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**Department of Education**

OFFICE OF THE UNDERSECRETARY  
 HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

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**MEMORANDUM**  
**DM-OUHROD-2024-3445**

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**TO :** Regional Directors  
 Schools Division Superintendents  
 HRDD Chiefs / NEAP R Focal Persons  
 All Others Concerned

**FROM :** **WILFREDO E. CABRAL**  
 Undersecretary  
 Human Resource and Organizational Development

**SUBJECT :** **REQUEST FOR SUBMISSION OF INVENTORY OF REGIONAL OFFICE-INITIATED INDUCTION PROGRAMS FOR NEWLY HIRED SCHOOL HEADS TO BE IMPLEMENTED IN FY 2025**

**DATE :** 28 November 2024

1. In line with efforts to support the continuous professional development of newly hired school heads, the National Educators Academy of the Philippines (NEAP) shall establish an **Inventory of Regional Office (RO)-initiated Induction Programs for the National Qualifying Examination for School Heads (NQESH) FY 2021 Category B and FY 2023 Category A passers** (announced through DepEd Memorandum No. 059, s. 2024 "Results of the FY 2023 NQESH and FY 2021 NQESH Category B Evaluation and Certification).
2. This aims to consolidate and review the RO-initiated induction programs to inform the ongoing development of the *Induction Program for Beginning School Heads (IPBSH)* Training Resource Package which will be implemented in FY 2025.
3. In this regard, **all ROs are requested to submit an inventory of their initiated induction program/s for newly hired school heads** (based on DM No. 059, s. 2024) **to be implemented in FY 2025** by completing the template (accessible through the link <https://tinyurl.com/Induct-Endorsement>) and submitting the same through the link <https://tinyurl.com/Reg-Induction> on or before **10 December 2024**. Please be advised that the link only accepts only up to 10 MB Word or PDF files.
4. Since NEAP's IPBSH Training Resource Package is still in the development phase, the ROs are encouraged to continue providing induction programs for newly hired



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school heads using their available and contextualized learning resources aligned with the Philippine Professional Standards for School Heads (PPSSH).

5. Should you have questions and clarifications, please contact **Mr. John Carlo Astilla** through email [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) / [johncarlo.astilla@deped.gov.ph](mailto:johncarlo.astilla@deped.gov.ph) or landline (02) 8715-9919.
6. For immediate dissemination and appropriate action.

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