



25 - 25091

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. Petalcorin** 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 Ph.D., CESO VI
Schools Division Superintendent

RELEASED

JAN 07 2025

Encl: As stated
CID/jeey/iep

RECORDS SECTION, SDO PANABO CITY
BY 



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Republic of the Philippines
Department of Education
DAVAO REGION

25-43698

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 - DAVAO REGION
RECORDS SECTION
RELEASED

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

Encl.: As stated
ROH3/glv

Date

43698



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Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION

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12-10-24
8-23

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



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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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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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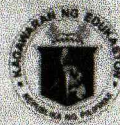
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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; and• One (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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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 <i>Registration and Health Break</i> <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 | Workshop 2: Draft SH Induction Program PIP for FY 2025 | Workshop 3: Finalization of SH Induction Program PIP for FY 2025 | Presentation of Finalized Guidelines |
| 10:20 - 10:35 AM | | | 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 | | 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 | | | | | | Travel from Venue to Residence |
| 3:00 - 3:20 PM | | PM Health Break | PM Health Break | PM Health Break | PM Health Break | |
| 3:20 - 4:30 PM | | Continuation of Input Session 2 | Continuation of Presentation of WS 1 | Continuation of Presentation of WS 2 | Continuation of Drafting of Guidelines | |
| 4:30 - 5:00 PM | | PMT Debriefing | | | | |



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