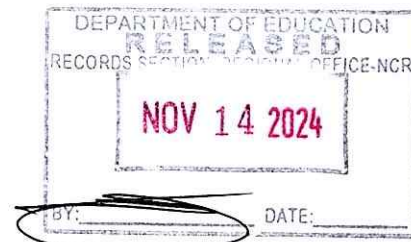




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM
ORD-2024-1195

TO : **CYNTHIA L. AYLES, CESO VI**
Schools Division Superintendent, SDO Marikina

VIOLETA M. GONZALES, CESO VI
OIC-Schools Division Superintendent, SDO Muntinlupa

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (PHASE 5)**

DATE : November 11, 2024

1. This is in reference to the Memorandum DM-OUHROD-2024-2197 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 5 Workshop on the Development of IPBT** which will be held on **November 18 to 22, 2024** at **NEAP Marikina**:

Name	Designation	School/Office	SDO
Noemi A. Velario	SEPS-Planning and Research	SDO-SGOD	Marikina
Ivy M. Romano	SEPS- Human Resource Development	SDO-SGOD	Muntinlupa

3. The identified participants are requested to confirm their attendance through the registration link: <https://bit.ly/IPBTphase5Reg>. 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 17, 2024 (Sunday), 3:00 p.m. and check out on November 22, 2024 (Friday), 3:00 p.m. The first meal to be served is dinner and the last meal is afternoon snack.





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 SDO 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. For other questions and concerns, kindly coordinate Ms. Julie Lyka Ignao, Project Development Officer II, NEAP-PDD, through email julie.ignao@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
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



Republika ng Pilipinas


Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-~~1193~~

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

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

SUBJECT : **WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (PHASE 5)**

DATE : 08 November 2024

1. Following the *Phase 4 Workshop on the Development of the Induction Program for Beginning Teachers (IPBT)* held last 21-25 October 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 5 Workshop on the Development of IPBT**, with schedule and details as follows:

Dates	Activity	Venue	Terms of Reference of Participants
18-22 November 2024	Phase 5 IPBT Development: Finalization of IPBT Coursebooks and Training Resource Package (TRP)	NEAP Marikina	National Technical Working Group – Writers

2. The objectives of the workshop are as follows:
 - a. Finalize the draft IPBT coursebooks and mentors' guide; and
 - b. Draft the IBPT TRP.
3. Relative to this, the **Regional Offices** are requested to send the **identified field participants to the said workshop**.
4. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)*.
5. All identified participants are requested to confirm their attendance through the registration link bit.ly/IPBTphase5Reg on or before **12 November 2024**. Their

participation in this phase of the workshop is crucial in ensuring continuity and quality of the draft IPBT learning resource package/outputs.

- The participants are advised to check in on 17 November 2024, 3:00 p.m. and check out on 22 November 2024, 3:00 p.m. The meal schedule is as follows:

Meals	17 Nov 2024 Sun	18 Nov 2024 Mon	19 Nov 2024 Tue	20 Nov 2024 Wed	21 Nov 2024 Thu	22 Nov 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

- 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.).
- The participants' board and lodging will be charged against NEAP Human Resource Development (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.
- 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.
- 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/Vesagas/Clave]



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Enclosure 1

LIST OF PARTICIPANTS NATIONAL TECHNICAL WORKING GROUP FOR THE DEVELOPMENT OF THE INDUCTION PROGRAM FOR BEGINNING TEACHERS LEARNING RESOURCE PACKAGE

*Workshop on the Development of Induction Program for Beginning Teachers (Phase 5)
November 18 - 22, 2024 / NEAP NCR, Marikina City*

No.	Name	Office	Position/Designation
1	Marife Morcilla	NEAP	Project Development Officer V
2	Alexander Simagala		Project Development Officer IV
3	Richie Carla Vesagas		Senior Education Program Specialist
4	John Carlo Astilla		Senior Education Program Specialist
5	Ma. Carmila Clave		Education Program Specialist II
6	Julie Lyka Ignao		Project Development Officer II
7	Ann Christine Sison		Technical Assistant II
8	Jallal Malaguia		Technical Assistant II
9	Evelyn D. Cruzada		Highly Technical Consultant
10	NEAP QAD Representative		Senior Education Program Specialist
11	Elsie V. Mayo	Region I	Principal IV
12	Romel N. Sanchez	Region I	Head Teacher III
13	Joy S. Ferrer-Lopez	Region II	Education Program Supervisor
14	Divina Ramel	Region II	Principal II
15	Annie Michelle F. Laurzano	Region III	Public District Supervisor
16	Jennifer A. Quiambao	Region III	Principal I
17	Arlene M. Hernandez	Region IV-A	Principal I
18	Gerlie C. Lopez	Region IV-A	Education Program Supervisor
19	Gayle J. Malibiran	Region IV-A	Education Program Supervisor
20	Jonalyn B. Pattalitan	Region IV-A	Education Program Specialist II
21	Christian Mespher A. Hernandez	Region IV-A	Principal I
22	Grace Urbien-Salvatus	Region IV-A	Principal II
23	Christian M. Alberto	Region IV-B	Senior Education Program Specialist
24	Marlin G. Rylander	Region IV-B	Head Teacher III
25	Annie B. Baylon	Region V	Principal II
26	Ma. Shella B. Suñas	Region V	Principal 1
27	Lalain E. De los Santos	Region VI	Public District Supervisor
28	Jay C. Blancaflor	Region VI	Education Program Specialist II
29	Rosa H. Cabotaje	Region VII	Education Program Supervisor
30	Yvonne B. Gera	Region VII	Senior Education Program Specialist
31	Marisol C. Margate	Region VIII	Education Program Specialist II
32	Ma. Colleen L. Emoricha	Region IX	Assistant Schools Division Superintendent
33	Elixes B. Eleccion	Region XI	Principal III
34	Kevin Lloyd V. Hijastro	Region XII	Education Program Specialist II

35	Fe H. Lopez	CARAGA	Senior Education Program Specialist
36	Marylin A. Tolbe	CAR	Public Schools District Supervisor
37	Ivy M. Romano	NCR	Senior Education Program Specialist
38	Noemi A. Velario	NCR	Senior Education Program Specialist

No.	Name	Office	Position/Designation
Partners			
39	Maria Teresa Manicio	Research Institute for Teacher Quality	Deputy Director / LRP Validator
40	Mike Angel Renon		Research Assistant
41	Joanna Marie Rodil		Research Assistant
42	Ali Anudin		Senior Program Manager / LRP Validator
43	Gerry Areta	Philippine Normal University	Associate Professor / LRP Validator
44	Marie Chiela Malcampo		Associate Professor / LRP Validator
45	Alvin Barcelona		Assistant Professor/ LRP Validator
46	Victoria Delos Santos		Associate Professor/ LRP Validator
Welfare Officer			
47	Welfare Officer	NCR / SDO Marikina	Nurse/Medical Officer



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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of the Induction Program for Beginning Teachers (Phase 5)
November 18 - 22, 2024 / NEAP NCR, Marikina City

Time	Day 0 Nov. 17	Day 1 Nov. 18	Day 2 Nov. 19	Day 3 Nov. 20	Day 4 Nov. 21	Day 5 Nov. 22
8:30 - 9:00 AM	Travel from residence to venue	Registration	Cont'd Writeshop 1	Group Conferences with Validators for the Enhancement of Coursebooks	Cont'd Writeshop 2	Finalization of All Outputs
9:00 - 10:00 AM						
10:00 - 10:15 AM	Health Break					
10:20 - 10:40 AM	Opening Program		Cont'd Writeshop 1	Writeshop 2: Finalization of Coursebooks	Cont'd Writeshop 2	Finalization of All Outputs
10:40 - 12:00 PM	Lunch Break					
12:00 - 1:00 PM	Lunch Break					



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



1:00 - 3:00 PM	Writeshop 1: Drafting the Slide decks and session guides for the Orientation of the Learning Resource Package	Cont'd Writeshop 1	Cont'd Writeshop 2	Cont'd Writeshop 2	Closing Program
3:00 - 3:15 PM	Health Break				Travel from Venue to Residence
3:15 - 4:45 PM	Cont'd Writeshop 1	Cont'd Writeshop 1	Cont'd Writeshop 2	Cont'd Writeshop 2	
4:45 - 5:00 PM	Reminders and Daily Evaluation				



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

