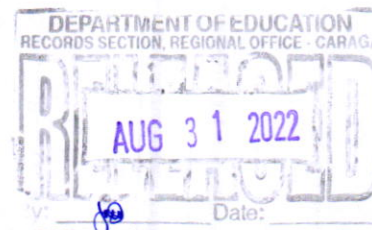




Republic of the Philippines
Department of Education
CARAGA REGION



August 31, 2022

REGIONAL MEMORANDUM
No. 074, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**SESSION GUIDE WRITERS FOR THE INDUCTION PROGRAM FOR BEGINNING
SCHOOL HEADS (IPBSH)**

1. With reference to Memorandum No. DM-NEAP-2022-003, the National Educators Academy of the Philippines (NEAP), in partnership with Save the Children, is developing an Induction Program for Beginning School Heads (IPBSH). The session guide writing shall be on September 1 to 16, 2022.
2. The following are the IPBSH Session guide writers:

Name	Position	Station
1. Carlos Tian Chow Correos	EPS	Cantilan National High School Surigao del Sur
2. Michael S. Pareja	Principal II	San Luis National High School Agusan del Sur
3. Reyland R. Alas	Principal II	Butuan City School of Arts and Trades (BCSAT) Butuan City
4. Maria Ruth R. Edradan	Principal II	Mat-i National High School Surigao City
5. Fernando Dones, Jr.	EPS	CID SDO Siagao
6. Marilou Curugan	Principal IV	Agusan del Sur National High School.
7. Marlyne M. Villareal	EPS	HRDD, DepEd Caraga

3. Session guide writers are requested to refer to the attached memoranda for the details, assigned modules, and schedule of IPBSH activities.
4. For information and guidance.

fr. Jmsil
MA. GEMMA MERCADO LEDESMA
Regional Director

Encl/s.: As stated
Reference/s: NONE
To be indicated in the Perpetual Index
under the following subjects:

HRD/mmv
08/31/2022



Address: J.P. Rosales Avenue,
Butuan City
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph





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

Office of the Director

MEMORANDUM
DM-NEAP-2022-003

For : HRDD Chiefs
NEAP-R Focal Persons
SHDP Regional Focal Persons
IPBSH Lead Writers
All Others Concerned

From :  **JOHN ARNOLD S. SIENA**
Director IV

Subject : **ADDENDUM AND CORRIGENDUM TO THE UNNUMBERED MEMORANDUM ON THE REQUEST FOR SESSION GUIDE WRITERS FOR THE INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS**

Date : 29 July 2022

1. Please be informed of the following corrections and additional provisions to the Unnumbered Memorandum re: Request for Session Guide Writers for the Induction Program for Beginning School Heads issued on June 30, 2022:
 - a. The Human Resource Development Division (HRDD) Chiefs will **select the team of writers** that will represent the region in writing the IPBSH session guides and learning packages guided by *Annex 1. Criteria for the Selection of Session Guide Writers* of the previous memo.
 - b. The HRDD Chiefs shall **determine a maximum of seven (7) writers** from their region, depending on the number of assigned session guide topics. Please refer to this link (<https://bit.ly/IPBSHAssignedTopics>) for the assigned topics per region. The previously selected IPBSH lead writers as approved or endorsed by the HRDD Chiefs should be included in this number.
 - c. The School Heads Development Program (SHDP) Regional Focal Person is requested to provide technical assistance in and facilitate the process of developing the session guides in support to the lead writers.



- d. The updated calendar of activities is enclosed.
2. All other details in the previous memorandum remain the same.
3. Immediate dissemination of this memorandum is desired, for the information and guidance of all concerned.



Enclosure 1. Updated IPBSH Calendar of Activities

Activity	Inclusive Dates	Modality
• Selection of Session Guide Co-writers	August 8-29, 2022	Online
• Overall Orientation Workshop of Session Guide Writers	August 30-31, 2022	Online
• Session Guide Writing Proper	September 1-16, 2022	Online





Republic of the Philippines

Department of Education

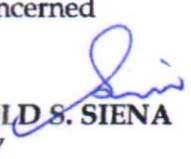
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM

DM-OSEC-2022-_____

TO : HRDD Chiefs
NEAP-R Focal Persons
SHDP Regional Focal Persons
All Others Concerned

FROM : 
JOHN ARNOLD S. SIENA
DIRECTOR IV

SUBJECT : REQUEST FOR SESSION GUIDE WRITERS FOR THE
INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS

DATE : 30 June 2022

1. With reference to DM-OSEC-2022-080 (*Program Design Review and Redevelopment of the Induction Program for Beginning School Heads*), the National Educators Academy of the Philippines (NEAP), in partnership with Save the Children, is developing an Induction Program for Beginning School Heads (IPBSH). The program responds to D.O. 24 s. 2020 (National Adoption and Implementation of the Philippine Professional Standards for School Heads), the challenges brought by the COVID-19 pandemic, and the current shift to limited face-to-face classes, where the necessity surfaced to train beginning school leaders, primarily for them to be fully prepared in managing learning continuity and leading the school communities in the new normal. Module and session topics for the developing induction program are already validated and finalized. The next step is the writing of the session guides.
2. As such, NEAP requests Human Resource Development Division Chiefs/NEAP-R Focal Persons, through your respective SHDP Focal Persons, to nominate one (1) school head with exemplary school management performance and ability to draft session guides to serve as session guide writers and resource persons on other technical discussions in relation to the program. Complete criteria of session guide writers for RO's reference in screening participants is found in *Annex 1*. The session guide writers' terms of reference (TOR) are found in *Annex 2*.
3. NEAP-R focal persons or HRDD chiefs are requested to email the details of the identified school heads **on or before July 06, 2022, Wednesday** to Ms. Danise Tiongson at danise.macaraya@deped.gov.ph.



4. The identified school heads are expected to participate in the following activities:

Activity	Inclusive Dates	Modality
Overall Orientation of Induction Program for Beginning School Heads Program Design and Resource Materials	July 12, 2022	Synchronous Online
Workshop on Session Guide Resource Package Writing	July 13-15, 2022	Synchronous and Asynchronous Online
Session Guide and Resource Package Writing*	July 18-August 26, 2022	Asynchronous Online
Presentation of Materials and Planning for Field Validation	September 19-23, 2022	Face-to-Face
Revision of the Session Guides and Resource Package	October 10-14, 2022	Asynchronous Online
Finalization of the Session Guides and Resource Package	October 24-28, 2022	Asynchronous Online

*Note: There will be a scheduled content and process check (online synchronous) on Tuesdays of the weeks scheduled for session guide writing.

5. Travel expenses for the face-to-face activity of the field participants shall be charged against FY 2022 HRD Local Funds, subject to the usual accounting and auditing rules and regulations.
6. Billeting and food expenses for the face-to-face activity shall be covered by Save the Children, our external technical partner for the development of this program.
7. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** and daniel.mabini@deped.gov.ph or **Mr. Samson V. Edillo** at samson.edillo@deped.gov.ph and telephone number (02) 8759919.
8. Immediate dissemination of and appropriate action on this Memorandum are earnestly desired.



Annex 1. Criteria for the Selection of Session Guide Writers

Criteria	Description
Work experience	• Has been a school head for at least five (5) years or is working in other supervisory positions (e.g., PSDS or EPS) with school head experience for at least three (3) years • Had experience on the Philippine Professional Standards for School Heads (PPSSH) or at least provided or has attended an orientation on the PPSSH • Has graduated from the SHDP, or developed or implemented an induction program for school heads • Has developed a course program or training program or at least a session guide
Performance rating	• Obtained at least Very Satisfactory for the past four (4) years
Learning and development facilitation	• Attended at least four (4) learning and development initiatives for school heads or school managers in the past two (2) years • Has been practicing the following training and development/L&D practices for at least four (4) years: • Needs Analysis • Planning • Design • Delivery • Monitoring and Evaluation • Quality Assurance
Essential knowledge and skills	• Is knowledgeable of the Department of Education, specifically on the culture of school and its management and operations • Has a very good understanding of the Philippine Professional Standards for School Heads (PPSSH) • Is familiar with the L&D processes, especially on the standards for the process of L&D Design and Delivery • Has expertise in course development and course writing • Has an exemplary command of both written and verbal form of the English language • Proficient in the use of MS Word and presentation applications, such as MS PowerPoint, Canva, etc. • Is able to work collaboratively with a pool of writers • Has strong self- and time-management skills and is willing to submit outputs within a given deadline



Annex 2. Terms of Reference of the IPBSH Session Guide Writers

The session guide writers are expected to do the following:

- Write session guides and resource packages following NEAP and DepEd standards and the finalized IPBSH program design.
- Contribute to the plan for the development, revision, and finalization of the IPBSH session guides.
- Lead in the selection of writers in their respective regions. The team may be composed of two to three school heads with the same qualifications mentioned in Annex 1.
- Attend meetings and capacity building-workshops with the NEAP and SERG team.
- Revise and finalize portions of the IPBSH session guides considering the results of the validation.
- Perform other relevant tasks.

