



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
OCTOBER 6, 2025

BY: *MS*

2:30PM
TIME: _____

OCTOBER 6, 2025

REGIONAL MEMORANDUM

No. 1049, s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF GUIDING WITH PURPOSE: EMPOWERING MENTORS AND
PROGRAM FACILITATORS FOR THE REVISED TEACHER
INDUCTION PROGRAM (RTIP)

1. Pursuant to the Department's Five-Point Agenda, with emphasis on enhancing the performance of teachers, the National Educators Academy of the Philippines (NEAP) will conduct the activity titled ***Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program***.
2. This activity aims to provide school-based integration into workplace structures and systems to deepen understanding of the expectations and responsibilities of a DepEd teacher.
3. For further details, kindly refer to the List of Participants, Advisory, and Memorandum DM-OULS-2025-048.

MIA
MARIA INES C. ASUNCION

Director IV
Regional Director

Mddm

Encl.: As stated

Reference: DM-OULS-2025-048

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

INDUCTION

PROGRAMS

TEACHERS

HRDD/rsr
10/02/2025



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2025-10-17461

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Effectivity	02.01.23	Page	1 of 3



Enclosure Number 1 to the Regional Memorandum 1049s, 2025

LIST OF PARTICIPANTS

No.	Name (First, MI, Last Name)	Designation	Sex (M/F)	Division
1	Bernadita Q. Moreno	PSDS	F	ADN
2	Fe Bulalhog-Delauta	P-I	F	ADN
3	Roche Y. Ocana	MT	F	ADN
4	Betcheba E. Prochina	PSDS	F	ADS
5	Joseph Joy G. Havana	Principal III	M	ADS
6	Rowena O. Angwas	Principal I	F	ADS
7	Noel R. Monton	PSDS	M	BAY
8	Marck T. Gabor	Principal I	M	BAY
9	Eugene Alfie G. Trillo	Master Teacher I	M	BAY
10	Maria Cristina L. Arpilleda	PSDS	F	BIS
11	Louella Luisa A. Millan	Principal IV	F	BIS
12	Mellanie G. Tuyor	Master Teacher	F	BIS
13	Fe C. Varona	PSDS	F	BXU
14	Emeline R. Paulin	Head Teacher III	F	BXU
15	James Ryan Y. Sarucam	Head Teacher II	M	BXU
16	Isabelo R. Gutierrez Jr.	P-III / DIC	M	CBR
17	Alice B. Maglinte	Assistant School Principal II	F	CBR
18	David M. Veloso	Master Teacher I	M	CBR
19	Rosa M. Agocoy	PSDS	M	DIN
20	Jaime Boy A. Alegre	Principal I	M	DIN
21	Leizel C. Virtudazo	Master Teacher I	F	DIN
22	Felix N. Bagnol	PSDS	M	SC
23	Manuel B. Dayondon	Principal IV	M	SC
24	Nimpha A. Cañeda	MTII	F	SC
25	Salino, Lorna M.	PRINCIPAL II	F	SDN
26	Villanueva, Mary Jean P.	MT I	F	SDN
27	Josue, Eva	PSDS	F	SDN
28	Jeanette U. Quinto, Phd	PSDS	F	SDS
29	Beatriz A. Torio	P II	F	SDS

30	Marivic D. Sumagaysay	P I	F	SDS
31	Kathleen M. Jornales	PSDS	F	SIA
32	Dedina H. Sanico	MT-I	F	SIA
33	Jesette J. Dolar	Principal II	F	SIA
34	Jenefer B. Impok	Principal III	F	TAN
35	Jocelyn R. Caluban	Principal I	F	TAN
36	Rodolfo P. Yabut	Master Teacher I	M	TAN
37	Dorothy Joy A. Jalalon	SEPS-HRDD	F	ADS
38	Roy S. Rele	SEPS-NEAP	M	RO
39	Jeanit C. Besinga	SEPS-HRD	F	SC
<i>-Nothing follows-</i>				



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Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

September 25, 2025

ADVISORY

*Guiding with Purpose: Empowering Mentors and Program Facilitators
for the Revised Teacher Induction Program*

1. This advisory has reference to **DM-OULS-2025-048, the Call for Participants for the Revised Teacher Induction Program (RTIP)**, dated August 12, 2025.
2. Please be informed that the **Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)** activity has been **moved to October 21-24, 2025**. Consequently, the activities for Cluster 3 and Cluster 4 will be **rescheduled**, while Cluster 2 (Regions VI, VII, VIII and NIR) **will proceed as scheduled**.

Please refer to the table below:

Title	Venue	Original Date of Conduct	New Date of Conduct
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1-Regions I, II, III, CAR)	NEAP Training Facility Baguio City	September 23-26, 2025	October 21-24, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3-Regions IX, X, XI, XII, CARAGA)	TBA	October 21-24, 2025	TBA
Guiding with Purpose: Empowering	TBA	November 11-14, 2025	TBA

for the Revised Teacher Induction Program (Cluster 4- Regions IV-A, IV-B, V, NCR)			
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3. NEAP remains committed to delivering these activities in full support of RTIP. A separate advisory will be issued to provide details on the new schedule and venues for Clusters 3 and 4. Arrangements for implementing the said activity will also be outlined therein, ensuring that participants receive the guidance and capacity-building opportunities intended for them.

4. The following are enclosed for reference and guidance:

Enclosure 1 : List of Participants
Enclosure 2 : Meal Schedule
Enclosure 3 : Accommodation Schedule

5. NEAP sincerely appreciates the patience and understanding of all concerned regarding this matter. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at billyrei.pagba@deped.gov.ph or at neap.pdd@deped.gov.ph.



MICHAEL JOSEPH P. CABAUTAN
 Director III, NEAP



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Enclosure 1

List of Participants

A. Program Management Team

No	Name	Office	Position/ Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Alexander Simagala			
3	Billy Rei Pagba		Senior Education Program Specialist	- leads in the implementation of the program - discusses parameters and standards in the implementation of the program; and - leads in the daily briefing and debriefing of the PMT
4	Mathew Bofete		Project Development Officer II	- drafts the daily evaluation form of the program - assist in documenting the activity - serves as learning manager for one breakout room
5	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance - serves as learning manager for one breakout room



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6	Aizyl Ann Natanauan		Technical Assistant II	- serves as documenter for the activity; - prepares supplies, certificates, registration and attendance sheets; and - serves as learning manager for one breakout room
7	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates - serves as technical support and photo documenter for the activity
8	Ann Christine Sison			- serves as documenter for the activity; - serves as learning manager for one breakout room
9	Jojet Gabriel		Technical Assistant I	- serves as technical support in breakout rooms particularly concerns relative to LMS - assists in the preparation of supplies and other resources and program needs
10	Kyle Macalalad		Administrative Support I	- provides technical support in breakout rooms - assists in the preparation of supplies and other resources and program needs
11	Welfare Officer			- ensure medical needs of the participants are appropriately addressed



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B. Field Participants who will serve as Resource Speakers

	Name	Region	Position/ Designation	Guiding with Purpose: Empoweri ng Mentors and Program Facilitator s for the Revised Teacher Induction Program (Cluster 1) October 21-24, 2025	Guiding with Purpose: Empoweri ng Mentors and Program Facilitator s for the Revised Teacher Induction Program (Cluster 2) October 7- 10, 2025	Guiding with Purpose: Empoweri ng Mentors and Program Facilitator s for the Revised Teacher Induction Program (Cluster 3) TBA	Guiding with Purpose: Empoweri ng Mentors and Program Facilitator s for the Revised Teacher Induction Program (Cluster 4) TBA
1	Elsie V. Mayo	I	Principal	✓	✓		✓
2	Romel N. Sanchez	I	Head Teacher III	✓	✓	✓	✓
3	Divina I. Ramel	II	Principal II	✓	✓	✓	✓
4	Joy S. Ferrer-Lopez	II	Education Program Supervisor	✓	✓	✓	✓
5	Annie Michelle F. Laurzano	III	Public District Supervisor	✓	✓	✓	✓
6	Jennifer A. Quiambao	III	Principal 1	✓	✓		✓



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7	Grace Urbien-Salvatus	IV-A	Principal II	✓	✓	✓	✓
8	Arlene M. Hernandez	IV-A	Public School District Supervisor	✓	✓		✓
9	Gerlie C. Lopez	IV-A	Education Program Supervisor	✓	✓	✓	✓
10	Jonalyn B. Pattalitan	IV-B	Education Program Specialist II				✓
11	Christian M. Alberto	IV-B	Senior Education Program Specialist		✓	✓	✓
12	Marlin G. Rylander	IV-B	Head Teacher III	✓	✓	✓	✓
13	Annie B. Baylon	V	Public School District Supervisor	✓	✓	✓	✓
14	Ma. Shella B. Suñas	V	Principal I				✓
15	Jay C. Blancaflor	VI	Education Program Specialist II	✓	✓	✓	✓
16	Lalain E. De Los Santos	VI	Public School District Supervisor		✓	✓	✓



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17	Yvonne B. Gera	VII	Senior Education Program Specialist		✓	✓	✓
18	Rosa H. Cabotaje	VII	Education Program Supervisor	✓		✓	✓
19	Marisol C. Margate	VIII	Education Program Specialist II		✓		✓
20	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent	✓		✓	✓
21	JD Ace B. Palanas	X	Master Teacher	✓	✓	✓	✓
22	Joan A. Enad	X	Teacher III				✓
23	Elixes B. Eleccion	XI	Principal III			✓	
24	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II	✓		✓	
25	Fe H. Lopez	CA RA GA	Senior Education Program Specialist				✓
26	Marylin A. Tolbe	CA R	Public Schools District Supervisor			✓	



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27	Ivy M. Romano	NC R	Senior Education Program Specialist	✓	✓		✓
28	Noemi A. Velario	NC R	Senior Education Program Specialist	✓		✓	✓
Total				18	18	19	25



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Enclosure 2

MEAL SCHEDULE

*Guiding with Purpose: Empowering Mentors and Program Facilitators
for the Revised Teacher Induction Program*

Meals	DAY 0 Monday	DAY 1 Tuesday	DAY 2 Wednesday	DAY 3 Thursday	DAY 4 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	



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Enclosure 3

ACCOMMODATION SCHEDULE

*Guiding with Purpose: Empowering Mentors and Program Facilitators
for the Revised Teacher Induction Program*

Activity	Check-In Date and Time	Check-Out Date and Time
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1- Regions I, II, III, CAR) NEAP Training Facility Baguio City	20 October 2025 3:00 p.m.	24 October 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2- Regions VI, VII, VIII and NIR) DepEd Ecotech Center Cebu City	6 October 2025 3:00 p.m.	10 October 2025 12:00 noon



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2025- 049

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

FROM : *Carmela Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Undersecretary for Learning Systems

SUBJECT : **CALL FOR PARTICIPANTS ON THE REVISED TEACHER INDUCTION PROGRAM (RTIP)**

DATE : 12 August 2025

1. Pursuant to the five-point agenda set by the Department, particularly on focusing on high performing teachers, the National Educators Academy of the Philippines will proceed with the implementation of the Revised Teacher Induction Program (formerly Induction Program for Beginning Teachers).
2. Generally, the RTIP intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd teacher.
3. The series of activities relative to the implementation of RTIP are as follows:

Activity	Date and Venue	Region and Target Participants	Registration Link and Deadline of Endorsement and Participant's Registration
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	September 23 - 26, 2025 NEAP Training Facility, Baguio City	CAR, R1, R2, R3, 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	https://tinyurl.com/RTIPCluster1-Registration  Deadline: September 12, 2025

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	October 7 - 10, 2025 DepEd Ecotech Center, Cebu City	R6, R7, R8, NIR 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	https://tinyurl.com/R TIPCluster2-Registration  Deadline: September 19, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	October 21 - 24, 2025 TBA	R9, R10, R11, ,R12, CARAGA 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	https://tinyurl.com/R TIPCluster3-Registration  Deadline: October 10, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	November 11 - 14, 2025 TBA	R4A, R4B, NCR, R5 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	https://tinyurl.com/R TIPCluster4-Registration  Deadline: October 30, 2025

Note: Exact venue and other additional details shall be announced in a separate advisory.

4. Relative to this, **Regional Offices (ROs) are requested to nominate field participants who will attend the said activities.** Likewise, identified **ROs are requested to identify one (1) representative who will serve as part of the program management team.** The allocated number of participants, terms of reference, and qualification standards of the participants are stated in Enclosure 1.
5. Kindly use **Enclosure 3: Endorsement letter** in nominating the participants and upload the approved endorsement letter though this link: **bit.ly/RTIPendorsedpax.**
6. Further, demonstrating their commitment to this initiative, the writers of the RTIP's training resource package will also serve as resource speakers for the series of activities relative to the said program (see *Enclosure 1*).
7. In preparation for the conduct of RTIP activities, the listed **resource persons and RO PMT** are requested to attend an online meeting via MS Teams. The meeting details are as follows:

Preparation Meeting with the Resource Persons	Preparation Meeting with RO Program Management Team
Date: September 4, 2025 Time: 10:00 am - 12:00 noon Meeting link: https://tinyurl.com/RTIP-MeetingwithRPs Meeting ID: 413 059 388 414 6 Passcode: iL222M4T	Date: September 5, 2025 Time: 10:00 am - 12:00 noon Meeting Link: https://tinyurl.com/RTIP-MeetingwithROPMTs Meeting ID: 419 656 970 515 9 Passcode: 8To7ez2t

8. To confirm their attendance in the said meeting, the resource persons and RO PMT are encouraged to register via this link: **bit.ly/RTIPprepmeet2025** on or before **August 30, 2025**.
9. The participant's board and lodging will be charged to the NEAP HRD Funds, while transportation, per diem, and other incidental expenses will be charged to CO/RO/SDO local funds subject to the usual accounting and auditing rules and regulations. Other details and administrative arrangements will be announced through a separate advisory.
10. Participants are entitled to non-monetary compensation, such as vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered." Compensatory time-off shall apply to non-teaching and teaching-related personnel only if they will not receive per diem. It shall be noted, however, that travel time must not be included in the computation of Compensatory Overtime Credit. The applicable benefit shall be granted when any of the related activities fall on weekdays, holidays, or during work suspensions.
11. All participants are reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.
12. Should you have other questions and concerns, please coordinate with **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at julie.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09975670093 .
13. For immediate dissemination and appropriate action.

Enclosures:

Enclosure 1: List of Participants

Enclosure 2: Activity Matrix

Enclosure 3: Endorsement Letter Template

Enclosure 4: Schedule of Meals and Accommodation

Copy furnished:

OFFICE OF THE SECRETARY

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

[NEAP-PDD/Antonio/Vesagas]



Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

List of Participants

A. Program Management Team

No	Name	Office	Position/ Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Billy Rei Pagba		Senior Education Program Specialist	- leads in the implementation of the program; - discusses parameters and standards in the implementation of the program; and - leads in the daily debriefing of the PMT
3	Mathew Bofete		Project Development Officer II	- drafts the daily evaluation form of the program - assist in documenting the activity - serves as learning manager for one breakout room
4	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance - serves as learning manager for one breakout room
5	Aizyl Ann Natanauan		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets - serves as learning manager for one breakout room
6	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates - serves as technical support and photo documenter for the activity - serves as learning manager for one breakout room



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7	Jojet Gabriel		Technical Assistant I	- serves as technical support in breakout rooms particularly concerns relative to LMS - assists in the preparation of supplies and other resources that the program needs
8	Welfare Officer			- ensures medical needs of the participants are appropriately addressed
9	Welfare Officer			

B. Field Participants who will serve as Resource Speakers

	Name	Region	Position/ Designation	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1) September 23-26, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2) October 7-10, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3) November 11-14, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) October 21-24, 2025
1	Elsie V. Mayo	I	Principal	✓	✓		✓
2	Romel N. Sanchez	I	Head Teacher III	✓	✓	✓	✓
3	Divina I. Ramel	II	Principal II	✓	✓	✓	✓
4	Joy S. Ferrer-Lopez	II	Education Program Supervisor	✓	✓	✓	✓
5	Annie Michelle F. Laurzano	III	Public District Supervisor	✓	✓	✓	✓
6	Jennifer A. Quiambao	III	Principal 1	✓	✓		✓
7	Grace Urbien-Salvatus	IV-A	Principal II	✓	✓	✓	✓



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8	Arlene M. Hernandez	IV-A	Public School District Supervisor	✓	✓		✓
9	Gerlie C. Lopez	IV-A	Education Program Supervisor	✓	✓	✓	✓
10	Jonalyn B. Pattalitan	IV-B	Education Program Specialist II				✓
11	Christian M. Alberto	IV-B	Senior Education Program Specialist		✓	✓	
12	Marlin G. Rylander	IV-B	Head Teacher III	✓	✓	✓	✓
13	Annie B. Baylon	V	Public School District Supervisor	✓	✓	✓	✓
14	Ma. Shella B. Suñas	V	Principal I				✓
15	Jay C. Blancaflor	VI	Education Program Specialist II	✓	✓	✓	✓
16	Lalain E. De Los Santos	VI	Public School District Supervisor		✓	✓	✓
17	Yvonne B. Gera	VII	Senior Education Program Specialist		✓	✓	✓
18	Rosa H. Cabotaje	VII	Education Program Supervisor	✓		✓	✓
19	Marisol C. Margate	VIII	Education Program Specialist II		✓		✓
20	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent	✓		✓	✓
21	JD Ace B. Palanas	X	Master Teacher	✓	✓	✓	✓
22	Joan A. Enad	X	Teacher III				✓
23	Elixes B. Eleccion	XI	Principal III			✓	



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24	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II	✓		✓	
25	Fe H. Lopez	CARAG A	Senior Education Program Specialist				✓
26	Marylin A. Tolbe	CAR	Public Schools District Supervisor			✓	
27	Ivy M. Romano	NCR	Senior Education Program Specialist	✓			✓
28	Noemi A. Velario	NCR	Senior Education Program Specialist	✓	✓	✓	✓
Total				18	18	19	24

C. Number of Allocated Cluster Participants per Region

Region	Number of Participants 2 Focals: 1 RO induction focal/HRDD, 1 SDO induction focal/ HRDS and 3 Representatives per SDO: 1 PSDS, 1 SH, 1 HT/MT	Number of Additional PMT (Preferably NEAP-R or SDO Induction Focal Persons)	Total Per Region
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1) September 23-26, 2025			
CAR	• 2 focals • 8 SDOs x 3 reps = 24	1	27
Region I	• 2 focals • 14 SDOs x 3 reps = 42	1	45
Region II	• 2 focals • 9 SDOs x 3 reps = 27	1	30
Region III	• 2 focals • 21 SDOs x 3 = 63	1	66
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)			



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October 7-10, 2025			
Region VI	• 2 focals • 8 SDOs x 3 reps = 24	1	27
Region VII	• 2 focals • 11 SDOs x 3 reps = 33	1	36
Region VIII	• 2 focals • 13 SDOs x 3 reps = 39	1	42
Negros Island Region	• 2 focals • 22 SDOs x 3 reps = 66	1	69
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3) October 21-24, 2025			
Region IX	• 2 focals • 9 SDOs x 3 reps = 27	1	30
Region X	• 2 focals • 14 SDOs x 3 reps = 42	1	45
Region XI	• 2 focals • 11 SDOs x 3 reps = 33	1	36
Region XII	• 2 focals • 8 SDOs x 3 reps = 24	1	27
CARAGA	• 2 focals • 12 SDOs x 3 reps = 36	1	39
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) November 11-14, 2025			
Region IV-A CALABARZON	• 2 focals • 23 SDOs x 3 reps = 69	1	72
Region IV-B MIMAROPA	• 2 focals • 7 SDOs x 3 reps = 21	1	24
Region V	• 2 focals • 16 SDOs x 3 reps = 48	1	51
NCR	• 2 focals • 13 SDOs x 3 reps = 39	1	42

D. Qualifications of the Target Participants

The endorsed participants must meet the following qualifications.

School Heads/PSDS/HTs/MTs



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General:

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. *(Please see Enclosure 3 for the template of the Endorsement Letter)*.

Public Schools District Supervisors (PSDS):

1. Currently serving as PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and,
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

School Heads:

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. With proven track record in school leadership, instructional supervision, and school-based mentoring; and,
4. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

Head Teachers or Master Teachers:

1. Has at least 3 yrs. of experience as an HT/MT;
2. With proven track record in school leadership, instructional supervision, and school-based mentoring; and,
3. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

E. Terms of References

For Additional PMT member

1. Provide support in organizing and facilitating the training as Classroom Managers.
2. Assist and/or supervise in the conduct of the program in their assigned session room(s).
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s).
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training.



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6. Review and study the structure, content, delivery strategies, and assessment tools in the training.
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

For Resource Speakers (National Technical Working Group Members)

1. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
2. Facilitate the session in the assigned breakout sessions and prepare necessary materials.
3. Coordinate with the PMT regarding technical requirements, scheduling, and session flow.
4. Deliver the content sessions aligned with the program's objectives, session guide, and learning outcomes.
5. Ensure professional delivery and adherence to DepEd and NEAP quality standards throughout their engagement.

For Field Participants

1. Actively participate in the training sessions as the learner and provide valuable feedback.
2. Complete the assigned tasks or modules.
3. Collaborate with the co-participants during the training.
4. Submit the required outputs within the given schedule.
5. Serve as trainers of the program and be included in the pool of mentors in their respective regions and divisions.
6. Display and maintain good behavior throughout the training engagement.



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Enclosure 2

Indicative Activity Matrix

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program

Time	Day 0	Day 1	Day 2	Day 3	Day 4	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:00 am - 8:30am	Travel Time	Registration	Preliminaries			
8:30 am - 9:00 am			Session 3: Walkthrough of KICKSTART (Beginning the Teaching Journey through Reflective Practice and Building School-Community Linkages)	Session 6: Walkthrough of BOOST (Using Assessment Data to Inform Teaching and Progress Reporting)	Session 9: Facilitation Skills for RTIP Trainers	
9:00 am - 10:30 am		Opening Program and Pretest (Plenary)				
10:30 am - 10:45 am		Health Break				
10:45 am - 12:00 pm		Session 1: Revised Implementing Guidelines	Session 4: Walkthrough of ENGAGE (Understanding Learners and Building Safe Learning Environments)	Session 7: Walkthrough of THRIVE (Navigating Growth and Well-being in the Department of Education)	Closing Program	
12:00 pm - 1:15 pm		Lunch Break				Departure
1:15 pm - 1:30 pm		Preliminaries				
1:30 pm - 2:15 pm		Session 2:	Continuation of Session 4	Continuation of Session 7		



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2:30 pm - 3:30 pm		STEER: Shaping Teachers to be Effective Educators Responsibly (A Mentor's Guide for RTIP)	Session 5: Walkthrough of GEAR UP (Translating the DepEd Curriculum into Meaningful Lessons and Responsive Interventions)	Session 8: Planning for Program Implementation	
3:30 pm - 3:45 pm	Check in and Registration		Health Break		
3:45 pm - 4:45 pm		Continuation of Session 2	Continuation of Session 5	Continuation of Session 8	
4:45 pm - 5:00 pm		Daily Evaluation and Reminders			



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Enclosure 3

DATE : [Insert Date]

FROM : [Regional Director's Name]
Position

TO : **CARMELA C. ORACION**
Assistant Secretary
Officer-in-Charge, Undersecretary for Learning Systems

THRU : **MICHAEL JOSEPH P. CABAUTAN**
Director III
National Educators Academy of the Philippines

SUBJECT : **ENDORSEMENT OF PARTICIPANTS ON THE REVISED
TEACHER INDUCTION PROGRAM (RTIP)**

The Regional Office of [Insert Region] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the Revised Teacher Induction Program who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program					
Name	Designation	Sex (M/F)	Division	DepEd Email	Role (PMT member or Participant)
1.					
<Add rows as needed>					

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity.

We look forward to the Central Office's confirmation and further instructions.

Thank you.



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Enclosure 4

MEAL SCHEDULE

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program

Meals	DAY 0 Monday	DAY 1 Tuesday	DAY 2 Wednesday	DAY 3 Thursday	DAY 4 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	

ACCOMMODATION SCHEDULE

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program

Activity	Check-In Date and Time	Check-Out Date and Time
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	22 September 2025 3:00 p.m.	26 September 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	6 October 2025 3:00 p.m.	10 October 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	20 October 2025 3:00 p.m.	24 October 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	10 November 2025 2:00 p.m.	14 November 2025 12:00 noon