

Republic of the Philippines

Department of Education

REGION VIII - EASTERN VISAYAS

November 5, 2024

REGIONAL MEMORANDUM HRDD-2024- 1 4 0 1

WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEAD (PHASE 1)

To: Schools Division Superintendents Regional Office Division Chiefs Leyte

All Others Concerned

- Attached is Memorandum DM-OUHROD-2024-2162, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of the Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) on November 4-8, 2024 at NEAP Marikina.
- 2. Relative to this, the following personnel are requested to attend.

Name	Office/Division	Role/Position
Hera Paz Yamson	Leyte	Principal IV

- 3. The participants are reminded to 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.
- 4. The transportation, per diem, and other incidental expenses of the participants shall be charged Schools Division Office HRD Funds/ local funds, subject to the usual accounting and auditing rules and regulations.
- 5. 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.
- 6. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO II
Regional Director

Enclosures: As stated References: As stated

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

IPBSH SCHOOL HEADS

INDUCTION PROGRAM NEAPR-MCP





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Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMEN

MEMORANDUM DM-OUHROD-2024- 2/62

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

INDUCTION DEVELOPMENT OF WORKSHOP ON THE

PROGRAM FOR BEGINNING SCHOOL HEADS (PHASE 1)

DATE

: 29 October 2024

- 1. Following the Consultation Workshop and Focus Group Discussion on the Development of Induction Program for Beginning School Heads (IPBSH) Training Resource Package (TRP) last 14-18 October 2024, the National Educators Academy of the Philippines (NEAP) will conduct the Phase 1 Workshop on IPBSH Development on 04-08 November 2024 at NEAP Marikina.
- 2. The objectives of the activity are as follows:
 - a. Present the consolidated data gathered during the consultation workshop and focus group discussion;
 - b. Draft the proposed outline of IPBSH development and implementation; and
 - c. Develop proposed IPBSH models.
- 3. Relative to this, the Regional Offices are requested to each nominate two (2) participants who will serve as writers during the activity.
- 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 confirm their attendance through the link bit.ly/IPBSHphase1Reg on or before 03 November 2024.

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6. The participants are advised to check in on 03 November 2024, 3:00 p.m. and check out on 08 November 2024, 3:00 p.m. The meal schedule is as follows:

Meals	03 Nov 2024 Sun	04 Nov 2024 Mon	05 Nov 2024 Tue	06 Nov 2024 Wed	07 Nov 2024 Thu	08 Nov 2024 Fri
Breakfast		√	√	1	√	√
AM Snack		V	√	V	√	√
Lunch		√	1	1	1	V
PM Snack		V	✓	V	1	V
Dinner	V	√	1	1	√	in the second

- 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 johncarlo.astilla@deped.gov.ph through email Division. 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

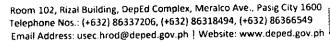
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ATTY. REVSEE A. ESCOBEDO **Undersecretary for Operations**

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Department of Education

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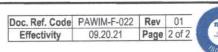
LIST OF FIELD PARTICIPANTS

Workshop on the Development of the Induction Program for School Heads (Phase 1) November 4-8, 2024/ NEAP NCR, Marikina City

Region	Number of Slots	Position / Designation	Qualifications
I 2		ASDS, School Head	The selected writers must meet any
II	2	PSDS, School Head	of the following:
III	2	ASDS, School Head	a. Familiar with Philippine
IV-A	2	PSDS, School Head	Professional Standards for School Heads and Philippine
IV-B	2	ASDS, School Head	Professional Standards for
V	2	PSDS, School Head	Supervisors as well as other related issuances/tools;
VI	2	ASDS, School Head	related issualices/tools,
VII	2	PSDS, School Head	b. Has experience in
VIII	2	ASDS, School Head	professional development for school heads and
IX	2	ASDS, School Head	supervisors as well as school
X	2	PSDS, School Head	leaders' performance assessment and training;
XI	2	ASDS, School Head	assessment and training,
XII	2	PSDS, School Head	c. Has commitment to
CARAGA	2	PSDS, School Head	continuous improvement of school leaders; and,
CAR	2	ASDS, School Head	
NCR	2	PSDS, School Head	d. Has been a writer of learning resources for school leaders.
TOTAL		3	32









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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM

Workshop on the Development of the Induction Program for School Heads (Phase 1) November 4-8, 2024/ NEAP NCR, Marikina City

No.	Name	Office	Position / Designation
1	Marife T. Morcilla		Project Development Officer V
2	Alexander Simagala		Project Development Officer IV
3	John Carlo S. Astilla		Senior Education Program Specialist
4	Ma. Carmila Clave	NEAD - PDD	Education Program Specialist II
5	Julie Lyka Ignao		Project Development Officer II
6	Ann Christine Sison		Technical Assistant II
7	Jallal Malaguia		Technical Assistant II
8	Representative	BHROD- HRDD	
9	Representative	BHROD- HRDD	
10	Representative	PS-PRDD	
11	Representative	PS-PRDD	
TOTAL		11	







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4:45 - 5:00 PM	2:45 - 4:00 PM	2:30 - 2:45 PM	1:00 - 2:30 PM	12:00 - 1:00 PM		
	Workshop 1: IPBSH Theory of Change		Session 2: Theory of Change (ToC)		of IPBSH	
Reminders and Daily Evaluation	Cont'd Workshop 2	PM Health Break	Workshop 2: Draft the outline for the Implementation of IPBSH			
Daily Evaluation	Cont'd Workshop 3		n Break	Workshop 3: Draft IPBSH Implementation Models	Lunch Break	
	Presentation and Critiquing of Workshop 4 Outputs		Cont'd Workshop 4			
	Residence	Closing Program				













Department of Education national educators academy of the philippines

Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of the Induction Program for School Heads (Phase 1)
November 4-8, 2024/ NEAP NCR, Marikina City

	10:40 - 12:00 PM	10:20 -10:40 AM	10:00 -10:15 AM	9:00 - 10:00 AM	8:30 - 9:00 AM	Time
				venue	Travel from	Day 0 3 Nov
 Session 1: FGD Results and Guidelines for the Development 	 Program Overview 	• Opening Program			Registration	Day 1 4 Nov
	,	Presentation of Workshop 1 Outputs		Cont'd Workshop 1		Day 2 5 Nov
	Workshop 2 Outputs	Cont'd Presentation	AM Health Break	Presentation and Critiquing of Workshop 2 Outputs	Prelin	Day 3 6 Nov
 Workshop 4: Draft Learning Design, Scope and Sequence 	Critiquing of Workshop 3 Outputs	Cont'd Presentation and		Presentation and Critiquing of Workshop 3 Outputs	Preliminaries	Day 4 7 Nov
	outputs	Cont'd Finalization of		Finalization of Outputs		Day 5 8 Nov









