



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

602101845

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2025-0585

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Public Schools District Supervisors  
Education Program Supervisors  
All concerned personnel

Subject: **ATTENDANCE TO THE GUIDING WITH PURPOSE:  
EMPOWERING MENTORS AND PROGRAM FACILITATORS  
FOR THE REVISED TEACHER INDUCTION PROGRAM (RTIP)**

Date: October 14, 2025

Attached is Regional Memorandum HRDD – 2025- 253 re: Attendance to the Guiding with Purpose Facilitators for the Revised Teacher Induction Program (RTIP), other details are found in the enclosures. The final venue and schedule shall be announced by the Regional Office through a separate memorandum.

With this, the following personnel are hereby directed to attend the said activity, to wit:

NAME	OFFICE/SCHOOL/ DESIGNATION
1. JULIUS I. SUELTO	CID- PSDS
2. IAN REGGY B. PARING	PCNHS – MT II
3. CYRUS C. CACHUELA	PI

Meals, Board and lodging shall be chargeable against NEAP Human Resource Development Fund, while Transportation, per diem and other incidental expenses shall be chargeable against Local/School MOOE Funds/HRD Funds, subject to the usual accounting and auditing rules and regulations.

For your guidance and compliance.

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

Enclosed: As stated.  
SGOD/ABA/HRDS/KSD/LSS

**RELEASED**



**Address:** City Hall Compound, Km 31, JP Laurel,  
Panabo City, Davao del Norte **OCT 16 2025**  
**Telephone No:** (084) 823-1469, (084) 628-4066  
**Email:** panabocity.division@deped.gov.ph  
**Website:** www.depedpanabocity.com

RE CORRAS  
120416



Republic of the Philippines  
Department of Education  
DAVAO REGION

September 30, 2025

REGIONAL MEMORANDUM  
HRDD-2025-253

ATTENDANCE TO THE GUIDING WITH PURPOSE: EMPOWERING  
MENTORS AND PROGRAM FACILITATORS FOR THE REVISED  
TEACHER INDUCTION PROGRAM (RTIP)

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OULS-2025-048, dated August 12, 2025, titled Call for Participants on the Revised Teacher Induction Program (RTIP) and issued advisory of September 25, 2025.
2. The training intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd teacher.
3. This Office is directed the PMT representatives and SDO participants to remain onboard on the adjusted schedule and venue for the revised RTIP under Cluster 3 program through a separate memorandum.

Name	Designation	Division
Reynaly G. Santos	PSDS	Davao Del Norte
Eugene E. Villagracia	PI	Davao Del Norte
Ginalyn T. Caga	MT	Davao Del Norte
Bernie G. Quilaton	PSDS	Davao Del Sur
Joefrey A. Flores	PI	Davao Del Sur
Emily A. Paler	MT	Davao Del Sur
Julius I. Suelto	PSDS	Panabo City
Ian Reggy B. Paring	MT II	Panabo City
Cyrus C. Cachuela	PI	Panabo City
Jean Fe Colanggo	PSDS	Davao City
Jasper T. Mancio	SH	Davao City
Jed Bete	MT	Davao City
Liezel C. Padua	PSDS	Mati City
Jessa May B. Dongallo	SH	Mati City
Leny M. Dechavez	MT	Mati City
Maria Elena C. Ferido	PSDS	Tagum City
Leah L. Gonzales	PII	Tagum City
Elaine Grace O. Calicdan	MT II	Tagum City
Angelo Rey V. Susosco	PSDS	Davao Oriental
Mishelle L. Marquez	MTI	Davao Oriental



Republic of the Philippines  
Department of Education  
DAVAO REGION

Aljun M. Jordan	HT1	Davao Oriental
Neil D. Bongcayao	PSDS	Digos City
Aldin J. Barsalote	P III	Digos City
Analyn P. Manapol	MT	Digos City
Alma S. Barbarona	P I	IGACOS
Joann M. Benoya	PII	IGACOS
Marichu M. Celestial	MT II	IGACOS
Antonita E. Corpus	PSDS	Davao Occidental
Arabia D. Puyot	P II	Davao Occidental
30. Christian V. Federiso	MT II	Davao Occidental
Renee J. Peñaroyo	PSDS	Davao De Oro
Norman G. Jandog	P IV	Davao De Oro
Ramelyn V. Masiga	MT	Davao De Oro
Jeoffrey L. Bernabe	SEPS-NEAP	RO XI
Eduard Mark E. Bautista	SEPS-HRD	Tagum City
Elixes B. Eleccion	Principal III	Davao del Sur

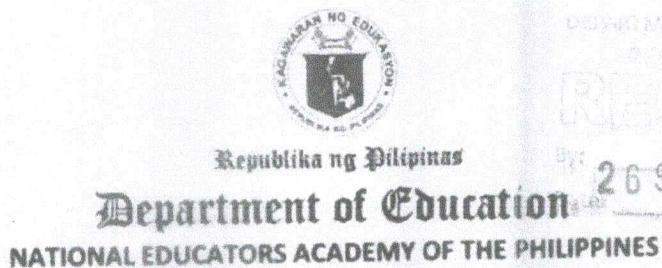
4. Registration starts on October 10, 2025 through <https://tinyurl.com/RTIPCluster3-Registration>.
5. The participant's board and lodging will be charged to the HRD Funds, while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. Further details are explained in the enclosures.
7. Immediate dissemination of this memorandum is desired.

ALLAN G. FARNAZO  
Director IV

Encl.: As stated.  
ROH7/jlb

RECESSION OF EDUCATION RO  
RECORDS SECTION  
RELEASED

Date: Oct. 13, 2025  
Time: 120416  
Signature: [Signature]



DEPARTMENT OF EDUCATION, MANILA

RECEIVED

BY: 26 SEP 2025

9/13/2025

6:46

September 25, 2025

## ADVISORY

*Guiding with Purpose: Empowering Mentors and Program Facilitators  
for the Revised Teacher Induction Program*

1. This advisory has reference to **DM-OULS-2025-048, the Call for Participants for the Revised Teacher Induction Program (RTIP)**, dated August 12, 2025.
2. Please be informed that the **Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)** activity has been **moved to October 21-24, 2025**. Consequently, the activities for **Cluster 3 and Cluster 4 will be rescheduled**, while Cluster 2 (Regions VI, VII, VIII and NIR) **will proceed as scheduled**.

Please refer to the table below:

Title	Venue	Original Date of Conduct	New Date of Conduct
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program ( <b>Cluster 1- Regions I, II, III, CAR</b> )	NEAP Training Facility Baguio City	September 23-26, 2025	October 21-24, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program ( <b>Cluster 3- Regions IX, X, XI, XII, CARAGA</b> )	TBA	October 21-24, 2025	TBA
Guiding with Purpose: Empowering	TBA	November 11-14, 2025	TBA

for the Revised Teacher Induction Program ( <b>Cluster 4-</b> <b>Regions IV-A, IV-B,</b> <b>V, NCR</b> )			
--	--	--	--

3. NEAP remains committed to delivering these activities in full support of RTIP. A separate advisory will be issued to provide details on the new schedule and venues for Clusters 3 and 4. Arrangements for implementing the said activity will also be outlined therein, ensuring that participants receive the guidance and capacity-building opportunities intended for them.

4. The following are enclosed for reference and guidance:

**Enclosure 1** : List of Participants  
**Enclosure 2** : Meal Schedule  
**Enclosure 3** : Accommodation Schedule

5. NEAP sincerely appreciates the patience and understanding of all concerned regarding this matter. For any questions or concerns, you may coordinate with **Mr. Billy Rei M. Pagba**, Senior Education Program Specialist of NEAP-PDD, through email at [billyrei.pagba@deped.gov.ph](mailto:billyrei.pagba@deped.gov.ph) or at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).



**MICHAEL JOSEPH P. CABAUATAN**  
Director III, NEAP



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 1**

**List of Participants**

**A. Program Management Team**

No	Name	Office	Position/ Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	<ul style="list-style-type: none"><li>- provides overall guidance to the program management team (PMT) and relays management directions for the program</li></ul>
2	Alexander Simagala		Senior Education Program Specialist	<ul style="list-style-type: none"><li>- leads in the implementation of the program</li><li>- discusses parameters and standards in the implementation of the program; and</li><li>- leads in the daily briefing and debriefing of the PMT</li></ul>
3	Billy Rei Pagba		Project Development Officer II	<ul style="list-style-type: none"><li>- drafts the daily evaluation form of the program</li><li>- assist in documenting the activity</li><li>- serves as learning manager for one breakout room</li></ul>
4	Mathew Bofete		Project Development Officer II	<ul style="list-style-type: none"><li>- communicates with participants and partners for announcements;</li><li>- serves as host/facilitator during the plenary sessions; and</li><li>- facilitates the participants' compliance of registration and attendance</li><li>- serves as learning manager for one breakout room</li></ul>
5	Julie Lyka Ignao			



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

6	Aizyl Ann Natanauan	Technical Assistant II	<ul style="list-style-type: none"><li>- serves as documenter for the activity;</li><li>- prepares supplies, certificates, registration and attendance sheets; and</li><li>- serves as learning manager for one breakout room</li></ul>
7	Jallal Malaguia	Technical Assistant II	<ul style="list-style-type: none"><li>- makes slide decks and other templates</li><li>- serves as technical support and photo documenter for the activity</li></ul>
8	Ann Christine Sison		<ul style="list-style-type: none"><li>- serves as documenter for the activity;</li><li>-serves as learning manager for one breakout room</li></ul>
9	Jojet Gabriel	Technical Assistant I	<ul style="list-style-type: none"><li>- serves as technical support in breakout rooms particularly concerns relative to LMS</li><li>- assists in the preparation of supplies and other resources and program needs</li></ul>
10	Kyle Macalalad	Administrative Support I	<ul style="list-style-type: none"><li>- provides technical support in breakout rooms</li><li>- assists in the preparation of supplies and other resources and program needs</li></ul>
11	Welfare Officer		<ul style="list-style-type: none"><li>- ensure medical needs of the participants are appropriately addressed</li></ul>



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**B. Field Participants who will serve as Resource Speakers**

	Name	Region	Position/Designation	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)
				October 21-24, 2025	October 7-10, 2025	TBA	TBA
1	Elsie V. Mayo	I	Principal	✓	✓		✓
2	Romel N. Sanchez	I	Head Teacher III	✓	✓	✓	✓
3	Divina I. Ramel	II	Principal II	✓	✓	✓	✓
4	Joy S. Ferrer-Lopez	II	Education Program Supervisor	✓	✓	✓	✓
5	Annie Michelle F. Laurzano	III	Public District Supervisor	✓	✓	✓	✓
6	Jennifer A. Quiambao	III	Principal 1	✓	✓		✓



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Grace Urbien-Salvatus	IV-A	Principal II	✓	✓	✓	✓
8	Arlene M. Hernandez	IV-A	Public School District Supervisor	✓	✓		✓
9	Gerlie C. Lopez	IV-A	Education Program Supervisor	✓	✓	✓	✓
10	Jonalyn B. Patalitan	IV-B	Education Program Specialist II				✓
11	Christian M. Alberto	IV-B	Senior Education Program Specialist		✓	✓	✓
12	Marlin G. Rylander	IV-B	Head Teacher III	✓	✓	✓	✓
13	Annie B. Baylon	V	Public School District Supervisor	✓	✓	✓	✓
14	Ma. Shella B. Suñas	V	Principal I				✓
15	Jay C. Blancaflor	VI	Education Program Specialist II	✓	✓	✓	✓
16	Lalain E. De Los Santos	VI	Public School District Supervisor		✓	✓	✓



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

17	Yvonne B. Gera	VII	Senior Education Program Specialist		✓	✓	✓
18	Rosa H. Cabotaje	VII	Education Program Supervisor	✓		✓	✓
19	Marisol C. Margate	VIII	Education Program Specialist II		✓		✓
20	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent	✓		✓	✓
21	JD Ace B. Palanas	X	Master Teacher	✓	✓	✓	✓
22	Joan A. Enad	X	Teacher III				✓
23	Elixes B. Eleccion	XI	Principal III			✓	
24	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II	✓		✓	
25	Fe H. Lopez	CA RA GA	Senior Education Program Specialist				✓
26	Marylin A. Tolbe	CA R	Public Schools District Supervisor			✓	



Republika ng Pilipinas  
Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

27	Ivy M. Romano	NC R	Senior Education Program Specialist	✓	✓			✓
28	Noemi A. Velario	NC R	Senior Education Program Specialist	✓		✓		✓
<b>Total</b>				<b>18</b>	<b>18</b>	<b>19</b>	<b>25</b>	



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 2**

**MEAL SCHEDULE**

*Guiding with Purpose: Empowering Mentors and Program Facilitators  
for the Revised Teacher Induction Program*

Meals	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	



Republika ng Pilipinas

**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

*Enclosure 3*

**ACCOMMODATION SCHEDULE**

*Guiding with Purpose: Empowering Mentors and Program Facilitators  
for the Revised Teacher Induction Program*

Activity	Check-In Date and Time	Check-Out Date and Time
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program ( <b>Cluster 1- Regions I, II, III, CAR</b> )  <b>NEAP Training Facility</b> <b>Baguio City</b>	<b>20 October 2025</b>  3:00 p.m.	<b>24 October 2025</b>  12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program ( <b>Cluster 2- Regions VI, VII, VIII and NIR</b> )  <b>DepEd Ecotech Center</b> <b>Cebu City</b>	<b>6 October 2025</b>  3:00 p.m.	<b>10 October 2025</b>  12:00 noon


  
**Republic of the Philippines**  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS**

**MEMORANDUM**

**DM-OULS-2025-049**

DEPARTMENT OF EDUCATION BOX

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

**FROM** : *Carmela Oracion*  
**CARMELA C. ORACION**  
 Assistant Secretary  
 Officer-in-Charge  
 Undersecretary for Learning Systems

**SUBJECT** : **CALL FOR PARTICIPANTS ON THE REVISED TEACHER INDUCTION PROGRAM (RTIP)**

**DATE** : 12 August 2025

*RECEIVED  
By  
8/12/2025  
19 AUG 2025  
P.S.V.*

1. Pursuant to the five-point agenda set by the Department, particularly on focusing on high performing teachers, the National Educators Academy of the Philippines will proceed with the implementation of the Revised Teacher Induction Program (formerly Induction Program for Beginning Teachers).
2. Generally, the RTIP intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd teacher.
3. The series of activities relative to the implementation of RTIP are as follows:

Activity	Date and Venue	Region and Target Participants	Registration Link and Deadline of Endorsement and Participant's Registration
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	September 23 - 26, 2025  NEAP Training Facility, Baguio City	CAR, R1, R2, R3,  1 RO HRDD, 1 SDO HRDS,  3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	<a href="https://tinyurl.com/R">https://tinyurl.com/R</a> TIPCluster 1-Registration  Deadline: September 12, 2025

Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	October 7 - 10, 2025 DepEd Ecotech Center, Cebu City	R6, R7, R8, NIR 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	<a href="https://tinyurl.com/RTipCluster2-Registration">https://tinyurl.com/RTipCluster2-Registration</a>  Deadline: September 19, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	October 21 - 24, 2025 TBA	R9, R10, R11, R12, CARAGA 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	<a href="https://tinyurl.com/RTipCluster3-Registration">https://tinyurl.com/RTipCluster3-Registration</a>  Deadline: October 10, 2025
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	November 11 - 14, 2025 TBA	R4A, R4B, NCR, R5 1 RO HRDD, 1 SDO HRDS, 3 per SDO: (1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	<a href="https://tinyurl.com/RTipCluster4-Registration">https://tinyurl.com/RTipCluster4-Registration</a>  Deadline: October 30, 2025

Note: Exact venue and other additional details shall be announced in a separate advisory.

4. Relative to this, **Regional Offices (ROs) are requested to nominate field participants who will attend the said activities.** Likewise, identified ROs are requested to identify one (1) representative who will serve as part of the program management team. The allocated number of participants, terms of reference, and qualification standards of the participants are stated in *Enclosure 1*.
5. Kindly use **Enclosure 3: Endorsement letter** in nominating the participants and upload the approved endorsement letter through this link: [bit.ly/RTIPendorsedpax](http://bit.ly/RTIPendorsedpax).
6. Further, demonstrating their commitment to this initiative, the writers of the RTIP's training resource package will also serve as resource speakers for the series of activities relative to the said program (see *Enclosure 1*).
7. In preparation for the conduct of RTIP activities, the listed **resource persons and RO PMT** are requested to attend an online meeting via MS Teams. The meeting details are as follows:

Preparation Meeting with the Resource Persons	Preparation Meeting with RO Program Management Team
<p>Date: <b>September 4, 2025</b>  Time: <b>10:00 am - 12:00 noon</b>  Meeting link: <a href="https://tinyurl.com/RTIP-MeetingwithRPs">https://tinyurl.com/RTIP-MeetingwithRPs</a>  Meeting ID: 413 059 388 414 6  Passcode: iL222M4T</p>	<p>Date: <b>September 5, 2025</b>  Time: <b>10:00 am - 12:00 noon</b>  Meeting Link: <a href="https://tinyurl.com/RTIP-MeetingwithROPMTs">https://tinyurl.com/RTIP-MeetingwithROPMTs</a>  Meeting ID: 419 656 970 515 9  Passcode: 8To7ez2t</p>

8. To confirm their attendance in the said meeting, the resource persons and RO PMT are encouraged to register via this link: [bit.ly/RTIPprepmeet2025](https://bit.ly/RTIPprepmeet2025) on or before **August 30, 2025**.
9. The participant's board and lodging will be charged to the NEAP HRD Funds, while transportation, per diem, and other incidental expenses will be charged to CO/RO/SDO local funds subject to the usual accounting and auditing rules and regulations. Other details and administrative arrangements will be announced through a separate advisory.
10. Participants are entitled to non-monetary compensation, such as vacation service credits in accordance with DepEd Order No. 013, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers" or DepEd Order No. 009, s. 2025 "Amendment to DepEd Order No. 009, s. 2024 (Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025)," or compensatory time-off pursuant to CSC-DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Services Rendered." Compensatory time-off shall apply to non-teaching and teaching-related personnel only if they will not receive per diem. It shall be noted, however, that travel time must not be included in the computation of Compensatory Overtime Credit. The applicable benefit shall be granted when any of the related activities fall on weekdays, holidays, or during work suspensions.
11. All participants are reminded to bring their own maintenance medications, laptops, extension wires, and other possible sources of internet connectivity.
12. Should you have other questions and concerns, please coordinate with **Ms. Julie Lyka Ignao**, Program Development Officer II of NEAP PDD through email at [julie.ignao@deped.gov.ph](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) or Viber 09975670093 .
13. For immediate dissemination and appropriate action.

**Enclosures:**

Enclosure 1: List of Participants  
Enclosure 2: Activity Matrix  
Enclosure 3: Endorsement Letter Template  
Enclosure 4: Schedule of Meals and Accommodation

**Copy furnished:**

**OFFICE OF THE SECRETARY**  
**OFFICE OF THE UNDERSECRETARY FOR OPERATIONS**

[NEAP-PDD/Antonio/Vesagas]

  
**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 1**

**List of Participants**

**A. Program Management Team**

No	Name	Office	Position/ Designation	Terms of Reference
1	Marife Morcilla	NEAP-PDD	Project Development Officer V	<ul style="list-style-type: none"> <li>- provides overall guidance to the program management team (PMT) and relays management directions for the program</li> </ul>
2	Billy Rei Pagba		Senior Education Program Specialist	<ul style="list-style-type: none"> <li>- leads in the implementation of the program;</li> <li>- discusses parameters and standards in the implementation of the program; and</li> <li>- leads in the daily debriefing of the PMT</li> </ul>
3	Mathew Bofete		Project Development Officer II	<ul style="list-style-type: none"> <li>- drafts the daily evaluation form of the program</li> <li>- assist in documenting the activity</li> <li>- serves as learning manager for one breakout room</li> </ul>
4	Julie Lyka Ignao		Project Development Officer II	<ul style="list-style-type: none"> <li>- communicates with participants and partners for announcements;</li> <li>- serves as host/facilitator during the plenary sessions; and</li> <li>- facilitates the participants' compliance of registration and attendance</li> <li>- serves as learning manager for one breakout room</li> </ul>
5	Aizyl Ann Natanauan		Technical Assistant II	<ul style="list-style-type: none"> <li>- serves as documenter for the activity; and</li> <li>- prepares supplies, certificates, registration and attendance sheets</li> <li>- serves as learning manager for one breakout room</li> </ul>
6	Jallal Malaguia		Technical Assistant II	<ul style="list-style-type: none"> <li>- makes slide decks and other templates</li> <li>- serves as technical support and photo documenter for the activity</li> <li>- serves as learning manager for one breakout room</li> </ul>


  
**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

7	Jojet Gabriel		Technical Assistant I	<ul style="list-style-type: none"> <li>- serves as technical support in breakout rooms particularly concerns relative to LMS</li> <li>- assists in the preparation of supplies and other resources that the program needs</li> </ul>
8	Welfare Officer			<ul style="list-style-type: none"> <li>- ensures medical needs of the participants are appropriately addressed</li> </ul>
9	Welfare Officer			

**B. Field Participants who will serve as Resource Speakers**

	Name	Region	Position/ Designation	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)
				September 23-26, 2025	October 7-10, 2025	November 11-14, 2025	October 21-24, 2025
1	Elsie V. Mayo	I	Principal	✓	✓		✓
2	Romel N. Sanchez	I	Head Teacher III	✓	✓	✓	✓
3	Divina I. Ramel	II	Principal II	✓	✓	✓	✓
4	Joy S. Ferrer-Lopez	II	Education Program Supervisor	✓	✓	✓	✓
5	Annie Michelle F. Laurzano	III	Public District Supervisor	✓	✓	✓	✓
6	Jennifer A. Quiambao	III	Principal I	✓	✓		✓
7	Grace Urbien-Salvatus	IV-A	Principal II	✓	✓	✓	✓



Republic of the Philippines  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

8	Arlene M. Hernandez	IV-A	Public School District Supervisor	✓	✓			✓
9	Gerlie C. Lopez	IV-A	Education Program Supervisor	✓	✓	✓		✓
10	Jonalyn B. Patalitan	IV-B	Education Program Specialist II					✓
11	Christian M. Alberto	IV-B	Senior Education Program Specialist		✓	✓		
12	Marlin G. Rylander	IV-B	Head Teacher III	✓	✓	✓		✓
13	Annie B. Baylon	V	Public School District Supervisor	✓	✓	✓		✓
14	Ma. Shella B. Suñas	V	Principal I					✓
15	Jay C. Blancaflor	VI	Education Program Specialist II	✓	✓	✓		✓
16	Lalain E. De Los Santos	VI	Public School District Supervisor		✓	✓		✓
17	Yvonne B. Gera	VII	Senior Education Program Specialist		✓	✓		✓
18	Rosa H. Cabotaje	VII	Education Program Supervisor	✓		✓		✓
19	Marisol C. Margate	VIII	Education Program Specialist II		✓			✓
20	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent	✓		✓		✓
21	JD Ace B. Palanas	X	Master Teacher	✓	✓	✓		✓
22	Joan A. Enad	X	Teacher III					✓
23	Elixes B. Elección	XI	Principal III			✓		



Republic of the Philippines  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

24	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II	✓			✓	
25	Fe H. Lopez	CARAG A	Senior Education Program Specialist					✓
26	Marylin A. Tolbe	CAR	Public Schools District Supervisor			✓		
27	Ivy M. Romano	NCR	Senior Education Program Specialist	✓				✓
28	Noemi A. Velario	NCR	Senior Education Program Specialist	✓	✓	✓	✓	✓
<b>Total</b>				<b>18</b>	<b>18</b>	<b>19</b>	<b>24</b>	

**C. Number of Allocated Cluster Participants per Region**

Region	Number of Participants  <b>2 Focals:</b> 1 RO induction focal/HRDD, 1 SDO induction focal/ HRDS and <b>3 Representatives per SDO:</b> 1 PSDS, 1 SH, 1 HT/MT	Number of Additional PMT  (Preferrably NEAP-R or SDO Induction Focal Persons)	Total Per Region
<b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)</b>			
	September 23-26, 2025		
CAR	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 8 SDOs x 3 reps = 24</li> </ul>	1	27
Region I	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 14 SDOs x 3 reps = 42</li> </ul>	1	45
Region II	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 9 SDOs x 3 reps = 27</li> </ul>	1	30
Region III	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 21 SDOs x 3 = 63</li> </ul>	1	66
<b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)</b>			



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

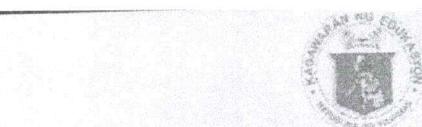
October 7-10, 2025			
Region VI	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 8 SDOs x 3 reps = 24</li> </ul>	1	27
Region VII	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 11 SDOs x 3 reps = 33</li> </ul>	1	36
Region VIII	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 13 SDOs x 3 reps = 39</li> </ul>	1	42
Negros Island Region	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 22 SDOs x 3 reps = 66</li> </ul>	1	69
<b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)</b>			
October 21-24, 2025			
Region IX	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 9 SDOs x 3 reps = 27</li> </ul>	1	30
Region X	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 14 SDOs x 3 reps = 42</li> </ul>	1	45
Region XI	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 11 SDOs x 3 reps = 33</li> </ul>	1	36
Region XII	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 8 SDOs x 3 reps = 24</li> </ul>	1	27
CARAGA	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 12 SDOs x 3 reps = 36</li> </ul>	1	39
<b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)</b>			
November 11-14, 2025			
Region IV-A CALABARZON	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 23 SDOs x 3 reps = 69</li> </ul>	1	72
Region IV-B MIMAROPA	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 7 SDOs x 3 reps = 21</li> </ul>	1	24
Region V	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 16 SDOs x 3 reps = 48</li> </ul>	1	51
NCR	<ul style="list-style-type: none"> <li>• 2 focals</li> <li>• 13 SDOs x 3 reps = 39</li> </ul>	1	42

**D. Qualifications of the Target Participants**

The endorsed participants must meet the following qualifications.

**School Heads/PSDS/HTs/MTs**





Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**General:**

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads;
3. Willing to undergo orientation and participate in all program activities, as needed; and,
4. Endorsed by the Regional Director, or authorized representative. (Please see *Enclosure 3 for the template of the Endorsement Letter*).

**Public Schools District Supervisors (PSDS):**

1. Currently serving as PSDS;
2. Must have previously served as a full-fledged school head position, with at least 3 yrs. of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school management;
4. With proven exceptional track record in mentoring or coaching experience at the school or district level; and,
5. Willing to participate in the training of coaches and mentors and be part of the NEAP faculty as a trainer.

**School Heads:**

1. Currently serving as a school head (Principal 2, 3 or 4);
2. Has at least 10 yrs. of experience as a full-fledge school head;
3. With proven track record in school leadership, instructional supervision, and school-based mentoring; and,
4. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

**Head Teachers or Master Teachers:**

1. Has at least 3 yrs. of experience as an HT/MT;
2. With proven track record in school leadership, instructional supervision, and school-based mentoring; and,
3. Willing to participate in the training of coaches and mentors and to be part of the NEAP faculty as a trainer.

**E. Terms of References**

**For Additional PMI member**

1. Provide support in organizing and facilitating the training as Classroom Managers.
2. Assist and/or supervise in the conduct of the program in their assigned session room(s).
3. Ensure smooth flow of the training adhering to the set guidelines and procedures within the assigned session room(s).
4. Document the proceedings of the learning sessions including photo documentation.
5. Provide input and share key observations and challenges during the training.



Republic of the Philippines

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

6. Review and study the structure, content, delivery strategies, and assessment tools in the training.
7. Plan for the conduct of capacity building sessions based on the training and contextual needs of the region/division.

### For Resource Speakers (National Technical Working Group Members)

1. Participate in the preparatory meetings and debriefings set by the NEAP-CO PMT.
2. Facilitate the session in the assigned breakout sessions and prepare necessary materials.
3. Coordinate with the PMT regarding technical requirements, scheduling, and session flow.
4. Deliver the content sessions aligned with the program's objectives, session guide, and learning outcomes.
5. Ensure professional delivery and adherence to DepEd and NEAP quality standards throughout their engagement.

### For Field Participants

1. Actively participate in the training sessions as the learner and provide valuable feedback.
2. Complete the assigned tasks or modules.
3. Collaborate with the co-participants during the training.
4. Submit the required outputs within the given schedule.
5. Serve as trainers of the program and be included in the pool of mentors in their respective regions and divisions.
6. Display and maintain good behavior throughout the training engagement.


  
**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 2**

**Indicative Activity Matrix**

*Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program*

Time	Day 0	Day 1	Day 2	Day 3	Day 4	
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
8:00 am - 8:30am	Travel Time	Registration	Preliminaries			
8:30 am - 9:00 am			Session 3: Walkthrough of <b>KICKSTART</b> (Beginning the Teaching Journey through Reflective Practice and Building School-Community Linkages)	Session 6: Walkthrough of <b>BOOST</b> (Using Assessment Data to Inform Teaching and Progress Reporting)	Session 9: Facilitation Skills for RTIP Trainers	
9:00 am - 10:30 am						
10:30 am - 10:45 am		Health Break				
10:45 am - 12:00 pm		Session 1: Revised Implementing Guidelines	Session 4: Walkthrough of <b>ENGAGE</b> (Understanding Learners and Building Safe Learning Environments)	Session 7: Walkthrough of <b>THRIVE</b> (Navigating Growth and Well-being in the Department of Education)	Closing Program	
12:00 pm - 1:15 pm		Lunch Break				
1:15 pm - 1:30 pm		Preliminaries				
1:30 pm - 2:15 pm		Session 2:	Continuation of Session 4	Continuation of Session 7	Departure	



Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

2:30 pm - 3:30 pm		<b>STEER: Shaping Teachers to be Effective Educators Responsibly (A Mentor's Guide for RTIP)</b>	Session 5: Walkthrough of <b>GEAR UP</b> (Translating the DepEd Curriculum into Meaningful Lessons and Responsive Interventions)	Session 8: Planning for Program Implementation	
3:30 pm - 3:45 pm	Check in and Registrati on		<b>Health Break</b>		
3:45 pm- 4:45 pm		Continuation of Session 2	Continuation of Session 5	Continuation of Session 8	
4:45 pm - 5:00 pm		<b>Daily Evaluation and Reminders</b>			



Republic of the Philippines  
**Department of Education**  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**Enclosure 3**

DATE : [Insert Date]  
FROM : [Regional Director's Name]  
Position  
TO : **CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge, Undersecretary for Learning Systems  
THRU : **MICHAEL JOSEPH P. CABAUATAN**  
Director III  
National Educators Academy of the Philippines  
SUBJECT : **ENDORSEMENT OF PARTICIPANTS ON THE REVISED  
TEACHER INDUCTION PROGRAM (RTIP)**

The Regional Office of [Insert Region] respectfully endorses the following individuals to participate in the series of activities relative to the implementation of the Revised Teacher Induction Program who met the required Qualification Standards (QS):

List of Endorsed Participants (add rows per table as may be necessary):

<b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program</b>					
Name	Designation	Sex (M/F)	Division	DepEd Email	Role (PMT member or Participant)
1.					
<i>&lt;Add rows as needed&gt;</i>					

All endorsed personnel have undergone a thorough evaluation at the regional and division levels and have met the necessary QS aligned with the objectives of the activity.

We look forward to the Central Office's confirmation and further instructions.

Thank you.



**Republic of the Philippines**  
**Department of Education**  
**NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES**

**Enclosure 4**

**MEAL SCHEDULE**

*Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program*

Meals	DAY 0 Monday	DAY 1 Tuesday	DAY 2 Wednesday	DAY 3 Thursday	DAY 4 Friday
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	

**ACCOMMODATION SCHEDULE**

*Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program*

Activity	Check-In Date and Time	Check-Out Date and Time
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	22 September 2025 3:00 p.m.	26 September 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)	6 October 2025 3:00 p.m.	10 October 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	20 October 2025 3:00 p.m.	24 October 2025 12:00 noon
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	10 November 2025 2:00 p.m.	14 November 2025 12:00 noon

