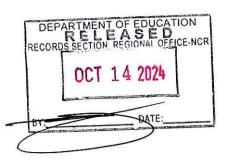


### Department of Education

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

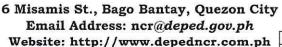
- 1. This is in reference to the Memorandum DM-OUHROD-2024-2025 dated October 9, 2024 from Wilfredo E. Cabral, Regional Director, Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development and School Infrastructure and Facilities, informing the concerned Schools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

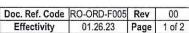
| Name               | Designation                       | Office         |
|--------------------|-----------------------------------|----------------|
| Nida Andrada       | Public School District Supervisor | SDO Marikina   |
| Benjamin C. Perez  | Principal                         | SDO Navotas    |
| 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: <a href="https://tinyurl.com/IPBSH-ConsultReg">https://tinyurl.com/IPBSH-ConsultReg</a>. 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.













### Department of Education

NATIONAL CAPITAL REGION

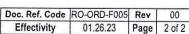
- 5. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses shall be charged to their local funds subject to the usual accounting and auditing rules and regulations.
- 6. For other questions and concerns, kindly coordinate with **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











24 93 0193



### Department of Education

### OFFICE OF THE UNDERSECRETARY HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM DM-OUHROD-2024-*202*

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) -

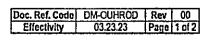
TRAINING RESOURCE PACKAGE

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:
  - 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).







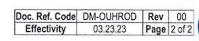
- 4. For reference, attached are the following documents:
  - a. List of Program Management Team Members (Enclosure 1);
  - Allocated Number of Nominated Participants per Position per Region – Batches 1 and 2 (Enclosure 2);
  - c. Meal Provision Guide (Enclosure 3); and
  - d. Indicative Program of Activities (Enclosure 4).
- 5. The nominated participants as well as those listed in *Enclosure 1* are requested to confirm their attendance through the registration link <a href="https://tinyurl.com/IPBSH-ConsultReg">https://tinyurl.com/IPBSH-ConsultReg</a> 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]









### Department of Education

### 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 /<br>Designation              |
|-------|-------------------------|-------------|--|
| 1     | Marife T. Morcilla      |             | Project Development<br>Officer V       |
| 2     | John Carlo S. Astilla   |             | Senior Education Program Specialist    |
| 3     | Joy S. Magalona         |             | Senior Education<br>Program Specialist |
| 4     | Jhoanna C. Javier       | NEAD - PDD  | Education Program Specialist II        |
| 5     | Jessica Kristel Abeleda |             | Education Program<br>Specialist II     |
| 6     | Katrina Gargoles        |             | Technical Assistant II                 |
| 7     | Cielmer Bolante         |             | Technical Assistant II                 |
| 8     | Jojet Gabriel           |             | Administrative<br>Assistant II         |
| 9     | Representative          | NEAP- QAD   |  |
| 10    | Representative          | NEAP- OD    |  |
| 11    | Representative          | BHROD- HRDD |  |
| TOTAL |                         | 11          |  |







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### Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

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

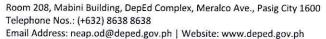
Consultation Workshop and Focus Group Discussion on The Development of Induction Program for Beginning School Heads (IPBSH) - Training Resource Package October 14-18, 2024 NEAP NCR- Marikina City

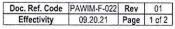
### Batch 1 (October 14-16, 2024)

|             |   |  | POSITION  |   |            |
|-------------|---|--|---|---|------------|
|             |   |  | SCHOOL  | HEAD  |            |
| REGIONS     | Assistant<br>Schools Division<br>Superintendent<br>(ASDS) | Public<br>School<br>District<br>Supervisor<br>(PSDS) | With 5 years<br>and below<br>experience as a<br>full-pledged<br>school head | With 10 to 15<br>years<br>of experience<br>as a full-<br>pledged<br>school head | оіс/тіс/нт |
| Region VI   | 1   | \ <del>-</del>                                       | 1   | 1   | 1          |
| Region VII  | -   | 1  | 1   | 1   | 1          |
| Region VIII | 1   | -  | 1   | 1   | 1          |
| Region IX   | -   | 1  | 1   | 1   | 1          |
| Region X    | 1   | ı <del>-</del>                                       | 1   | 1   | 1          |
| Region XI   | -   | 1  | 1   | 1   | 1          |
| Region XII  | 1   | =  | 1   | 1   | 1          |
| CARAGA      | -   | 1  | 1   | 1   | 1          |
| TOTAL       |   |  | 32  |   |            |













### Department of Education

### 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

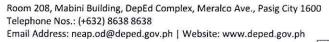
### Batch 2 (October 16-18, 2024)

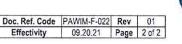
|             |   |  | POSITION  |  |            |
|-------------|---|--|---|--|------------|
|             |   |  | SCHOOL  | HEAD   |            |
| REGIONS     | Assistant<br>Schools Division<br>Superintendent<br>(ASDS) | Public<br>School<br>District<br>Supervisor<br>(PSDS) | With 5 years<br>and below<br>experience as a<br>full-pledged<br>school head | With 10 to 15 years of experience as a full- pledged school head | оіс/тіс/нт |
| CAR         | 1   | -  | 1   | 1  | 1          |
| Region I    |   | 1  | 1   | 1  | 1          |
| Region II   | 1   | <u>*************************************</u>         | 1   | 1  | 1          |
| Region III  | ş-  | 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]













### Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### **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

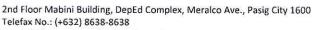
> October 14-18, 2024 NEAP NCR- Marikina City

|           | F                           | or Batch 1 Partic           | cipants                      |                                |
|-----------|-----------------------------|-----------------------------|------------------------------|--------------------------------|
| Meals     | 13 October 2024<br>(Sunday) | 14 October 2024<br>(Monday) | 15 October 2024<br>(Tuesday) | 16 October 2024<br>(Wednesday) |
| Breakfast |                             | <b>✓</b>                    | <b>√</b>                     | ~                              |
| AM Snack  |                             | <b>✓</b>                    | <b>√</b>                     | ~                              |
| Lunch     |                             | /                           | <b>√</b>                     |                                |
| PM Snack  |                             | ~                           | · ·                          |                                |
| Dinner    | <b>-</b>                    | <b>-</b>                    | <b>√</b>                     |                                |

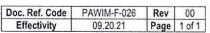
|           | F                            | or Batch 2 Partic              | cipants                       |                             |
|-----------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| Meals     | 15 October 2024<br>(Tuesday) | 16 October 2024<br>(Wednesday) | 17 October 2024<br>(Thursday) | 18 October 2024<br>(Friday) |
| Breakfast |                              |                                | ·                             | ·                           |
| AM Snack  |                              |                                | ~                             | 7                           |
| Lunch     |                              | <b>✓</b>                       | ·                             | <b>/</b>                    |
| PM Snack  |                              | <b>✓</b>                       | ~                             | <b>~</b>                    |
| Dinner    |                              | 1                              | <b>✓</b>                      |                             |







Email Address: neap.od@deped.gov.ph







## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

### 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

| F                | 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                                      | aries  |  |
|                  |                       | BATCH 1   |   |  |  | 3  |
| 9:00 - 10:00 AM  |                       | Registration and<br>Health Break  | Workshop 1: Recommendations for the Development of Framework and Implementing | Consolidation/<br>Presentation of Group<br>Outputs | Continuation of<br>Consultation and Focus<br>Group Discussion (FGD)                                  | Workshop 2: Recommendations for the Development of IPBSH TRP |
| 10:00 -10:20 AM  |                       | Opening Program   | Guidelines for IPBSH  |  |  |  |
| 10:20 -10:40 AM  |                       | Program Background     Consultation and Focused Groun Discussion:   | AM Health Break   | BATCH 1  | AM Health Break  | th Break   |
| 10:40 – 12:00 PM | Travel from           | Sharing of current implementation or initiatives/activities related to the Induction Program for Beginning School Heads | Continuation of<br>Workshop 1   | Closing Program<br>Batch 1 Departure from<br>Venue | Input Session from BHROD:<br>Management Directives for<br>Induction and Other<br>Related Initiatives | Continuation of<br>Workshop 2                                |
| 12:00 - 1:00 PM  | residence to<br>venue | Lunch   | Break   |  | Lunch Break  |  |



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| Doc. Ref. Code | PAWIM-F-026 | Rev  | 8   |
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## Department of Education

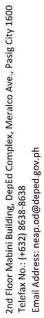
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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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<br>and Focus Group Discussion<br>(FGD)                   | Workshop 2:<br>Recommendations for the<br>Development of IPBSH TRP | BATCH 1<br>Registration                            | Workshop 1: Recommendations for the Development of Framework and Implementing | Consolidation/<br>Presentation of Group<br>Outputs |
| 2:00 - 3:00 PM   |  |   |  | Opening Program                                    | <b>Guidelines for IPBSH</b>   |  |
| 3:00 - 3:20 PM   |  | PM Health Break   | PM Health Break  | Program Background Consultation and Focused Group  | PM Health Break   | BATCH 2  |
|  |  | double 2  |  | Discussion: Sharing of                             |   | Closing Program                                    |
| 3:20 - 4:30 PM   |  | Input Session from BHROD:<br>Management Directives for<br>Induction and Other Related | Continuation of<br>Workshop 2                                      | or initiatives/activities related to the Induction | Continuation of<br>Workshop 1   | Batch 2 Departure from<br>Venue                    |
|  |  | Initiatives   |  | Program for Beginning<br>School Heads              |   |  |
| 4:30 - 5:00 PM   |  |   |  | PMT Debriefing                                     |   |  |



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