



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

October 11, 2024

**REGIONAL MEMORANDUM**  
 HRDD-2024- **1256**

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

To: Schools Division Superintendents } Biliran Division  
 } Catbalogan City Division  
 } Leyte Division  
 Regional Office Division Chiefs  
 All Others Concerned

- Attached is Memorandum DM-OUHROD-2024-2025, from Wilfredo E. Cabral, Office of the Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of the Consultation Workshop and FGD on the Development of Induction Program for Beginning School Heads (IPBSH) on October 14-18, 2024 at NEAP Marikina.
- The following personnel should attend the Batch 1 (October 14-16, 2024) and confirm their attendance through the link below for proper logistical arrangements.  
<https://tinyurl.com/IPBSH-ConsultReg>.

Name	Office/Division	Role/Position
Elena S De Luna	NEAP R	ASDS
Jennifer D. Veruen	Biliran	Principal I
Judith M. Serdeña	Catbalogan City	Head Teacher II
Hera Paz Yamson	Leyte	Principal IV

- The participants should bring their laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.). Details of the activities including the meal schedules and other enclosures are herein attached.
- 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.
- Immediate dissemination of and compliance with this Memorandum are desired.



*[Signature]*  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director



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Enclosures: As stated

References: As stated

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

INDUCTION PROGRAM    IPBSH    SCHOOL HEADS

NEAPR-MCP




Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2024-2026**

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]*





Republika ng Pilipinas

# Department of Education

## 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 Schools Division Superintendent (ASDS)	Public School District Supervisor (PSDS)	SCHOOL HEAD		OIC/TIC/HT
			With 5 years and below experience as a full-pledged school head	With 10 to 15 years of experience as a full- pledged 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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Doc. Ref. Code	PAWIM-F-022	Rev	01
Effectivity	09.20.21	Page	1 of 2





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**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*

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

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

