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Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID - 2025 - 0013

**PARTICIPATION TO THE WORKSHOP ON THE DEVELOPMENT FOR BEGINNING
SCHOOL HEADS AND IMPLEMENTATION OF THE REGIONAL
INDUCTION PROGRAMS FOR FY 2025**

To : **Assistant Schools Division Superintendent
Chief of Curriculum Implementation Division (CID)
Iryhn E. Petralcorin-Public Schools District Supervisor**

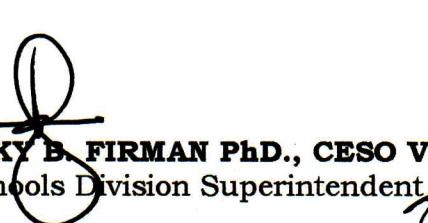
Date : January 7, 2025

Relative to Regional Memorandum HRDD-2024-316 dated December 27, 2024, this office advises **Ms. Iryhn E. Petralcorin** to attend the **Workshop on the Development for Beginning School Heads and Implementation of the Regional Induction Programs for FY 2025** at NEAP Marikina, Manila on January 20-24, 2024.

Board and lodging will be charged against NEAP Human Resource Development (HRD) Fund while the transportation, per diem, and other incidental expenses shall be charged to Central Office/Regional Office/Schools Division Office local funds, all subject to government accounting and auditing rules and regulations.

Further, the participant is 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 is directed.


JINKY B. FIRMAN PhD., CESO VI
Schools Division Superintendent

RELEASED

JAN 07 2025

Encl: As stated
CID/jey/iep

RECORDS SECTION, SDO PANABO CITY
BY 

RECORDS



25-43698

Republic of the Philippines
Department of Education
DAVAO REGION

December 27, 2024

REGIONAL MEMORANDUM
HRDD-2024-316

PARTICIPATION TO THE WORKSHOP ON THE DEVELOPMENT FOR BEGINNING
SCHOOL HEADS AND IMPLEMENTATION OF THE REGIONAL INDUCTION
PROGRAMS FOR FY 2025

To: Assistant Regional Director
Schools Division Superintendent of Panabo City

1. This has reference to DM-OUHROD-2024-3543 or Phase 2 Workshop on the Development of Induction Program for Beginning School Heads and Implementation of the Regional Induction Programs for School Heads for FY 2025, be informed that the activity is scheduled on **January 20-24, 2025 at NEAP Marikina**. Relevant details are found in the enclosures. The participants of the activity are:

Participants	Position	Office
Nelma Lyn R. Barnija	Chief Education Supervisor	RO XI
Iryhn E. Petalcorin	Public Schools District Supervisor	Panabo City

2. The participants are requested to register via <https://tinyurl.com/IPBSH-Ph2-Reg>. They are advised to check in on January 19, 2025, 3:00 PM and check out on January 24, 2025, 3:00 PM. The first meal is dinner and the last meal is afternoon snacks.

3. 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. Further, they 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.

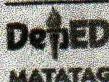
4. Immediate dissemination of this Memorandum is directed.

DEPARTMENT OF EDUCATION, RRU
RECORDS SECTION
RELEASED

Encl.: As stated
ROH3/glv

By:

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REBONFAMIL R. BAGUIO
Director III
Officer-In-Charge
Office of the Regional Director





DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

RECEIVED 4/1/2024

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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. GABRIEL**
*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



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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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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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						
9:00 - 10:20 AM		BATCH 1 <i>Registration and Health Break</i>	Workshop 1: Plans and Implementation of RO-initiated Induction Programs for FY 2025	Workshop 2: Draft SH Induction Program PIP for FY 2025	Workshop 3: Finalization of SH Induction Program PIP for FY 2025	Preliminaries <i>Presentation of Finalized Guidelines</i>
10:20 - 10:35 AM		<ul style="list-style-type: none">• Opening Program• Program Background• Input Session 1: Result of FGD and Consultation and Current plans for IPBSH	AM Health Break	AM Health Break	AM Health Break	
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	<i>Travel from</i>		Lunch Break			



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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	residence to venue	Input Session 2 (BHROD): 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	PM Health Break	Travel from Venue to Residence
3:00 - 3:20 PM		Continuation of Input Session 2	Continuation of Presentation of WS 1	Continuation of Presentation of WS 2	Continuation of Drafting of Guidelines	
3:20 - 4:30 PM			PMT Debriefing			
4:30 - 5:00 PM						