



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
 ORD-2025- 052

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

HAJJI R. PALMERO
 Chief Education Supervisor
 HRDD NEAP-R, NCR

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **PARTICIPANTS OF THE PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025**

DATE : January 12, 2025

1. This is in reference to the Memorandum DM-OUHROD-2024-3543 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the concerned Schools Division Office and Regional Office Functional Division about the above-captioned subject.

2. The following personnel are advised to attend the **Phase 2 Workshop on IPBSH Development and Implementation of Regional Induction Programs for School Heads for FY 2025** which will be held on **January 20 to 24, 2025** at **NEAP Marikina**:

Name	Designation	Office
Leah Ailah C. Vicencio	Senior Education Program Supervisor	HRDD NEAP-R
Hilda C. Valencia	Public School District Supervisor	SDO Malabon

3. The identified participants are requested to register and accomplish the preparatory work template through these links: <https://tinyurl.com/IPBSH-Ph2-Reg> and <https://tinyurl.com/PreWork-temp>. 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 January 19, 2025 (Sunday), 3:00 p.m. and check out on January 24, 2025 (Friday), 3:00 p.m. First meal will



190



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

be dinner on January 19, 2025 and last meal will be afternoon snack on January 24, 2025.

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
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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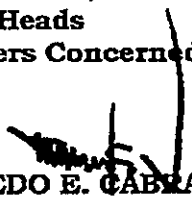
OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024- ~~3543~~

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 : PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025

DATE : 19 December 2024

- Following the *Phase 1 Workshop on the Development of Induction Program for Beginning School Heads (IPBSH)* held last 04-08 November 2024, the National Educators Academy of the Philippines (NEAP) will conduct the ***Phase 2 Workshop on IPBSH Development and Implementation of Regional Induction Programs for School Heads for FY 2025*** on 20-24 January 2025 at NEAP Marikina.
- The objectives of the activity are as follows:
 - Consolidate and review the Regional Office-initiated induction programs for newly hired school heads to be implemented in FY 2025 (submitted in line with DM-OUHROD-2024-3445 *Request for Submission of Inventory of RO-initiated Induction Programs for Newly Hired School Heads to be Implemented in FY 2025* dated 28 November 2024);
 - Develop the Program Implementation Plan (PIP) for locally initiated induction programs for beginning school heads; and
 - Harmonize the implementation plans for succeeding induction programs for school heads, including baseline and projected data on school heads.
- Relative to this, the Regional Offices are requested to each nominate two (2) participants, preferably with the following positions, for the activity.
 - One (1) HRDD Chief or NEAP R Focal Person for induction programs for school heads; and

- b. One (1) Public Schools District Supervisor (PSDS), preferably with prior/existing involvement in the implementation of induction programs for school heads.
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 accomplish the following **on or before 15 January 2025**:
- Preparatory work template through the link:
<https://tinyurl.com/PreWork-temp>
 - Registration through the link:
<https://tinyurl.com/IPBSH-Ph2-Reg>
6. The participants are advised to check in on 19 January 2025, 3:00 p.m. and check out on 24 January 2025, 3:00 p.m. The meal schedule is as follows:

Meals	19 Jan 2025 Sun	20 Jan 2025 Mon	21 Jan 2025 Tue	22 Jan 2025 Wed	23 Jan 2025 Thu	24 Jan 2025 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

[NEAP_PDD/Astilla/Vesagas]



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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP 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	Richie Carla A. Vesagas		Senior Education Program Specialist
5	Ma. Carmila B. Clave		Education Program Specialist II
6	Julie Lyka M. Ignao		Project Development Officer II
7	Jallal M. Malaguia		Technical Assistant II
8	Ann Christine T. Sison		Technical Assistant II
9	Representative	BHROD- HRDD	
10	Welfare Officer	SDO-Marikina	
11	Resource Person	Field Expert	
TOTAL		11	



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

LIST OF FIELD PERSONNEL

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP Marikina City

No.	Name	Position / Designation
32	2 participants per region	<ul style="list-style-type: none">• One (1) Chief of the Human Resource Development Division or the NEAP - R or focal person for the induction program for the School Head; and• One (1) Public Schools District Supervisor (PSDS), preferably from a School Division Office (SDO) with an existing implementation of an Induction Program for School Heads.



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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025
January 20 - 24, 2025 / NEAP Marikina City

Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)	
8:30 - 9:00 AM	Preliminaries						
9:00 - 10:20 AM	BATCH 1 <i>Registration and Health Break</i> <ul style="list-style-type: none"> • Opening Program • Program Background • Input Session 1: Result of FGD and Consultation and Current plans for IPBSH 	Workshop 1: Plans and Implementation of RO-initiated Induction Programs for FY 2025		Workshop 2: Draft SH Induction Program PIP for FY 2025		Workshop 3: Finalization of SH Induction Program PIP for FY 2025	
10:20 - 10:35 AM		AM Health Break		AM Health Break		AM Health Break	
10:35 - 12:00 PM		Continuation of Workshop 1		Continuation of Workshop 2		Continuation of Workshop 3	
12:00 - 1:00 PM		Lunch Break					
		<i>Travel from</i>					
					Presentation of Finalized Guidelines		



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Effectivity	09.20.21	Page	1 of 2





Republika ng Pilipinas
Department of Education
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Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)
1:00 - 2:00 PM	<i>residence to venue</i>	Input Session 2 (BHR0D): Management Directives for Induction and Other Updates on Related Initiatives	Presentation of WS 1 Output	Presentation of WS 2 Output	Drafting of Guidelines for Induction for FY 2025	Closing Program
2:00 - 3:00 PM			PM Health Break	PM Health Break	PM Health Break	
3:00 - 3:20 PM			Continuation of Input Session 2	Continuation of Presentation of WS 1	Continuation of Presentation of WS 2	
3:20 - 4:30 PM	PMT Debriefing					Travel from Venue to Residence
4:30 - 5:00 PM						



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
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Doc. Ref. Code	PAWIM-F-026	Rev	00
Effectivity	09.20.21	Page	2 of 2

