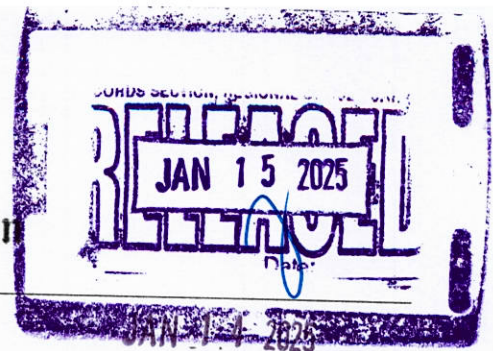




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
HRDD- 2025- 0040

To: Schools Division Superintendent } Division of Agusan del Sur
All Others Concerned

PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025

1. Following the Phase 1 Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) held last November 4-8, 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 2 Workshop on IPBSH Development and Implementation of Regional Induction Programs for School Heads for FY 2025** on **January 20-24, 2025**, at **NEAP Marikina**.

2. The objectives of the activity are as follows:

a. Consolidate and review the Regional Office-initiated Induction Programs for newly hired school heads to be implemented in FY 2025,

b. Develop the Program Implementation Plan (PIP) for locally initiated induction programs for beginning school heads and

c. Harmonize the implementation plans for succeeding induction programs for school heads, including baseline and projected data on school heads.

3. The participants who will attend the activity are the following:

No.	Name	Office	Position
1.	ANALOU O. HERMOCILLA	HRDD-Regional Office	Education Program Supervisor
2.	JOCELYN MENIL DINAPO	Agusan del Sur	PSDS-Prosperidad

4. Kindly refer to the attached Memorandum DM-OUHROD-2024-3543.

5. For your guidance and compliance.

MARIA INES C. ASUNCION
Regional Director

Encl.: None

Reference: DM-OUHROD-2024-3543

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

PROGRAM TRAINING WORKSHOP

HRDD/aoh
1/10/2025



Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2024-3543

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 : **PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025**

DATE : 19 December 2024

- Following the *Phase 1 Workshop on the Development of Induction Program for Beginning School Heads (IPBSH)* held last 04-08 November 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 2 Workshop on IPBSH Development and Implementation of Regional Induction Programs for School Heads for FY 2025** on 20-24 January 2025 at NEAP Marikina.
- The objectives of the activity are as follows:
 - Consolidate and review the Regional Office-initiated induction programs for newly hired school heads to be implemented in FY 2025 (submitted in line with DM-OUHROD-2024-3445 *Request for Submission of Inventory of RO-initiated Induction Programs for Newly Hired School Heads to be Implemented in FY 2025* dated 28 November 2024);
 - Develop the Program Implementation Plan (PIP) for locally initiated induction programs for beginning school heads; and
 - Harmonize the implementation plans for succeeding induction programs for school heads, including baseline and projected data on school heads.
- Relative to this, the Regional Offices are requested to each nominate two (2) participants, preferably with the following positions, for the activity.
 - One (1) HRDD Chief or NEAP R Focal Person for induction programs for school heads; and

- b. One (1) Public Schools District Supervisor (PSDS), preferably with prior/existing involvement in the implementation of induction programs for school heads.
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 accomplish the following **on or before 15 January 2025**:
 - a. Preparatory work template through the link:
<https://tinyurl.com/PreWork-temp>
 - b. Registration through the link:
<https://tinyurl.com/IPBSH-Ph2-Reg>
6. The participants are advised to check in on 19 January 2025, 3:00 p.m. and check out on 24 January 2025, 3:00 p.m. The meal schedule is as follows:

Meals	19 Jan 2025 Sun	20 Jan 2025 Mon	21 Jan 2025 Tue	22 Jan 2025 Wed	23 Jan 2025 Thu	24 Jan 2025 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

[NEAP_PDD/Astilla/Vesagas]



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

LIST OF FIELD PERSONNEL

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP Marikina City

No.	Name	Position / Designation
32	2 participants per region	- One (1) Chief of the Human Resource Development Division or the NEAP - R or focal person for the induction program for the School Head; and - One (1) Public Schools District Supervisor (PSDS), preferably from a School Division Office (SDO) with an existing implementation of an Induction Program for School Heads.



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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP 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	Richie Carla A. Vesagas		Senior Education Program Specialist
5	Ma. Carmila B. Clave		Education Program Specialist II
6	Julie Lyka M. Ignao		Project Development Officer II
7	Jallal M. Malaguia		Technical Assistant II
8	Ann Christine T. Sison		Technical Assistant II
9	Representative	BHROD- HRDD	
10	Welfare Officer	SDO-Marikina	
11	Resource Person	Field Expert	
TOTAL		11	



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional

Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP Marikina City

Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)
8:30 - 9:00 AM		BATCH 1 <i>Registration and Health Break</i>	Preliminaries			
9:00 - 10:20 AM			Workshop 1: Plans and Implementation of RO-initiated Induction Programs for FY 2025	Workshop 2: Draft SH Induction Program PIP for FY 2025	Workshop 3: Finalization of SH Induction Program PIP for FY 2025	Presentation of Finalized Guidelines
10:20 - 10:35 AM		- Opening Program - Program Background - Input Session 1: Result of FGD and Consultation and Current plans for IPBSH	AM Health Break	AM Health Break	AM Health Break	
10:35 - 12:00 PM			Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	Continuation of Presentation
12:00 - 1:00 PM	<i>Travel from</i>		Lunch Break			



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)
1:00 - 2:00 PM	residence to venue	Input Session 2 (BHROD): Management Directives for Induction and Other Updates on Related Initiatives	Presentation of WS 1 Output	Presentation of WS 2 Output	Drafting of Guidelines for Induction for FY 2025	Closing Program
2:00 - 3:00 PM		PM Health Break	PM Health Break	PM Health Break	PM Health Break	
3:00 - 3:20 PM		Continuation of Input Session 2	Continuation of Presentation of WS 1	Continuation of Presentation of WS 2	Continuation of Drafting of Guidelines	
3:20 - 4:30 PM						
4:30 - 5:00 PM						Travel from Venue to Residence
PMT Debriefing						



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