



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2024-1097

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 LEARNING RESOURCE PACKAGE (PHASE 4)**

DATE : October 16, 2024

1. This is in reference to the Memorandum DM-OUHRD-2024-2056 dated October 10, 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 Office about the above-captioned subject.

2. The following personnel who will served as **writers** are advised to attend the **Phase 4 Workshop** which will be held on October 21-25, 2024 at NEAP Marikina:

Batch 1: Drafting of Monitoring and Evaluation Annexes of the IPBT Implementing Guidelines (October 21-22, 2024)

Batch 2: Revision and Finalization of the Draft IPBT Learning Resource Package (October 23-25, 2024)

Name	Designation	Office	Batch/Activity	Dates
Noemi A. Velario	SEPS-Planning and Research	SDO Marikina	Batch 1 and 2	October 21-25, 2024
Ivy M. Romano	SEPS-Human Resource Development	SDO Muntinlupa	Batch 2	October 23-25, 2024



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3. The identified participants are requested to confirm their attendance through the registration link bit.ly/IPBTphase4Reg.
4. The participants for Batch 1 are advised to check in on October 20, 2024, 3:00 p.m. while for Batch 2 will be on October 22, 2024, 5:00 p.m.
5. The participants are also advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.
6. The participants' board and lodging will be charge to NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to their local funds subject to the usual accounting and auditing rules and regulations.
7. For other questions and concerns, kindly coordinate Ms. Julie Lyka Ignao, Project Development Officer II, NEAP-PDD, through email julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919, or Viber 09975670093.
8. Immediate dissemination and strict compliance with this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-2051

**TO : Regional Directors
Schools Division Superintendents
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 : WORKSHOP ON THE DEVELOPMENT OF INDUCTION
PROGRAM FOR BEGINNING TEACHERS LEARNING RESOURCE
PACKAGE (PHASE 4)**

DATE : 10 October 2024

1. Following the *Phase 3 Workshop on the Development of the Induction Program for Beginning Teachers (IPBT)* held last 30 September – 04 October 2024, the National Educators Academy of the Philippines (NEAP) will conduct the *Phase 4 Workshop on the Development of IPBT Learning Resource Package*, with schedule and details as follows:

Dates	Batch/Activity	Venue	Terms of Reference of Participants
21-22 October 2024	Batch 1: Drafting of Monitoring and Evaluation Annexes of the IPBT Implementing Guidelines	NEAP Marikina	Writers
23-25 October 2024	Batch 2: Revision and Finalization of the Draft IPBT Learning Resource Package		

2. The objectives of the workshop are as follows:
- Draft the annexes of the IPBT Implementing Guidelines; and
 - Revise and finalize the draft IPBT coursebooks for teachers and guide for mentors.
3. For reference, attached are the *List of Participants and Qualifications of Writers (Enclosure 1)*, *Indicative Program of Activities (Enclosure 2)*, and *Meal Provision Guide (Enclosure 3)*.

4. For the **Batch 1 Activity**, NEAP requests the participation of **one (1) representative from each specified region** who will serve as the writers of the IPBT Implementing Guidelines Annexes. The **Batch 1 participants** are advised to check in on **20 October 2024 (Sunday), 3:00 p.m.**
5. For the **Batch 2 Activity**, the writers from the Phases 2 and 3 workshops are expected to attend. The **Batch 2 participants** are advised to check in on **22 October 2024 (Tuesday), 5:00 p.m.**
6. **Selected writers are requested to attend both Batch 1 and Batch 2 Activities** as they will help ensure the continuity and quality of the draft IPBT learning resource package/outputs.
7. The identified participants are requested to confirm their attendance through the registration link **bit.ly/IPBTphase4Reg** on or before **18 October 2024**.
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 Central Office/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. Julie Lyka Ignao**, Project Development Officer II, NEAP Professional Development Division, through email julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph, landline (02) 8715-9919, or Viber 09975670093.
11. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 – List of Participants and Qualifications of Writers

Enclosure 2 – Indicative Program of Activities

Enclosure 3 – Meal Provision Guide

Copy furnished:

OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

[NEAP/ Vesagas/Clave]



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF PARTICIPANTS AND QUALIFICATIONS OF WRITERS

Workshop on the Development of the Induction Program for Beginning Teachers (Phase 4)
October 21-25, 2024 / NEAP NCR, Marikina City

No.	Name	Office	Position/Designation
Program Management Team			
1	Marife Morcilla	NEAP-PDD	Project Development Officer V
2	Richie Carla Vesagas		Senior Education Program Specialist
3	Julie Lyka Ignao		Project Development Officer II
4	Jufeel Pulvosa		Project Development Officer II
5	Ann Christine Sison		Technical Assistant II
6	Jallal Malaguia		Technical Assistant II
7	Toni Rose H. Rosales		Technical Assistant II
8	Evelyn D. Cruzada	NEAP	Highly Technical Consultant
9	Maria Teresa L. Manicio	Research Institute for Teacher Quality	Deputy Director
10	Ali Anudin	Research Institute for Teacher Quality	Senior Program Manager
11	Mike Angel Renon	Research Institute for Teacher Quality	Research Assistant
12	Joanna Marie Rodil	Research Institute for Teacher Quality	Research Assistant
13	Ma. Salome Fulgencio	Research Institute for Teacher Quality	Research Assistant
14	Gerry C. Areta	Philippine Normal University	Associate Professor
15	Marie Chiela Malcampo	Philippine Normal University	Associate Professor
16	Alvin B. Barcelona	Philippine Normal University	Assistant Professor
17	Victoria Delos Santos	Philippine Normal University	Associate Professor
18	Representative	Planning Service - Policy Research and Development Division	

19	Representative	Planning Service - Policy Research and Development Division	
20	Welfare Officer	NCR	Nurse/Medical Officer

Field Personnel Participants			
Batch 1 Participants: October 21-22, 2024			
21 - 28	One M&E representative from: <ul style="list-style-type: none"> Region I Region 4-MIMAROPA Region V Region VI Region VIII Region IX Region X Region XII 		Qualifications: <ul style="list-style-type: none"> Not a participant of the Workshop on the Development of IPBT Phases 2 and 3 Familiar with or has experience implementing or monitoring the Induction Program for Beginning Teachers RO or SDO M&E Focals
Batch 2: Writers (October 23-25, 2024)			
29	Elsie V. Mayo	Region I	Principal IV
30	Romel N. Sanchez		Head Teacher III
31	Divina Ramel	Region II	Principal II
32	Jennifer A. Quiambao	Region III	Principal I
33	Arlene M. Hernandez	Region IV-A	Principal I
34	Marlin G. Rylander	Region IV-B	Head Teacher III
35	Ma. Shella B. Suñas	Region V	Principal 1
36	Lalain E. Del los Santos	Region VI	Public District Supervisor
37	Jay C. Blancaflor		Education Program Specialist II
38	Yvonne B. Gera	Region VII	Senior Education Program Specialist
39	Marisol C. Margate	Region VIII	Education Program Specialist II
40	Elixes B. Eleccion	Region XI	Principal III

41	Fe H. Lopez	CARAGA	Senior Education Program Specialist
42	Marylin A. Tolbe	CAR	Public Schools District Supervisor
43	Ivy M. Romano	NCR	Senior Education Program Specialist
Batch 1 and 2 Participants: October 21-25, 2024			
44	Joy S. Ferrer-Lopez	Region II	Education Program Supervisor
45	Annie Michelle F. Laurzano	Region III	Public District Supervisor
46	Gerlie C. Lopez	Region IV-A	Education Program Supervisor
47	Gayle J. Malibiran		Education Program Supervisor
48	Jonalyn B. Pattalitan		Education Program Specialist II
49	Christian Mespheer A. Hernandez		Principal I
50	Grace Urbien-Salvatus		Principal II
51	Christian M. Alberto	Region IV-B	Senior Education Program Specialist
52	Annie B. Baylon	Region V	Principal II
53	Noemi A. Velario	NCR	Senior Education Program Specialist
54	Rosa H. Cabotaje	Region VII	Education Program Supervisor
55	Ma. Colleen L. Emoricha	Region IX	Assistant Schools Division Superintendent
56	Kevin Lloyd V. Hijastro	Region XII	Education Program Specialist II



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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Development of the Induction Program for Beginning Teachers (Phase 4)
 October 21-25, 2024 / NEAP NCR, Marikina City

Time	Day 0 Oct. 20	Day 1 Oct. 21	Day 2 Oct. 22	Day 3 Oct. 23	Day 4 Oct. 24	Day 5 Oct. 25
8:30 - 9:00 AM	Travel from residence to venue					
9:00 - 10:00 AM	Registration (Batch 1)	Registration (Batch 1)	Registration (Batch 1)	Registration (Batch 2)	Registration (Batch 2)	Registration (Batch 2)
10:00 - 10:15 AM	Opening Program (Batch 1)	Opening Program (Batch 1)	Opening Program (Batch 1)	Opening Program (Batch 2)	Opening Program (Batch 2)	Opening Program (Batch 2)
10:20 - 10:40 AM	Program Overview	Program Overview	Program Overview	Program Updates	Program Updates	Program Updates
10:40 - 12:00 PM	Draft Implementing Guidelines Input on Crafting M&E for National Programs and Policies	Draft Implementing Guidelines Input on Crafting M&E for National Programs and Policies	Draft Implementing Guidelines Input on Crafting M&E for National Programs and Policies	Group Conferences with Validators	Group Conferences with Validators	Group Conferences with Validators
12:00 - 1:00 PM	Lunch Break					
		Finalization of Outputs	Finalization of Outputs	Finalization of Outputs	Finalization of Outputs	Finalization of Outputs
					Cont'd Workshop 2	Cont'd Workshop 2
						Cont'd Finalization



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1:00 - 2:30 PM	Workshop 1: Crafting M&E Annexes to Support the Implementing Guidelines	Closing Program for Batch 1	Workshop 2: Revision of Coursebooks for Teachers and Mentors' Guide	Cont'd Workshop 2	Closing Program
2:30 - 2:45 PM	Health Break				
2:45 - 4:00 PM	Cont'd Workshop 1	Arrival of Batch 2	Cont'd Workshop 2	Cont'd Workshop 2	Travel from Venue to Residence
4:45 - 5:00 PM	Reminders and Daily Evaluation				



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Enclosure 3

MEAL PROVISION GUIDE

Workshop on the Development of the Induction Program for Beginning Teachers (Phase 4)
October 21-25, 2024 / NEAP NCR, Marikina City

1. For **Batch 1** participants:

Meals	October 20 Sunday	October 21, 2024 Monday	October 22, 2024 Tuesday
Breakfast		✓	✓
AM Snack		✓	✓
Lunch		✓	✓
PM Snack		✓	✓
Dinner	✓	✓	

2. For **Batch 2** participants:

Meals	October 22 , 2024 Tuesday	October 23, 2024 Wednesday	October 24, 2024 Thursday	October 25, 2024 Friday
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	✓
Dinner	✓	✓	✓	