



Republic of the Philippines
Department of Education
CARAGA REGION



June 21, 2024

REGIONAL MEMORANDUM
No. 0031, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
Agusan del Sur Division
Surigao del Sur Division

**WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR
BEGINNING TEACHERS (PHASE 1)**

1. To support the MATATAG Agenda in addressing challenges in basic education, the National Educators of the Philippines will hold a Workshop on the Development of the Induction Program for Beginning Teachers-Phase I. The workshop shall be conducted at NEAP Marikina from July 1-3, 2024 (Batch 1) and July 3-5, 2024 (Batch 2).

2. The participants to this activity are the following:

Schools Division Office	Name
ADS	Dorothy Joy C. Jalalon <i>SEPS, HRD</i> <i>SDO, IPBT Focal Person</i>
ADS	Willyn Liz C. Sacasac <i>Master Teacher-II, Trento West Central SPED Center</i> <i>IPBT Mentor</i>
SDS	Ariel A. Paler <i>Head Teacher-III, Barobo NHS</i> <i>School Head</i>
SDS	Lolito Jr. E. Cagatin <i>JHS Teacher-I, Barobo NHS</i> <i>Beginning Teacher</i>

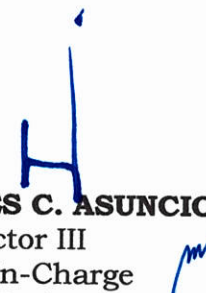
3. Kindly refer to the attached Memorandum DM-OUHROD-2024-1177 for more comprehensive details.



2024-06-10035

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4. For your guidance and compliance.


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

Encl/s.: As Stated
Reference/s: As Stated
To be indicated in the Perpetual Index
under the following subjects:

BEGINNING TEACHERS

INDUCTION

WORKSHOP

HRDD/rsr
06/21/2024



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Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-1177

FOR : **ATTY. REVSEE A. ESCOBEDO**
Undersecretary for Operations

Regional Directors
Schools Division Superintendents
School Heads
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director
Officer-in-Charge, Office of the Undersecretary for Human Resource and Organizational Development

SUBJECT : **WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING TEACHERS (PHASE 1)**

DATE : 18 June 2024

1. In support of the *MATATAG* Agenda which seeks to address issues and challenges in basic education, the National Educators Academy of the Philippines (NEAP) will conduct the ***Workshop on the Development of the Induction Program for Beginning Teachers (IPBT) – Phase 1***, with schedule and details as follows:

Dates	Activity	Venue
01-05 July 2024	Workshop on the Development of the Induction Program for Beginning Teachers (IPBT) – Phase 1	NEAP Marikina

2. The objectives of the activity are as follows:
- Determine dominant themes to inform the refinement of program implementation guidelines, coursebooks, and assessment tools; and
 - Identify differentiated topics for the learning packages.
3. Relative to this, **the Regional Offices are requested to nominate participants who will attend the activity.**



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4. For reference, attached are the following documents:
- List of Identified Participants (Enclosure 1);*
 - Allocated Number of Nominated Participants per Level (Region, Division, and School) per Region (Enclosure 2);*
 - Meal Provision Guide (Enclosure 3); and*
 - Indicative Program of Activities (Enclosure 4).*
5. The nominated participants as well as those listed in *Enclosure 1* are requested to confirm their participation through the registration link bit.ly/InductionPhase1Reg **on or before 25 June 2024.**
6. **Batch 1 Participants** are advised to check in on 30 June 2024, 3:00 p.m. and check out on 03 July 2024, 12:00 p.m. while **Batch 2 Participants** are advised to check in on 03 July 2024, 1:00 p.m. and check out on 05 July 2024, 3:00 p.m.
7. The participants' board and lodging will be charged against NEAP HRD Fund while transportation, per diem, and other incidental expenses will be charged to Regional Office/Schools Division Office/local funds subject to the usual accounting and auditing rules and regulations.
8. 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.).
9. For other questions and concerns, please coordinate with **Ms. Ma. Carmila Clave**, Education Program Specialist II, NEAP Professional Development Division, through email ma.clave@deped.gov.ph / neap.pdd@deped.gov.ph or landline (02) 8715-9919.
10. For immediate dissemination and appropriate action.

[NEAP/ Vesagas]



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Enclosure 1

List of Participants

No.	Name	Office	Position/Designation
July 1 - 5, 2024			
1	Marife Morcilla	NEAP PDD	Project Development Officer V
2	Richie Carla Vesagas		Senior Education Program Specialist
3	Ma. Carmila Clave		Education Program Specialist II
4	Julie Lyka Ignao		Project Development Officer II
5	Jufael Pulvosa		Project Development Officer II
6	Mathew Bofete		Technical Assistant II
7	Representative	BHROD - HRDD	
8	Representative	Research Institute for Teacher Quality	
9	Representative	Research Institute for Teacher Quality	
10	Representative	Research Institute for Teacher Quality	
11	Representative	Teach for the Philippines	
12	Representative	Teach for the Philippines	
13	Welfare Officer	NCR	Nurse/Medical Officer
July 1 - 3, 2024 (Batch 1)		Central Office Participants	
14	Representative	TECS	
15	Representative	BAE	
July 3 - 5, 2024 (Batch 2)			
14	Representative	BLD	
15	Representative	BCD	



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Enclosure 2

Terms of Reference:

1. RO/SDO Participants
 - Discuss highlights of their M&E findings submitted on May-July 2023
 - Share report on the status of the current induction program in their stations (ex: number of participants, best practices, challenges)
2. School-based Participants
 - Share experiences related to the implementation of the induction program in their stations
 - Provide inputs to the refinement of the program

Slots Allocated per Region

BATCH 1 (July 1 - 3, 2024)	RO	SDO	SCHOOL (May come from different schools who have implemented IPBT)		
	HRDD	SDO IPBT Focal Person	School Head	IPBT Mentor (Master Teacher)	Beginning Teacher
Region VI	1		1	1	1
Region VII		1	1		1
Region VIII	1		1	1	1
Region IX		1	1		1
Region X	1		1		1
Region XI		1	1	1	1
Region XII	1		1		1
CARAGA		1	1	1	1
Total	4	4	8	4	8



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BATCH 2 (July 3 - 5, 2024)	RO	SDO	SCHOOL (May come from different schools who have implemented IPBT)		
	HRDD	SDO IPBT Focal Person	School Head	IPBT Mentor (Master Teacher)	Beginning Teacher
CAR	1		1		1
NCR		1	1		1
Region I		1	1	1	1
Region II		1	1		1
Region III	1		1	1	1
Region IV-A (CALABARZON)	1		1		1
Region IV-B (MIMAROPA)	1		1	1	1
Region V		1	1	1	1
Total	4	4	8	4	8



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Enclosure 3

Meal Provision Guide

1. For **Set 1 participants**, the first meal to be served is dinner and the last meal is a morning snack. Please see the details below.

Meals	June 30, 2024 Sunday	July 1, 2024 Monday	July 2, 2024 Tuesday	July 3, 2024 Wednesday
Breakfast		✓	✓	✓
AM Snack		✓	✓	✓
Lunch		✓	✓	
PM Snack		✓	✓	
Dinner	✓	✓	✓	

2. For **Set 2 participants**, the first meal to be served is lunch and the last meal is an afternoon snack. Please see the details below.

Meals	July 2, 2024 Tuesday	July 3, 2024 Wednesday	July 4, 2024 Thursday	July 5, 2024 Friday
Breakfast			✓	✓
AM Snack			✓	✓
Lunch		✓	✓	✓
PM Snack		✓	✓	✓



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Dinner		✓	✓	
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INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of the Induction Program for Beginning Teachers (Phase I)

July 1 - 5, 2024 / NEAP NCR, Marikina City

Time	Day 0 June 30	Day 1 July 1	Day 2 July 2	Day 3 July 3	Day 4 July 4	Day 5 July 5
8:30 - 9:00 AM	Travel from residence to venue	(BATCH 1) Registration and Health Break	Preliminaries			
9:00 - 10:00 AM			Workshop 1: Enhancement of Framework and Implementing Guidelines	Consolidation/ Presentation of Group Outputs	Input Session from BHROD: Management Directives and Related Initiatives	Workshop 2: Enhancement of Coursebooks and Learning Resource Materials
10:00 -10:20 AM		Opening Program Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences	AM Health Break	(BATCH 1) Closing Program	AM Health Break	Cont'd: Workshop 2
10:20 -10:40 AM			Cont'd: Workshop 1			
10:40 - 12:00 PM		Lunch Break		Lunch Break		
12:00 - 1:00 PM	Input Session from BHROD: Management Directives and Related Initiatives	Workshop 2: Enhancement of Coursebooks and Learning Resource Materials	(BATCH 2) Registration	Sharing Session from TFP	Consolidation/ Presentation of Group Outputs	
1:00 - 2:00 PM						Opening Program
2:00 - 3:00 PM						

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3:00 - 3:20 PM				PM Health Break		PM Health Break		Departure from Venue
3:20 - 4:30 PM				Sharing Session from TFP	Cont'd: Workshop 2	Focused Group Discussion (FGD): Current IPBT Implementation Status and Experiences	Cont'd: Workshop 1	
4:30 - 5:00 PM				PMT Debriefing				



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