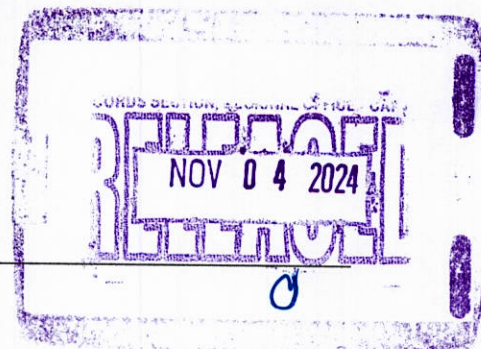




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
HRDD – 2024 – 1186

To: Schools Division Superintendents) Division of Agusan del Norte
All Others Concerned) Division of Agusan del Sur

**WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR
BEGINNING SCHOOL HEADS TRAINING RESOURCE PACKAGE
(PHASE I)**

- Following the recent consultation workshop and focus group discussion on the development of the Induction Program for Beginning School Heads (IPBSH) Training Resource Package, the National Educators Academy of the Philippines will conduct the Phase I Workshop on the Development of IPBSH-TRP on November 4-8, 2024, at NEAP Marikina.
 - The nominated participants who will attend the activity are the following:
- | No. | Name | Office | Position/Designation |
|-----|----------------------|------------------|----------------------|
| 1 | Jocelyn Menil Dinapo | Agusan del Sur | PSDS, Prosperidad |
| 2 | Analou O. Hermocilla | Agusan del Norte | P-II, Agay NHS |
- Kindly refer to the attached Memorandum DM-OUHROD-2024-2162 for details.
 - For your guidance and compliance.

MARIA INES C. ASUNCION
Director III
Officer-In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR

JOEL B. ROSALES
Chief Administrative Officer



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2024-11-18002

Doc. Ref. Code	RO-ASD-F164	Rev	00
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Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-2162

To be indicated in the Perpetual Index
under the following subjects:

SCHOOL HEADS

WORKSHOP

HRDD/rsr
10/31/2024



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2024-10-16666

Doc. Ref. Code	RO-ASD-F164	Rev	00
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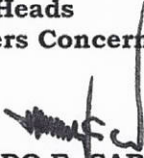




Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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/Clave]



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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		



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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	



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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
			Preliminaries			
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		- Opening Program - Program Overview - Session 1: FGD 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 - Workshop 4: Draft Learning Design, Scope and Sequence	Cont'd Finalization of outputs
10:40 - 12:00 PM						



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	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				Travel from Venue to Residence
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				