>Batch 1 Departure from Venue</i>	AM Health Break	AM Health Break
10:20 - 10:40 AM			Continuation of Workshop 1		Input Session from BHRD; Management Directives for Induction and Other Related Initiatives	Continuation of Workshop 2
10:40 - 12:00 PM			Lunch Break			
12:00 - 1:00 PM	Lunch Break					



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Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	1 of 2



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Time	Day 0 (Oct. 13)	Day 1 (Oct. 14)	Day 2 (Oct. 15)	Day 3 (Oct. 16)	Day 4 (Oct. 17)	Day 5 (Oct. 18)
1:00 - 2:00 PM		Continuation of Consultation and Focus Group Discussion (FGD)	Workshop 2: Recommendations for the Development of IPBSH TRP	BATCH 1 <i>Registration</i>	Workshop 1: Recommendations for the Development of Framework and Implementing Guidelines for IPBSH	Consolidation/ Presentation of Group Outputs
2:00 - 3:00 PM		PM Health Break	PM Health Break	PM Health Break		
3:00 - 3:20 PM		Input Session from BHROD: Management Directives for Induction and Other Related Initiatives	Continuation of Workshop 2	<ul style="list-style-type: none"> Opening Program Program Background Consultation and Focused Group Discussion: Sharing of current implementation or initiatives/activities related to the Induction Program for Beginning School Heads 	Continuation of Workshop 1	BATCH 2 <i>Closing Program</i> <i>Batch 2 Departure from Venue</i>
3:20 - 4:30 PM						
4:30 - 5:00 PM	PMT Debriefing					



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Effectivity	09.20.21	Page	2 of 2