



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

January 6, 2025

REGIONAL MEMORANDUM
HRDD-2025- **016**

PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025

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

1. Attached is Memorandum DM-OUHROD-2024-3543, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, informing the field on the conduct of the Phase 2 Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) and Implementation of Regional Induction Programs for School Heads for FY 2025 on January 20-24, 2025 at NEAP Marikina.

2. Relative to this, the following personnel are requested to attend.

Name	Office/Division	Role/Position
Michael C. Parado	NEAP R	EPS II
Loriebel Samante	Leyte	PSDS

3. All participants are requested to accomplish the following on or before January 15 2025:

- Preparatory work template through the link: <https://tinyurl.com/PreWork-temp>
- Registration through the link: <https://tinyurl.com/IPBSH-Ph2-Reg>

4. Reminders and details of the activities including the meal schedules and other enclosures are herein attached.

5. The transportation, per diem, and other incidental expenses of the participants shall be charged to Regional Office/Schools Division Office HRD Funds/ local funds, subject to the usual accounting and auditing rules and regulations.

6. 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.

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


EVELYN R. FETALVERO, CESO III
Regional Director 

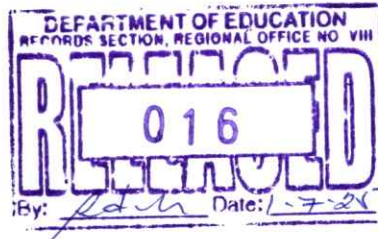
Enclosures: As stated

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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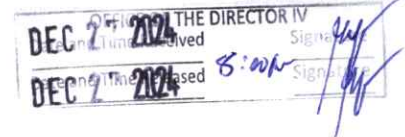
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT



MEMORANDUM

DM-OUHROD-2024- 3543



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 : **PHASE 2 WORKSHOP ON THE DEVELOPMENT OF INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS AND IMPLEMENTATION OF REGIONAL INDUCTION PROGRAMS FOR SCHOOL HEADS FOR FY 2025**

DATE : 19 December 2024

1. Following the *Phase 1 Workshop on the Development of Induction Program for Beginning School Heads (IPBSH)* held last 04-08 November 2024, the National Educators Academy of the Philippines (NEAP) will conduct the **Phase 2 Workshop on IPBSH Development and Implementation of Regional Induction Programs for School Heads for FY 2025** on **20-24 January 2025** at **NEAP Marikina**.
2. The objectives of the activity are as follows:
 - a. Consolidate and review the Regional Office-initiated induction programs for newly hired school heads to be implemented in FY 2025 (submitted in line with DM-OUHROD-2024-3445 *Request for Submission of Inventory of RO-initiated Induction Programs for Newly Hired School Heads to be Implemented in FY 2025* dated 28 November 2024);
 - b. Develop the Program Implementation Plan (PIP) for locally initiated induction programs for beginning school heads; and
 - c. Harmonize the implementation plans for succeeding induction programs for school heads, including baseline and projected data on school heads.
3. Relative to this, **the Regional Offices are requested to each nominate two (2) participants, preferably with the following positions, for the activity.**
 - a. One (1) HRDD Chief or NEAP R Focal Person for induction programs for school heads; and

- b. One (1) Public Schools District Supervisor (PSDS), preferably with prior/existing involvement in the implementation of induction programs for school heads.
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 accomplish the following on or before **15 January 2025**:
- Preparatory work template through the link:
<https://tinyurl.com/PreWork-temp>
 - Registration through the link:
<https://tinyurl.com/IPBSH-Ph2-Reg>
6. The participants are advised to check in on 19 January 2025, 3:00 p.m. and check out on 24 January 2025, 3:00 p.m. The meal schedule is as follows:

Meals	19 Jan 2025 Sun	20 Jan 2025 Mon	21 Jan 2025 Tue	22 Jan 2025 Wed	23 Jan 2025 Thu	24 Jan 2025 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 / 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

[NEAP_PDD/Astilla/Vesagas]



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP 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	Richie Carla A. Vesagas		Senior Education Program Specialist
5	Ma. Carmila B. Clave		Education Program Specialist II
6	Julie Lyka M. Ignao		Project Development Officer II
7	Jallal M. Malaguia		Technical Assistant II
8	Ann Christine T. Sison		Technical Assistant II
9	Representative	BHROD- HRDD	
10	Welfare Officer	SDO-Marikina	
11	Resource Person	Field Expert	
TOTAL		11	



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LIST OF FIELD PERSONNEL

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025

January 20 - 24, 2025 / NEAP Marikina City

No.	Name	Position / Designation
32	2 participants per region	<ul style="list-style-type: none">One (1) Chief of the Human Resource Development Division or the NEAP - R or focal person for the induction program for the School Head; andOne (1) Public Schools District Supervisor (PSDS), preferably from a School Division Office (SDO) with an existing implementation of an Induction Program for School Heads.



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Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)			
1:00 - 2:00 PM	<i>residence to venue</i>	Input Session 2 (BHR0D): Management Directives for Induction and Other Updates on Related Initiatives	Presentation of WS 1 Output	Presentation of WS 2 Output	Drafting of Guidelines for Induction for FY 2025	Closing Program			
2:00 - 3:00 PM							PM Health Break	PM Health Break	PM Health Break
3:00 - 3:20 PM							Continuation of Input Session 2	Continuation of Presentation of WS 1	Continuation of Presentation of WS 2
3:20 - 4:30 PM						Travel from Venue to Residence			
4:30 - 5:00 PM									

PMT Debriefing



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Enclosure 2

INDICATIVE PROGRAM OF ACTIVITIES

Workshop on the Development of Induction Program for Beginning School Heads (IPBSH) Phase II and Implementation of Regional Induction Programs for School Heads for FY 2025
 January 20 - 24, 2025 / NEAP Marikina City

Time	Day 0 (Jan. 19)	Day 1 (Jan. 20)	Day 2 (Jan. 21)	Day 3 (Jan. 22)	Day 4 (Jan. 23)	Day 5 (Jan. 24)
8:30 - 9:00 AM	Travel from	BATCH 1 Registration and Health Break <ul style="list-style-type: none"> Opening Program Program Background Input Session 1: Result of FGD and Consultation and Current plans for IPBSH 	Preliminaries			
9:00 - 10:20 AM			Workshop 1: Plans and Implementation of RO-initiated Induction Programs for FY 2025 AM Health Break	Workshop 2: Draft SH Induction Program PIP for FY 2025 AM Health Break	Workshop 3: Finalization of SH Induction Program PIP for FY 2025 AM Health Break	Presentation of Finalized Guidelines Continuation of Presentation
10:20 - 10:35 AM						
10:35 - 12:00 PM			Continuation of Workshop 1	Continuation of Workshop 2	Continuation of Workshop 3	Continuation of Presentation
12:00 - 1:00 PM			Lunch Break			



2nd Floor Mabini Building, DepEd Complex, Meralco Ave., Pasig City 1600
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