



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

November 5, 2024

**REGIONAL MEMORANDUM**  
 HRDD-2024- **1401**

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

To: Schools Division Superintendents } Leyte  
 Regional Office Division Chiefs  
 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.
- Relative to this, the following personnel are requested to attend.

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

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

  
**EVELYN R. FETALVERO, CESO III**  
 Regional Director

Enclosures: As stated  
 References: As stated  
 To be indicated in the Perpetual Index under the following subjects:

INDUCTION PROGRAM IPBSH SCHOOL HEADS  
 NEAPR-MCP



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**Department of Education**  
 OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION  
 REGIONAL OFFICE - VII  
 NOV 04 2024  
 10:54 AM

**MEMORANDUM**  
 DM-OUHROD-2024- 2162

OFFICE OF THE DIRECTOR  
 NOV 04 2024  
 NOV 04 2024  
 2:44

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 : **WORKSHOP ON THE DEVELOPMENT OF INDUCTION 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](https://bit.ly/IPBSHphase1Reg) on or before **03 November 2024**.

11 4 NOV 2024



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		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack		✓	✓	✓	✓	✓
Dinner	✓	✓	✓	✓	✓	

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 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.
11. For immediate dissemination and appropriate action.

**Enclosures:**

Enclosure 1 - List of Participants

Enclosure 2 - Indicative Program of Activities

**Copy furnished:**

**OFFICE OF THE SECRETARY**

**ATTY. REVSEE A. ESCOBEDO**

*Undersecretary for Operations*

[NEAP/HRD/CI/001]





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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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



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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	NEAD - PDD	Project Development Officer V
2	Alexander Simagala		Project Development Officer IV
3	John Carlo S. Astilla		Senior Education Program Specialist
4	Ma. Carmila Clave		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	
<b>TOTAL</b>		<b>11</b>	



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



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Effectivity	09.20.21	Page	2 of 2







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**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

Time	Day 0 3 Nov	Day 1 4 Nov	Day 2 5 Nov	Day 3 6 Nov	Day 4 7 Nov	Day 5 8 Nov
8:30 - 9:00 AM	Travel from residence to venue	Registration	Cont'd Workshop 1	Preliminaries		
9:00 - 10:00 AM				Presentation and Critiquing of Workshop 2 Outputs	Presentation and Critiquing of Workshop 3 Outputs	Finalization of Outputs
10:00 -10:15 AM	AM Health Break					
10:20 -10:40 AM	<ul style="list-style-type: none"> <li>Opening Program</li> <li>Program Overview</li> <li>Session 1: FGD Results and Guidelines for the Development</li> </ul>	Presentation of Workshop 1 Outputs	Cont'd Presentation and Critiquing of Workshop 2 Outputs	Cont'd Presentation and Critiquing of Workshop 3 Outputs	<ul style="list-style-type: none"> <li>Cont'd Presentation and Critiquing of Workshop 3 Outputs</li> <li>Workshop 4: Draft Learning Design, Scope and Sequence</li> </ul>	Cont'd Finalization of outputs
10:40 - 12:00 PM						

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