



Republic of the Philippines  
**Department of Education**  
CARAGA REGION

DEPARTMENT OF EDUCATION  
RECORDS UNIT, REGIONAL OFFICE CARAGA  
**RELEASED**  
12 Oct 2024

October 12, 2024

REGIONAL MEMORANDUM  
HRDD – 2024 – 1075

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

**CONSULTATION WORKSHOP AND FOCUS GROUP DISCUSSION ON  
THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING  
SCHOOL HEADS (IPBSH)-TRAINING RESOURCE PACKAGE**

1. To address the professional development needs of school leaders, the National Educators Academy of the Philippines will hold a Consultation Workshop and Focus Group Discussion on the Development of the Induction Program for Beginning School Heads (IPBSH) – Training Resource Package on October 14 to 18, 2024 at NEAP Marikina.

2. The nominated participants who will attend on October 14-16, 2024 (Batch 1) are the following:

| No. | Name                    | Office           | Position/Designation                              |
|-----|-------------------------|------------------|---------------------------------------------------|
| 1   | Betcheba E. Prochina    | Agusan del Sur   | PSDS, San Luis                                    |
| 2   | Shalie M. Palco         | Agusan del Sur   | Principal III, San Francisco CES with SpEd Center |
| 3   | Jay F. Balesta          | Agusan del Norte | Principal-II, Santiago NHS                        |
| 4   | Kristoffer Ian F. Basco | Agusan del Norte | TIC, Jaliobong NHS                                |

3. Kindly refer to the attached Memorandum DM-OUHROD-2024-2025 for details.

4. For your guidance and compliance.

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

Encl/s.: None

Reference/s: Memorandum DM-OUHROD-2024-2025

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

SCHOOL HEADS

CONSULTATION WORKSHOP

HRDD/rsr  
10/12/2024



Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2024-2025**

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

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

SUBJECT : **CONSULTATION WORKSHOP AND FOCUS GROUP DISCUSSIONS ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH) – TRAINING RESOURCE PACKAGE**

DATE : 09 October 2024

1. With the aim of addressing the professional development needs of school heads, the National Educators Academy of the Philippines (NEAP) will conduct the **Consultation Workshop and Focus Group Discussion on the Development of Induction Program for Beginning School Heads (IPBSH) – Training Resource Package (TRP)** on **14-18 October 2024** at **NEAP Marikina**.
2. The objectives of the activity are as follows:
  - a. Collect, identify, and analyze reports on the needs and challenges of beginning school heads through purposeful focus group discussions; and
  - b. Identify dominant themes relative to the needs of beginning school heads as basis for determining differentiated topics for the TRP.
3. Relative to this, **the Regional Offices are requested to nominate participants who will attend the activity, particularly those from large schools, small schools, or geographically isolated and disadvantaged areas (GIDAs).**

4. For reference, attached are the following documents:
- List of Program Management Team Members (Enclosure 1);*
  - Allocated Number of Nominated Participants per Position per Region – Batches 1 and 2 (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 attendance through the registration link <https://tinyurl.com/IPBSH-ConsultReg> on or before **11 October 2024**.
6. The participants' board and lodging will be charged against the NEAP HRD Fund, while transportation, per diem, and other incidental expenses will be charged to the Regional Office/Schools Division Office/local funds, subject to the usual accounting and auditing rules and regulations.
7. The participants are reminded to bring their laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).
8. For other questions and concerns, please coordinate with **Mr. John Carlo Astilla**, NEAP Professional Development Division, through email [johncarlo.astilla@deped.gov.ph](mailto:johncarlo.astilla@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or landline (02) 8715-9919.
9. For immediate dissemination and appropriate action.

**Copy furnished:**  
**OFFICE OF THE SECRETARY**

[NEAP\_PDD/Magalona/Astilla]



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## Department of Education

### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

#### List of Program Management Team

*Consultation Workshop and Focus Group Discussion on The Development of  
Induction Program for Beginning School Heads (IPBSH) - Training Resource Package  
October 14-18, 2024  
NEAP NCR- Marikina City*

| No.          | Name                    | Office      | Position / Designation              |
|--------------|-------------------------|-------------|-------------------------------------|
| 1            | Marife T. Morcilla      | NEAD - PDD  | Project Development Officer V       |
| 2            | John Carlo S. Astilla   |             | Senior Education Program Specialist |
| 3            | Joy S. Magalona         |             | Senior Education Program Specialist |
| 4            | Jhoanna C. Javier       |             | Education Program Specialist II     |
| 5            | Jessica Kristel Abeleda |             | Education Program Specialist II     |
| 6            | Katrina Gargoles        |             | Technical Assistant II              |
| 7            | Cielmer Bolante         |             | Technical Assistant II              |
| 8            | Jojet Gabriel           |             | Administrative Assistant II         |
| 9            | Representative          | NEAP- QAD   |                                     |
| 10           | Representative          | NEAP- OD    |                                     |
| 11           | Representative          | BHROD- HRDD |                                     |
| <b>TOTAL</b> | <b>11</b>               |             |                                     |



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### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

#### Allocated Number and Position of Nominated Participants per Region (Visayas and Mindanao)

*Consultation Workshop and Focus Group Discussion on The Development of  
Induction Program for Beginning School Heads (IPBSH) - Training Resource Package  
October 14-18, 2024  
NEAP NCR- Marikina City*

#### Batch 1 (October 14-16, 2024)

| REGIONS      | POSITION                                                  |                                                      |                                                                             |                                                                                 |            |
|--------------|-----------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|
|              | Assistant<br>Schools Division<br>Superintendent<br>(ASDS) | Public<br>School<br>District<br>Supervisor<br>(PSDS) | SCHOOL HEAD                                                                 |                                                                                 | OIC/TIC/HT |
|              |                                                           |                                                      | With 5 years<br>and below<br>experience as a<br>full-pledged<br>school head | With 10 to 15<br>years<br>of experience<br>as a full-<br>pledged<br>school head |            |
| Region VI    | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region VII   | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region VIII  | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region IX    | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region X     | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region XI    | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region XII   | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| CARAGA       | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| <b>TOTAL</b> | <b>32</b>                                                 |                                                      |                                                                             |                                                                                 |            |





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### NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

#### Allocated Number and Position of Nominated Participants per Region (Visayas and Mindanao)

*Consultation Workshop and Focus Group Discussion on The Development of  
Induction Program for Beginning School Heads (IPBSH) - Training Resource Package  
October 14-18, 2024  
NEAP NCR- Marikina City*

#### Batch 2 (October 16-18, 2024)

| REGIONS      | POSITION                                                  |                                                      |                                                                             |                                                                                 |            |
|--------------|-----------------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------|
|              | Assistant<br>Schools Division<br>Superintendent<br>(ASDS) | Public<br>School<br>District<br>Supervisor<br>(PSDS) | SCHOOL HEAD                                                                 |                                                                                 | OIC/TIC/HT |
|              |                                                           |                                                      | With 5 years<br>and below<br>experience as a<br>full-pledged<br>school head | With 10 to 15<br>years<br>of experience<br>as a full-<br>pledged<br>school head |            |
| CAR          | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region I     | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region II    | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region III   | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region IV-A  | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| Region IV-B  | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| Region V     | 1                                                         | -                                                    | 1                                                                           | 1                                                                               | 1          |
| NCR          | -                                                         | 1                                                    | 1                                                                           | 1                                                                               | 1          |
| <b>TOTAL</b> | <b>32</b>                                                 |                                                      |                                                                             |                                                                                 |            |

[NEAP\_PDD/Magalona/Astilla]



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|                |             |      |        |
|----------------|-------------|------|--------|
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| Effectivity    | 09.20.21    | Page | 2 of 2 |





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**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 3**

**Meal Provision Guide**

*Consultation Workshop and Focus Group Discussion on The Development of Induction Program for Beginning School Heads (IPBSH) - Training Resource Package*

*October 14-18, 2024  
NEAP NCR- Marikina City*

| For Batch 1 Participants |                             |                             |                              |                                |
|--------------------------|-----------------------------|-----------------------------|------------------------------|--------------------------------|
| Meals                    | 13 October 2024<br>(Sunday) | 14 October 2024<br>(Monday) | 15 October 2024<br>(Tuesday) | 16 October 2024<br>(Wednesday) |
| Breakfast                |                             | ✓                           | ✓                            | ✓                              |
| AM Snack                 |                             | ✓                           | ✓                            | ✓                              |
| Lunch                    |                             | ✓                           | ✓                            |                                |
| PM Snack                 |                             | ✓                           | ✓                            |                                |
| Dinner                   | ✓                           | ✓                           | ✓                            |                                |

| For Batch 2 Participants |                              |                                |                               |                             |
|--------------------------|------------------------------|--------------------------------|-------------------------------|-----------------------------|
| Meals                    | 15 October 2024<br>(Tuesday) | 16 October 2024<br>(Wednesday) | 17 October 2024<br>(Thursday) | 18 October 2024<br>(Friday) |
| Breakfast                |                              |                                | ✓                             | ✓                           |
| AM Snack                 |                              |                                | ✓                             | ✓                           |
| Lunch                    |                              | ✓                              | ✓                             | ✓                           |
| PM Snack                 |                              | ✓                              | ✓                             | ✓                           |
| Dinner                   |                              | ✓                              | ✓                             |                             |





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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 4**

**INDICATIVE PROGRAM OF ACTIVITIES**

**CONSULTATION WORKSHOP AND FOCUS GROUP DISCUSSION ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH) – TRAINING RESOURCE PACKAGE**

*October 14 - 18, 2024 / NEAP Marikina City*

| Time             | Day 0 (Oct. 13)                       | Day 1 (Oct. 14)                                                                                                                                                                                                                                                       | Day 2 (Oct. 15)                                                                                              | Day 3 (Oct. 16)                                                                 | Day 4 (Oct. 17)                                                                             | Day 5 (Oct. 18)                                                        |
|------------------|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 8:30 - 9:00 AM   | <i>Travel from residence to venue</i> | <b>BATCH 1</b><br><i>Registration and Health Break</i>                                                                                                                                                                                                                | <b>Preliminaries</b>                                                                                         |                                                                                 |                                                                                             |                                                                        |
| 9:00 - 10:00 AM  |                                       |                                                                                                                                                                                                                                                                       | <b>Workshop 1:</b><br>Recommendations for the Development of Framework and Implementing Guidelines for IPBSH | <b>Consolidation/ Presentation of Group Outputs</b>                             | Continuation of Consultation and Focus Group Discussion (FGD)                               | <b>Workshop 2:</b><br>Recommendations for the Development of IPBSH TRP |
| 10:00 - 10:20 AM |                                       | <ul style="list-style-type: none"><li>Opening Program</li><li>Program Background</li><li>Consultation and Focused Group Discussion: Sharing of current implementation or initiatives/activities related to the Induction Program for Beginning School Heads</li></ul> | AM Health Break                                                                                              | <b>BATCH 1</b><br><i>Closing Program</i><br><i>Batch 1 Departure from Venue</i> | AM Health Break                                                                             |                                                                        |
| 10:20 - 10:40 AM |                                       |                                                                                                                                                                                                                                                                       | Continuation of Workshop 1                                                                                   |                                                                                 | Input Session from BHROD: Management Directives for Induction and Other Related Initiatives | Continuation of Workshop 2                                             |
| 10:40 - 12:00 PM |                                       |                                                                                                                                                                                                                                                                       |                                                                                                              |                                                                                 |                                                                                             |                                                                        |
| 12:00 - 1:00 PM  |                                       | Lunch Break                                                                                                                                                                                                                                                           |                                                                                                              | Lunch Break                                                                     |                                                                                             |                                                                        |



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| Time           | Day 0 (Oct. 13) | Day 1 (Oct. 14)                                                                             | Day 2 (Oct. 15)                                                        | Day 3 (Oct. 16)                                                                                                                                                                                                                                               | Day 4 (Oct. 17)                                                                                              | Day 5 (Oct. 18)                                                                         |
|----------------|-----------------|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| 1:00 - 2:00 PM |                 | Continuation of Consultation and Focus Group Discussion (FGD)                               | <b>Workshop 2:</b><br>Recommendations for the Development of IPBSH TRP | <b>BATCH 1</b><br><i>Registration</i>                                                                                                                                                                                                                         | <b>Workshop 1:</b><br>Recommendations for the Development of Framework and Implementing Guidelines for IPBSH | <b>Consolidation/<br/>Presentation of Group<br/>Outputs</b>                             |
| 2:00 - 3:00 PM |                 | PM Health Break                                                                             | PM Health Break                                                        | <ul style="list-style-type: none"><li>Opening Program</li><li>Program Background Consultation and Focused Group Discussion: Sharing of current implementation or initiatives/activities related to the Induction Program for Beginning School Heads</li></ul> | PM Health Break                                                                                              | <b>BATCH 2</b><br><br><i>Closing Program</i><br><br><i>Batch 2 Departure from Venue</i> |
| 3:00 - 3:20 PM |                 |                                                                                             |                                                                        |                                                                                                                                                                                                                                                               |                                                                                                              |                                                                                         |
| 3:20 - 4:30 PM |                 | Input Session from BHROD: Management Directives for Induction and Other Related Initiatives | Continuation of Workshop 2                                             |                                                                                                                                                                                                                                                               | Continuation of Workshop 1                                                                                   |                                                                                         |
| 4:30 - 5:00 PM |                 | PMT Debriefing                                                                              |                                                                        |                                                                                                                                                                                                                                                               |                                                                                                              |                                                                                         |