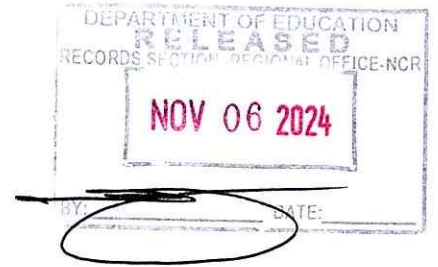




Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
 ORD-2024-1169

TO : **CECILLE G. CARANDANG, CESO V**
 Schools Division Superintendent, SDO Malabon

NOEL D. BAGANO, CESO VI
 OIC-Schools Division Superintendent, SDO Valenzuela

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS TO WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (PHASE 1)**

DATE : October 30, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2162 dated October 29, 2024 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **Phase 1 Workshop on IPBSH Development** which will be held on **November 4 to 8, 2024** at **NEAP Marikina**:

Name	Designation	School/Office	SDO
Rodelio I. Perez Jr.	Principal	Col. Ramon Camus Integrated School	Malabon
Melvin Willy II B. Roque	Public School District Supervisor	SDO-CID	Valenzuela

3. The identified participants are requested to confirm their attendance through the registration link: <https://bit.ly/IPBSHphase1Reg>. They are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

4. The participants are advised to check in on November 3, 2024 (Sunday), 3:00 p.m. and check out on November 8, 2024 (Friday), 3:00 p.m. The opening program will commence on November 4, 2024 (Monday), at exactly 2:00 p.m.



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


Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 8





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

5. Board and lodging of the participants will be charge to NEAP HRD Fund while their 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. This Memorandum shall likewise serve as the official travel authority document of the identified participants.
7. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No.53, S. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends, holidays, and work suspension.
8. For other questions and concerns, kindly coordinate with **Mr. John Carlo Astilla**, Senior Education Program Specialist, NEAP Professional Development Division, through email johncarlo.astilla@deped.gov.ph neap.pdd@deped.gov.ph or landline (02) 8715-9919.
9. Immediate dissemination and strict compliance with this Memorandum is desired.


JOCELYN DR ANDAYA
Director IV



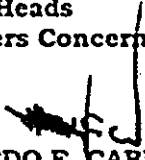
Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM
DM-OUHROD-2024- 2162

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

FROM :  WILFREDO E. CABRAL
Undersecretary
Human Resource and Organizational Development

SUBJECT : WORKSHOP ON THE DEVELOPMENT OF INDUCTION
PROGRAM FOR BEGINNING SCHOOL HEADS (PHASE 1)

DATE : 29 October 2024

1. Following the *Consultation Workshop and Focus Group Discussion on the Development of Induction Program for Beginning School Heads (IPBSH) Training Resource Package (TRP)* last 14-18 October 2024, the National Educators Academy of the Philippines (NEAP) will conduct the *Phase 1 Workshop on IPBSH Development* on 04-08 November 2024 at NEAP Marikina.
2. The objectives of the activity are as follows:
 - a. Present the consolidated data gathered during the consultation workshop and focus group discussion;
 - b. Draft the proposed outline of IPBSH development and implementation; and
 - c. Develop proposed IPBSH models.
3. Relative to this, the Regional Offices are requested to each nominate two (2) participants who will serve as writers during the activity.
4. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)*.
5. All participants are requested to confirm their attendance through the link bit.ly/IPBSHphase1Reg on or before 03 November 2024.

6. The participants are advised to check in on 03 November 2024, 3:00 p.m. and check out on 08 November 2024, 3:00 p.m. The meal schedule is as follows:

Meals	03 Nov 2024 Sun	04 Nov 2024 Mon	05 Nov 2024 Tue	06 Nov 2024 Wed	07 Nov 2024 Thu	08 Nov 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	✓

7. 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.).

8. The participants' board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while their 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.

9. The participants are entitled to Service Credits or Compensatory Time-Off in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*, in case the activities will fall on weekends, holidays, and work suspension.

10. For further questions and clarifications, please coordinate with Mr. John Carlo Astilla, Senior Education Program Specialist, NEAP Professional Development Division, through email johncarlo.astilla@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919.

11. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1 - List of Participants

Enclosure 2 - Indicative Program of Activities

Copy furnished:

OFFICE OF THE SECRETARY

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

[NEAP/Clavel]





Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM

*Workshop on the Development of the Induction Program for School Heads (Phase 1)
November 4-8, 2024/ NEAP NCR, Marikina City*

No.	Name	Office	Position / Designation
1	Marife T. Morcilla	NEAD - PDD	Project Development Officer V
2	Alexander Simagala		Project Development Officer IV
3	John Carlo S. Astilla		Senior Education Program Specialist
4	Ma. Carmila Clave		Education Program Specialist II
5	Julie Lyka Ignao		Project Development Officer II
6	Ann Christine Sison		Technical Assistant II
7	Jallal Malaguia		Technical Assistant II
8	Representative	BHROD- HRDD	
9	Representative	BHROD- HRDD	
10	Representative	PS-PRDD	
11	Representative	PS-PRDD	
TOTAL		11	



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

LIST OF FIELD PARTICIPANTS

*Workshop on the Development of the Induction Program for School Heads (Phase 1)
November 4-8, 2024/ NEAP NCR, Marikina City*

Region	Number of Slots	Position / Designation	Qualifications
I	2	ASDS, School Head	The selected writers must meet any of the following: a. Familiar with Philippine Professional Standards for School Heads and Philippine Professional Standards for Supervisors as well as other related issuances/tools; b. Has experience in professional development for school heads and supervisors as well as school leaders' performance assessment and training; c. Has commitment to continuous improvement of school leaders; and, d. Has been a writer of learning resources for school leaders.
II	2	PSDS, School Head	
III	2	ASDS, School Head	
IV-A	2	PSDS, School Head	
IV-B	2	ASDS, School Head	
V	2	PSDS, School Head	
VI	2	ASDS, School Head	
VII	2	PSDS, School Head	
VIII	2	ASDS, School Head	
IX	2	ASDS, School Head	
X	2	PSDS, School Head	
XI	2	ASDS, School Head	
XII	2	PSDS, School Head	
CARAGA	2	PSDS, School Head	
CAR	2	ASDS, School Head	
NCR	2	PSDS, School Head	
TOTAL		32	



Republika ng Pilipinas

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES
Workshop on the Development of the Induction Program for School Heads (Phase 1)
November 4-8, 2024 / NEAP NCR, Marikina City

Time	Day 0 3 Nov	Day 1 4 Nov	Day 2 5 Nov	Day 3 6 Nov	Day 4 7 Nov	Day 5 8 Nov
8:30 - 9:00 AM	Travel from residence to venue	Registration	Cont'd Workshop 1	Presentation and Critiquing of Workshop 2 Outputs	Presentation and Critiquing of Workshop 3 Outputs	Finalization of Outputs
9:00 - 10:00 AM						
10:00 - 10:15 AM	AM Health Break					
10:20 - 10:40 AM		<ul style="list-style-type: none"> Opening Program Program Overview Session 1: RCD Results and Guidelines for the Development 	Presentation of Workshop 1 Outputs	Cont'd Presentation and Critiquing of Workshop 2 Outputs	Cont'd Presentation and Critiquing of Workshop 3 Outputs	Cont'd Finalization of outputs
10:40 - 12:00 PM			<ul style="list-style-type: none"> Cont'd Workshop 4 Draft Learning Design, Scope and Sequence 			





Republika ng Pilipinas

Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

		of IPBSH			
12:00 - 1:00 PM	Lunch Break				
1:00 - 2:30 PM	Session 2 Theory of Change (ToC)	Workshop 2: Draft the outline for the implementation of IPBSH	Workshop 3: Draft IPBSH Implementation Models	Cont'd Workshop 4	Closing Program
2:30 - 2:45 PM	PM Health Break				
2:45 - 4:00 PM	Workshop 1: IPBSH Theory of Change	Cont'd Workshop 2	Cont'd Workshop 3	Presentation and Critiquing of Workshop 4 Outputs	
4:45 - 5:00 PM	Reminders and Daily Evaluation				
	<i>Travel from Venue to Residence</i>				



2nd Floor Mabini Building, DePaul Complex, Marikina Ave., Pasig City 1600
 Telephone Nos. (6612) 8615561x, (6612) 86117207
 Email Address: neap@deped.gov.ph | Website: www.deped.gov.ph/neap

Doc. Ref. Code: PAMM/F-026
 Effectivity: 09/20/21
 Rev: 00
 Page: 2 of 2

