



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

September 4, 2024

REGIONAL MEMORANDUM
 HRDD-2024- **1035**

**WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR
 BEGINNING TEACHERS (PHASE 2)**

To: Schools Division Superintendents } Samar Division
 Regional Office Division Chiefs
 All Others Concerned

1. Attached is Memorandum DM-OUHROD-2024-1702, from Wilfredo E. Cabral, Office of the Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of the Workshop on the Development of Induction Program for Beginning Teachers (Phase 2) on September 9-13, 2024 at NEAP Marikina.

2. The following personnel are requested to attend the aforementioned activity:

Name	Office/Division	Role/Position
Michael C. Parado	Region VIII NEAP R	EPS II IPBT Regional Focal Person
Marisol C. Margate	Samar	EPS II

3. Details of the activities including the meal schedules are herein attached.

4. The transportation, per diem, and other incidental expenses of the participants shall be charged against Regional Office/Schools Division Office local funds, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
 Regional Director

Enclosures: As stated

References: As stated

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

INDUCTION PROGRAM IPBT TEACHERS

NEAPR-MCP





Republika ng Pilipinas
Department of Education

**OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

MEMORANDUM

DM-OUHROD-2024-1702

**TO : 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 2)**

DATE : 29 August 2024

1. Following the *Phase 1 Workshop on the Development of the Induction Program for Beginning Teachers (IPBT)* held last 01-05 July 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 2 Workshop**, with schedule and details as follows:

Dates	Venue	Terms of Reference of Participants
09-13 September 2024	NEAP Marikina	Writers

2. The objectives of the activity are as follows:
- Revise the IPBT implementation guidelines; and
 - Draft the program design, topics, and tools.
3. Relative to this, NEAP identified participants who will serve as writers based on their past involvement and experience as writers for the Philippine Professional Standards Resource Package, Teacher Induction Program Course Books, or participation in previous IPBT developmental activities.
4. Furthermore, the Regional Offices are also requested to each nominate one (1) more participant to the workshop.
5. For reference, attached are the *List of Participants (Enclosure 1)* and the *Indicative Program of Activities (Enclosure 2)*.

6. The identified and nominated participants are requested to confirm their attendance through the registration link bit.ly/IPBTphase2Reg on or before **03 September 2024**. In case the identified personnel will not be able to attend, we request the submission of a justification letter containing the names and contact details of the alternate representatives through the email addresses provided below.
7. The participants are advised to check in on 08 September 2024, 3:00 p.m. and check out on 13 September 2024, 3:00 p.m. Please see the meal schedule below.

Meals	08 Sep 2024 Sun	09 Sep 2024 Mon	10 Sep 2024 Tue	11 Sep 2024 Wed	12 Sep 2024 Thu	13 Sep 2024 Fri
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

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. 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.
10. 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 / neap.od@deped.gov.ph or landline (02) 8715-9919.
11. For dissemination and appropriate action.

Enclosures:

Enclosure 1 - List of Participants

Enclosure 2 - Indicative Program of Activities

Copy furnished:

ATTY. REVSEE A. ESCOBEDO

Undersecretary for Operations

[NEAP/ Vesagas/ Clave/ Pulvosa]



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

List of Participants

No.	Name	Office	Position/Designation
Program Management Team			
1	Alexander Simagala	NEAP-PDD	Project Development Officer IV
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	Jufeel Pulvosa		Project Development Officer II
6	Ann Christine Sison		Technical Assistant II
7	Evelyn D. Cruzada	NEAP	Highly Technical Consultant
8	Representative	Research Institute for Teacher Quality	
9	Representative	Research Institute for Teacher Quality	
10	Representative	Research Institute for Teacher Quality	
11	Welfare Officer	NCR	Nurse/Medical Officer
DepEd Central Office Participants			
12	Ruby Chanda Jetomo	BHROD - HRDD	Project Development Officer IV
13	Lizette Ann Carpio	BHROD - HRDD	Project Development Officer III
14	Genuis R. San Pablo	BAE - PMSDD	Senior Education Program Specialist

Field Personnel Participants

(The participants were selected based on their involvement as Philippine Professional Standards Resource Package writers, Teacher Induction Program Course Books writers, or attendance in previous IPBT development phase)

15	Ma. Regaele A. Olarte	NCR, SDO Muntinlupa	OIC-Chief
16	Elsie Mayo	Region I, SDO La Union	Principal
17	Annie Michelle F. Laurzano	Region III, SDO Tarlac	Public Schools District Supervisor
18	Hermes P. Vargas	Region III, SDO Pampanga	Principal
19	Jeaz DC Campano	Region III, SDO San Jose Del Monte	Principal
20	Mark Anthony P. Idang	Region IV-A, SDO Laguna	Education Program Supervisor
21	Gerlie C. Lopez	Region IV-A, SDO Tanauan	Education Program Supervisor
22	Grace Urbien-Salvatus	Region IV-A, SDO Quezon	Principal II
23	Arlene M. Hernandez	Region IV-A, SDO General Trias	Principal I
24	Christian Mespher A. Hernandez	Region IV-A, SDO Imus	Principal I
25	Gayle Malibiran	Region IV-A, SDO Antipolo	Education Program Supervisor
26	Angelo Uy	Region IV-A, SDO Dasmariñas City	Public Schools District Supervisor
27	Jonalyn B. Pattalitan	Region IV-A, HRDD	Education Program Specialist II
28	Joven M. Madera	Region VI, HRDD	Education Program Supervisor
29	Michael C. Parado	Region VIII, NEAP-R	Education Program Specialist II
30	Josiah F. Tuballa	Region IX, SDO Isabela City	Principal II

Additional Field Personnel

31-44	Region		No. of Slots		<p>Qualifications:</p> <ul style="list-style-type: none"> • Knowledgeable about the Philippine Professional Standards for Teachers or PPST resource package writer • Familiar with or has experience implementing the Induction Program for Beginning Teachers • Has experience being a policy writer • Has experience being a writer of learning resources for teachers
	I		1		
	II		1		
	MIMAROPA		1		
	V		1		
	VI		1		
	VII		1		
	VIII		1		
	IX		1		
	X		1		
	XI		1		
	XII		1		
	CARAGA		1		
	CAR		1		
	NCR		1		

1531-30



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of the Induction Program for Beginning Teachers (Phase 2)
September 9 - 13, 2024 / NEAP NCR, Marikina City

Time	Day 0 Sept. 8	Day 1 Sept. 9	Day 2 Sept. 10	Day 3 Sept. 11	Day 4 Sept. 12	Day 5 Sept. 13
8:30 - 9:00 AM	Travel from residence to venue	Registration	Preliminaries			
9:00 - 10:00 AM		<ul style="list-style-type: none"> Opening Program Program Background 				
10:00 - 10:15 AM	Presentation and Critiquing of Recommended Revisions from Workshop 2		Workshop 4: Drafting of TIP Coursebooks Scope and Sequence		Workshop 5: Crafting a TIP Lesson Design	
10:20 - 10:40 AM	Workshop 1: SWOT Analysis	Cont'd Presentations	Health Break		Cont'd of Presentation and Critiquing of Workshop 5	
10:40 - 12:00 PM		Cont'd Presentations	Cont'd Workshop 4		Cont'd Workshop 5	
12:00 - 1:00 PM	Lunch Break					
					<ul style="list-style-type: none"> Assigning of Writers Identifying Deliverables for the Next Phases Setting Deadlines 	

1:00 - 2:30 PM	Workshop 2: Revision of the TIP Implementing Guidelines	Workshop 3: Revision of TIP Content	Cont'd Workshop 4	Cont'd Workshop 5	Closing Program
2:30 - 2:45 PM	Health Break				
2:45 - 4:00 PM	Cont'd Workshop 2	Cont'd Workshop 3	Presentation and Critiquing of Workshop 4	Presentation and Critiquing of Workshop 5	<i>Travel from Venue to Residence</i>
4:00 - 4:30 PM	Review of Conceptual and Research Literature on Induction Programs	Review of Conceptual and Research Literature on Induction Programs			
4:30 - 4:45 PM	Reminders and Daily Evaluation				
4:45 - 5:00 PM	PMT Debriefing				