



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**

ORD-2025-142

**TO :** **ALEJANDRO G. IBAÑEZ, CESO V**  
Schools Division Superintendent, SDO Marikina

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

**FROM :** **OFFICE OF THE REGIONAL DIRECTOR**

**SUBJECT :** **PARTICIPANTS OF THE WORKSHOPS ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR THE REVISED TEACHER INDUCTION PROGRAM**

**DATE :** February 10, 2025

1. This is in reference to the Memorandum DM-OUHROD-2024-2197 from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), informing the concerned Schools Division Offices about the above-captioned subject.

2. The following personnel are advised to attend the **series of scheduled activities**:

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

**Succeeding Key Activities**

Activity	Date	Venue
Development of the RTIP Implementing Guidelines and TRPs	February 17-21, 2025	NEAP Marikina
Validation of the RTIP Implementing Guidelines and TRPs	March 17-21, 2025	NEAP Marikina/Baguio



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NATIONAL CAPITAL REGION

Refinement of the RTIP Implementing Guidelines and TRPs	March 31- April 4, 2025	NEAP Marikina/Baguio
Quality Assurance of the RTIP TRPs by the NEAP Specialist	May 2025	DepEd Central Office
Finalization of the RTIP TRPs and Capacity Building of Trainers	June 23-27, 2025	NEAP Marikina/Baguio

3. The identified participants are requested to confirm their attendance through the registration link provided for each activity. They are advised to bring their own laptops, chargers, extension cords, and other sources of internet connectivity.

4. 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.

5. This Memorandum shall likewise serve as the official travel authority document of the identified participants.

6. For other questions and concerns, kindly coordinate Ms. Julie Lyka Ignao, Project Development Officer II, NEAP-PDD, through email [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919, or Viber 09975670093.

7. 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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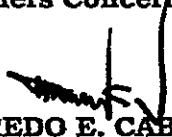
# Department of Education


OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2025-0326**

**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

  
**CARMELA C. ORACION**  
Assistant Secretary  
Human Resource and Organizational Development  
(National Educators Academy of the Philippines)

**SUBJECT :** WORKSHOPS ON THE DEVELOPMENT OF TRAINING RESOURCE PACKAGES FOR THE REVISED TEACHER INDUCTION PROGRAM

**DATE :** 07 February 2025

1. Pursuant to the 5-Point Agenda focusing on *high performing teachers*, the National Educators Academy of the Philippines (NEAP) will continue the development of **Training Resource Packages for the Revised Teacher Induction Program or RTIP** (*formerly Induction Program for Beginning Teachers or IPBT*).
2. Building on the progress of the developmental workshops held last year, the following **succeeding key activities** will integrate feedback from stakeholders, research-backed strategies, as well as learnings and insights from the IPBT pilot implementation in the crafting of the RTIP Implementing Guidelines and Training Resource Packages (TRPs):

Activity	Date	Venue	Registration Link and Deadline
Development of the RTIP Implementing Guidelines and TRPs	17-21 February 2025	NEAP Baguio	<a href="http://tinurl.com/RTIPImplem">tinurl.com/RTIPImplem</a> GuidelinesandTRP 12 February 2025



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	1 of 2



Validation of the RTIP Implementing Guidelines and TRPs	17-21 March 2025	NEAP Marikina/ Baguio	<a href="http://tinyurl.com/ValidationofRTIPIGandTRP">tinyurl.com/ValidationofRTIPIGandTRP</a> 12 March 2025
Refinement of the Validated RTIP Implementing Guidelines and TRPs	31 March – 04 April 2025	NEAP Marikina/ Baguio	<a href="http://tinyurl.com/RefinementofRTIPIGandTRP">tinyurl.com/RefinementofRTIPIGandTRP</a> 22 March 2025
Quality Assurance of the RTIP TRPs by NEAP Specialists	May 2025	DepEd Central Office	---
Finalization of the RTIP TRPs and Capacity Building of Trainers	23-27 June 2025	NEAP Marikina/ Baguio	<a href="http://tinyurl.com/FinalizationofRTIPTRPandCapB">tinyurl.com/FinalizationofRTIPTRPandCapB</a> 08 June 2025

3. Relative to this, **the Regional Offices are requested to authorize the identified field participants to attend the said activities.** The said participants served as writers of the RTIP coursebooks. Thus, their participation in the succeeding workshops is crucial in ensuring continuity and quality of the RTIP Implementing Guidelines and TRPs.
4. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)* for each workshop.
5. 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.).
6. 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.
7. Please note that the *Development of the RTIP Implementing Guidelines and TRPs* is confirmed on 17-21 February 2025 at NEAP Baguio. As to the other activities, final details and administrative arrangements will be announced through a separate advisory.
8. Should you have 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](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph), landline (02) 8715-9919, or Viber 09975670093.
9. For immediate dissemination and appropriate action.

**Enclosures:**

*Enclosure 1 – List of Participants for Each Workshop*

*Enclosure 2 – Indicative Program of Activities for Each Workshop*

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

*[NEAP/Vesagas/Clave]*



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Doc. Ref. Code	DM-OUHROD	Rev	00
Effectivity	03.23.23	Page	2 of 2





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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 1.1

### List of Participants

*Development of the Revised TIP Implementing Guidelines and Training Resource Package (TRP)*

*February 17 - 21, 2025*

No.	Name	Office	Position/Designation
1	Marife Morcilla	NEAP-PDD	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	Eric Sarmiento		Administrative Officer V
10	Evelyn D. Cruzada		Highly Technical Consultant
11	Representative	PSPRDD	
12	Representative	PSPRDD	
13	Representative	NEAP-BHROD	
14	Representative	NEAP-BHROD	
15	Representative	NEAP-QAD	
16	Welfare Officer		
<b>External Partners</b>			
17	External Partner	RITQ Representative	
18	External Partner	RITQ Representative	
19	External Partner	RITQ Representative	

<b>Field Participants</b>			
TOR: Writers of the IPBT Training Resource Package			
1	Elsie V. Mayo	I	Principal IV
2	Romel N. Sanchez		Head Teacher III
3	Joy S. Ferrer-Lopez	II	Education Program Supervisor
4	Divina I. Ramel		Principal II
5	Annie Michelle F. Laurzano	III	Public District Supervisor
6	Jennifer A. Quiambao		Principal I
7	Gerlie C. Lopez	IV-A	Education Program Supervisor
8	Grace Urbien - Salvatus		Principal II
9	Arlene M. Hernandez		Principal I
10	Gayle J. Malibiran		Education Program



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

			Supervisor
11	Jonalyn B. Pattalitan		Education Program Specialist II
12	Representative		Legal Officer
13	Christian M. Alberto	IV-B	Senior Education Program Specialist
14	Marlin G. Rylander		Head Teacher III
15	Annie B. Baylon	V	Principal II
16	Ma. Shella B. Suñas		Principal I
17	Lalain E. De los Santos	VI	Public District Supervisor
18	Jay C. Blancaflor		Education Program Specialist II
19	Rosa H. Cabotaje		Education Program Supervisor
20	Yvonne B. Gera	VII	Senior Education Program Specialist
21	Marisol C. Margate	VIII	Education Program Specialist II
22	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent
23	JD Ace B. Palanas	X	Master Teacher I
24	Joan A. Enad		Teacher III
25	Elixes B. Eleccion	XI	Principal III
26	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II
27	Fe H. Lopez	CARAGA	Senior Education Program Specialist
28	Marylin A. Tolbe	CAR	Public District Supervisor
29	Noemi A. Velario	NCR	Senior Education Program Specialist
30	Ivy M. Romano		Senior Education Program Specialist



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## Enclosure 1.2

### List of Participants

Validation of the Revised TIP Implementing Guidelines and Training Resource Package  
March 17 - 21, 2025

No.	Name	Office	Position/Designation
1	Marife Morcilla	NEAP-PDD	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	Welfare Officer		
<b>External Partners</b>			
10	External Partner	RITQ Representative	
11	External Partner	RITQ Representative	
12	External Partner	RITQ Representative	
13	External Partner	RITQ Representative	
14	External Partner	RITQ Representative	
15	External Partner	RITQ Representative	
<b>Field Participants</b>			
TOR: Resource Speakers for the IPBT Coursebooks			
1	Romel N. Sanchez	I	Head Teacher III
2	Joy S. Ferrer-Lopez	II	Education Program Supervisor
3	Annie Michelle F. Laurzano	III	Public Schools District Supervisor
4	Gerlie C. Lopez	IV-A	Education Program Supervisor
5	Grace Urbien - Salvatus		Principal II
6	Arlene M. Hernandez		Principal I
7	Gayle J. Malibiran		Education Program Supervisor
8	Jonalyn B. Pattalitan		Education Program Specialist II
9	Marlin G. Rylander	IV-B	Head Teacher III
10	Rosa H. Cabotaje	VI	Education Program Supervisor
11	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent
12	Noemi A. Velario	NCR	Senior Education Program Specialist



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## Slots Allocated of Nominated Participants per Region (Validators) TOR: Validators of the IPBT Training Resource Package and Implementing Guidelines

Batch 1: March 17-19, 2025	HRDD	SDO HRD	Principal	Head Teacher
			(Preferably has a background on implementing IPBT and/or was an IPBT mentor)	
Region VI		1		1
Region VII	1		1	
Region VIII		1		1
Region IX	1		1	
Region X	1	1		
Region XI			1	1
Region XII		1		1
CARAGA	1		1	

Batch 2: March 19-21, 2025				
CAR	1			1
NCR		1	1	
Region I	1		1	
Region II		1		1
Region III	1		1	
Region IV-A			1	1
Region IV-B	1	1		
Region V		1		1
<b>Total</b>	<b>32 Participants</b>			





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## Enclosure 1.3

### List of Participants

*Refinement of the Validated Revised TIP Implementing Guidelines and Training Resource Package  
March 31 - April 4, 2025*

No.	Name	Office	Position/Designation
1	Marife Morcilla	NEAP-PDD	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	Welfare Officer		
<b>External Partners</b>			
11	External Partner	RITQ Representative	
12	External Partner	RITQ Representative	
13	External Partner	RITQ Representative	
14	External Partner	RITQ Representative	

<b>Field Participants</b>			
TOR: Writers of the IPBT Training Resource Package and resource speakers for the subsequent conduct of the National Training of Trainers			
1	Elsie V. Mayo	I	Principal IV
2	Romel N. Sanchez		Head Teacher III
3	Joy S. Ferrer-Lopez	II	Education Program Supervisor
4	Divina I. Ramel		Principal II
5	Annie Michelle F. Laurzano	III	Public District Supervisor
6	Jennifer A. Quiambao		Principal I
7	Gerlie C. Lopez	IV-A	Education Program Supervisor
8	Grace Urbien - Salvatus		Principal II
9	Arlene M. Hernandez		Principal I



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

10	Gayle J. Malibiran		Education Program Supervisor
11	Jonalyn B. Pattalitan		Education Program Specialist II
12	Christian M. Alberto	IV-B	Senior Education Program Specialist
13	Marlin G. Rylander		Head Teacher III
14	Annie B. Baylon	V	Principal II
15	Ma. Shella B. Suñas		Principal I
16	Lalain E. De los Santos	VI	Public District Supervisor
17	Jay C. Blancaflor		Education Program Specialist II
18	Rosa H. Cabotaje		Education Program Supervisor
19	Yvonne B. Gera	VII	Senior Education Program Specialist
20	Marisol C. Margate	VIII	Education Program Specialist II
21	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent
22	JD Ace B. Palanas	X	Master Teacher I
23	Joan A. Enad		Teacher III
24	Elixes B. Eleccion	XI	Principal III
25	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II
26	Fe H. Lopez	CARAGA	Senior Education Program Specialist
27	Marylin A. Tolbe	CAR	Public District Supervisor
28	Noemi A. Velario	NCR	Senior Education Program Specialist
29	Ivy M. Romano		Senior Education Program Specialist



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 1.4**

**List of Participants**

*Finalization of the Revised TIP Training Resource Package and Capacity Building of Trainers*

*June 23 - 27, 2025*

No.	Name	Office	Position/Designation
1	Marife Morcilla	NEAP-PDD	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	Representative	NEAP-QAD	
10	Representative		
11	Representative		
12	Welfare Officer		
<b>Field Participants</b>			
TOR: Writers of the IPBT Training Resource Package and resource speakers for the subsequent conduct of the National Training of Trainers			
1	Elsie V. Mayo	I	Principal IV
2	Romel N. Sanchez		Head Teacher III
3	Joy S. Ferrer-Lopez	II	Education Program Supervisor
4	Divina I. Ramel		Principal II
5	Annie Michelle F. Laurzano	III	Public District Supervisor
6	Jennifer A. Quiambao		Principal I
7	Gerlie C. Lopez	IV-A	Education Program Supervisor
8	Grace Urbien - Salvatus		Principal II
9	Arlene M. Hernandez		Principal I
10	Gayle J. Malibiran		Education Program Supervisor
11	Jonalyn B. Pattalitan		Education Program Specialist II
12	Christian M. Alberto	IV-B	Senior Education Program Specialist
13	Marlin G. Rylander		Head Teacher III
14	Annie B. Baylon	V	Principal II
15	Ma. Shella B. Suñas		Principal I
16	Lalain E. De los Santos	VI	Public District Supervisor
17	Jay C. Blancaflor		Education Program Specialist II
18	Rosa H. Cabotaje		Education Program Supervisor

33 others



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## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

19	Yvonne B. Gera	VII	Senior Education Program Specialist
20	Marisol C. Margate	VIII	Education Program Specialist II
21	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent
22	JD Ace B. Palanas	X	Master Teacher I
23	Joan A. Enad		Teacher III
24	Elixes B. Eleccion	XI	Principal III
25	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II
26	Fe H. Lopez	CARAGA	Senior Education Program Specialist
27	Marylin A. Tolbe	CAR	Public District Supervisor
28	Noemi A. Velario	NCR	Senior Education Program Specialist
29	Ivy M. Romano		Senior Education Program Specialist



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 2.1

### ACTIVITY MATRIX

*Development of the Revised TIP Implementing Guidelines and Training Resource Package (TRP) ; Feb. 17 - 21, 2025*

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 - 9:00	Registration		Preliminaries		
9:00 - 10:00		Session 2: Presentation of Implementing Guidelines Tools and Templates	Workshop 3: Making the Session Guides for the National Training	Workshop 4: Making the Slide Decks for the National Training	Finalization of Outputs
10:00 - 10:20			AM Health Break		
10:20 - 12:00	Opening Program	Workshop 2: Revision of Tools and Templates	Cont'n. Workshop 3	Cont'n. Workshop 4	Submission of Outputs
12:00 - 1:00			Lunch Break		
1:00 - 3:00	Session 1: Discussion of Final Layout of Coursebooks	Session 3: Inputs on TRP Standards	Cont'n. Workshop 3	Cont'n. Workshop 4	Closing Program
3:00 - 3:20			PM Health Break		
3:20 - 4:45	Workshop 1: Revision of Formatted Coursebooks	Cont'n. Session 3	Cont'n. Workshop 3	Cont'n. Workshop 4	Departure
4:45 - 5:00		Reminders and Evaluation			



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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 1





Republika ng Pilipinas

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 2.2

### ACTIVITY MATRIX

Validation of the Revised TIP Implementing Guidelines and Training Resource Package ; March 17 - 21, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 - 9:00	Registration (Batch 1)	Preliminaries	Finalization of Outputs	Preliminaries	
9:00 - 10:00	Opening Program	Session 2: Overview of the Coursebooks and Training Resource Package		Session 1: Validation of Revised TIP Implementing Guidelines	Cont'n. Session 3
10:00 - 10:20	AM Health Break				
10:20 - 12:00	Session 1: Validation of Revised TIP Guidelines	Session 3: Validation of the Training Resource Package	Closing Program (Batch 1)	Cont'n. Session 1	Cont'n. Session 3
12:00 - 1:00	Lunch Break				
1:00 - 3:00	Cont'n. Session 1	Cont'n. Session 3	Registration (Batch 2)	Session 2: Overview of the Coursebooks and Training Resource Package	Closing Program
3:00 - 3:20	PM Health Break				
3:20 - 4:45	Cont'n. Session 1	Cont'n. Session 3	Opening Program	Session 3: Validation of the Training Resource Package	Departure
4:45 - 5:00	Reminders and Evaluation				



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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 1





Republika ng Pilipinas

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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

## Enclosure 2.3

### ACTIVITY MATRIX

*Refinement of the Validated Revised TIP Implementing Guidelines and Training Resource Package ; March 31 - April 4, 2025*

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 – 9:00	Arrival and Registration		Preliminaries		
9:00 – 10:00		Cont'n. Workshop 1	Workshop 2: Revision of the Training Resource Package	Cont'n. Workshop 2	Finalization of Outputs
10:00 – 10:20			AM Health Break		
10:20 – 12:00	Opening Program	Cont'n. Workshop 1	Cont'n. Workshop 2	Cont'n. Workshop 2	Output Submission
12:00 – 1:00		Lunch Break			
1:00 – 3:00	Session 1: Discussion of Results of the Validation: Implementing Guidelines, Tools, and Templates	Session 2: Discussion of Results of the Validation: Training Resource Package	Cont'n. Workshop 2	Cont'n. Workshop 2	Closing Program
3:00 – 3:20		PM Health Break			
3:20- 4:45	Workshop 1: Refinement of Implementing Guidelines, Tools, and Templates	Cont'n. Session 2	Cont'n. Workshop 2	Cont'n. Workshop 2	Departure
4:45 – 5:00		Reminders and Evaluation			



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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 1





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## Enclosure 2.4

### ACTIVITY MATRIX Finalization of the Revised TIP Training Resource Package and Capacity Building of Trainers ; June 23 - 27, 2025

	Day 1: Monday	Day 2: Tuesday	Day 3: Wednesday	Day 4: Thursday	Day 5: Friday
8:30 - 9:00	Arrival and Registration		Preliminaries		
9:00 - 10:00		Cont'n. Workshop 1	Session 2: Capacity Building on Facilitation Skills	Cont'n. Workshop 2	Finalization of Outputs
10:00 - 10:20			AM Health Break		
10:20 - 12:00	Opening Program	Cont'n. Workshop 1	Cont'n. Session 2	Cont'n. Workshop 2	Submission of Outputs
12:00 - 1:00			Lunch Break		
1:00 - 3:00	Session 1: Discussion of Quality Assurance Results	Cont'n. Workshop 1	Workshop 2: Mock Run of National Orientation of Implementers and Training of Mentors of the Revised Teacher Induction Program	Cont'n. Workshop 2	Closing Program
3:00 - 3:20			PM Health Break		Departure
3:20 - 4:45	Workshop 1: Revision of the Training Resource Package	Cont'n. Workshop 1	Cont'n. Workshop 2	Cont'n. Workshop 2	
4:45 - 5:00			Reminders and Evaluation		



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Doc. Ref. Code	PAWIM-F-018	Rev	00
Effectivity	09.20.21	Page	1 of 1

