



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

September 20, 2024

**REGIONAL MEMORANDUM**

No. **1112** s. 2024

**WORKSHOP ON THE DEVELOPMENT OF COURSEBOOKS FOR  
 NON-TEACHING INDUCTION PROGRAM**

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

1. This Office, through the Human Resource Development Division (HRDD), shall conduct a workshop on the **Development of Coursebooks for Non-teaching Induction Program** on **October 28-31, 2024** at a venue to be announced in a separate issuance.
2. This activity aims to:
  - a. equip participants with the necessary skills and knowledge to develop comprehensive and effective coursebooks for newly-hired non-teaching personnel;
  - b. create a standardized set of coursebooks that align with the organization's goals and ensure consistency across all induction programs for non-teaching personnel; and
  - c. encourage teamwork and innovative thinking among participants to develop creative and engaging coursebooks.
3. Enclosed are the list of participants and the activity matrix. All participants are requested to register through the link **<https://bit.ly/NTIPCBReg>** on or before **October 15, 2024**.
4. Expenses incurred during the conduct of this activity, such as training materials, kits, and board and lodging for the participants, shall be charged to HRDD MOOE. Transportation, per diem, and other incidental expenses shall be charged against their respective 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 III**  
 Regional Director

Enclosures: As stated

References: HRDD

To be indicated in the Perpetual Index under the following subjects:  
 COURSEBOOKS      INDUCTION PROGRAM      NON-TEACHING PERSONNEL

NEAPR-CDPA



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Enclosure 1 of Regional Memorandum No **1112**, series of 2024

### LIST OF PARTICIPANTS

Office	Position/Designation					Number of Pax
Schools Division Office	HRD SEPS/EPS II	HRMO	Attorney	GAD Coordinator	School Head (must be a Learning Facilitator)	Total
Baybay City	1	1	-	1	1	4
Biliran	1	1	1	-	1	4
Borongan City	1	1	-	1	1	4
Calbayog City	1	1	-	1	1	4
Catbalogan City	1	1	-	1	1	4
Eastern Samar	1	1	1	-	1	4
Leyte	1	1	1	-	1	4
Maasin City	1	1		1	1	4
Northern Samar	1	1	1	-	1	4
Ormoc City	1	1	-	1	1	4
Samar	1	1	-	1	1	4
Southern Leyte	1	1	1	-	1	4
Tacloban City	1	1	-	1	1	4
Regional Office	HRDD Chief, EPS, EPS II	HRMO	Attorney	Resource Persons	PMT	Total
	6	1	1	2	3	13
<b>Total</b>						<b>65</b>

Enclosure 2 of Regional Memorandum No **1112**, series of 2024

**WORKSHOP ON THE DEVELOPMENT OF COURSEBOOKS FOR  
NON-TEACHING INDUCTION PROGRAM**

October 28-31, 2024

Venue: TBD

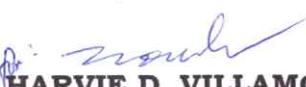
ACTIVITY MATRIX

Day/ Time	October 28	October 29	October 30	October 31
8:30a.m. -9:00a.m.	Travel Time	Preliminaries	Preliminaries	Preliminaries
9:00a.m. – 12:00p.m.		Essential Content for Non-Teaching Personnel Induction Coursebooks	Continuation of Workshop 1: Crafting of the Coursebook content	Presentation of the Outputs
12:00p.m. – 1:00p.m.		Lunch	Lunch	Lunch
1:00p.m. – 2:00p.m.	Arrival of Participants and Opening Program	Workshop 1: Crafting of the Coursebook content	Workshop 2: Evaluation of the Coursebooks against quality standards	Closing Program
2:00p.m. – 5:00p.m.	Standards and Guiding Principles in Crafting Coursebooks		Workshop 3: Finalizing the Contents of the Coursebooks	Home Bound
Officer of the Day	Marilyn D. Trinidad	Ted Juan C. Peleno	Marilyn D. Trinidad	Ted Juan C. Peleno

Prepared by:

  
**CLARK DAVE P. ARANTE**  
SEPS

Noted by:

  
**HARVIE D. VILLAMOR**  
HRDD Chief