



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

SEP 22 2025

REGIONAL MEMORANDUM

No. 409, s. 2025

GUIDING WITH PURPOSE: EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE REVISED TEACHER INDUCTION PROGRAM (CLUSTER 2)

To: OIC-Assistant Regional Director
Schools Division Superintendents
Regional Functional Division Chiefs
All Others Concerned

- Attached is DepEd Memorandum DM-OULS-2025-048 from the Office of the Undersecretary for Learning Systems dated August 12, 2025 regarding the **Call for Participants on the Revised Teacher Induction Program (RTIP)** titled, **Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)** on October 7-10, 2025 at the DepEd Ecotech Center, Cebu City.
- The list of official participants from DepEd-NIR is found in Enclosure 1 of this Memorandum.
- The participants shall register through the link: <https://tinyurl.com/RTIPCluster2-Registration>.
- It is understood that in the conduct of this activity, there shall be no discrimination in the provision of Learning and Development interventions on the account of age, school, gender, civil status, disability, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
- For further queries, contact Mr. Raffy L. Berina, OIC-Education Program Supervisor - HRDD at 09212086514.



Address: Batinguel, Dumaguete City, 6200

Telephone Nos:

Email Address: nir@deped.gov.ph

Website: <https://depednir.net>



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6. Immediate dissemination of this Memorandum is desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director

Encl: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAMS

TEACHERS

104/August 19, 2025/RLB/BBOG/HRDD/ Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)



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Enclosure 1

Guiding with Purpose:

Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program
October 7-10, 2025, at the DepEd Ecotech Center, Cebu City

Name	Designation	Sex	Division	DepEd Email	Role (PMT member or Participant)
1. Juvy S. Talimodao	PSDS	F	SDO Bacolod City	juvy.talimodao001@deped.gov.ph	Participant
2. Mae Pavilario	Principal IV	F	SDO Bacolod City	mae.pavilario@deped.gov.ph	Participant
3. Cindy P. Sison	MT I	F	SDO Bacolod City	cindy.sison@deped.gov.ph	Participant
4. Marika Beverly V. Gamilla	PSDS	F	Bago City	marika.beverly.gamilla@deped.gov.ph	Participant
5. Lourdes Ubas	Head Teacher III	F	Bago City	malourdes.ubas@deped.gov.ph	Participant
6. Marivic Dormido	Principal II	F	Bago City	marivic.dormido001@deped.gov.ph	Participant
7. Groselie B. Ragay	SP III	F	Bais City	groselie.ragay@deped.gov.ph	Participant
8. Robert J. Fernandez	SP I	M	Bais City	robert.fernandez001@deped.gov.ph	Participant
9. Josefita A. Martinez	HT II	F	Bais City	josefita.martinez001@deped.gov.ph	Participant
10. Jimmy T. Martinez	HT I	M	SDO Bayawan City	jimmy.martinez@deped.gov.ph	Participant
11. Jorge A. Prac	PSDS	F	SDO Bayawan City	jorgeprac001@deped.gov.ph	Participant
12. Rengelyn M. Narciso	MT I	F	SDO Bayawan City	rengelyn.narciso@deped.gov.ph	Participant
13. Hel S. Patricio	PSDS	F	SDO Cadiz City	hel.patricio@deped.gov.ph	Participant
14. Viola P. Montilla	P II	F	SDO Cadiz City	viola.montilla@deped.gov.ph	Participant
15. Debster M. Bacomo	MT II	M	SDO Cadiz City	debster.bacomo@deped.gov.ph	Participant
16. Ryan O. Cabigon	MT I	F	SDO Canlaon City	ryan.cabigon@deped.gov.ph	Participant



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17. Lyndon L. Lacanglacang	PRINCIPAL II	M	SDO Canlaon City	lyndon.lacanglacang001@deped.gov.ph	Participant
18. Yehyenne A. Ramos	HT-I	F	SDO Canlaon City	yehyenne.ramos@deped.gov.ph	Participant
19. Roxan Dayao	MT II	F	SDO Dumaguete City	roxan.dayao@deped.gov.ph	Participant
20. Margie D. Amida	Master Teacher	F	SDO Dumaguete City	margie.amida@deped.gov.ph	Participant
21. Victoria O. Superal	P-III	F	SDO Dumaguete City	victoria.superal@deped.gov.ph	Participant
22. Glicerio C. Aligato	Principal IV	M	Escalante City	glicerio.aligato001@deped.gov.ph	Participant
23. Josephine M. Pastor	Master Teacher I	F	Escalante City	josephine.pastor001@deped.gov.ph	Participant
24. Annabelle V. Ramos	Master Teacher II	F	Escalante City	annabelle.ramos001@deped.gov.ph	Participant
25. Odille G. Erojo	Principal II	M	SDO Guihulngan City	odille.erojo@deped.gov.ph	Participant
26. Christian Edu B. Villegas	Principal II	M	SDO Guihulngan City	christianedu.villegas@deped.gov.ph	Participant
27. Maricel Y. Allamorin	Head Teacher I	F	SDO Guihulngan City	maricel.allamorin@deped.gov.ph	Participant
28. Joy T. Yanson	PSDS	F	SDO Himamaylan City	joy.yanson@deped.gov.ph	Participant
29. Jevette Calvo	School Principal II	F	SDO Himamaylan City	jevette.calvo@deped.gov.ph	Participant
30. Belce Zeus Asuncion	Head Teacher I	M	SDO Himamaylan City	belcezeus.asuncion@deped.gov.ph	Participant
31. Jolly G. Gariando Jr.	PSDS	M	Kabankalan City	jolly.gariando@deped.gov.ph	Participant
32. Vicente P. Bianan	Principal II	M	Kabankalan City	vicente.bianan@deped.gov.ph	Participant
33. Rey R. Cajilig	Head Teacher	M	Kabankalan City	rey.cajilig001@deped.gov.ph	Participant
34. Dr. Erle P. Arbado	P-IV	M	SDO La Carlota City	erle.arbado@deped.gov.ph	Participant
35. Annaliza A. Vargas	P-II	F	SDO La Carlota City	annaliza.vargas@deped.gov.ph	Participant



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36.Lilibeth O. Suralta	MT-I	F	SDO La Carlota City	lilibeth.suralta@deped.gov.ph	Participant
37.Myline A. Cornel	PSDS	F	SDO Negros Occidental	myline.cornel@deped.gov.ph	Participant
38.Margie E. Sta. Ana	PRINCIPAL III	F	SDO Negros Occidental	margie.staana001@deped.gov.ph	Participant
39.Adeline B. Jambaro	HEAD TEACHER I	F	SDO Negros Occidental	adeline.jambaro@deped.gov.ph	Participant
40.Andrea Luz S. Englis	PSDS	F	SDO Negros Oriental	andrealuz.englis@deped.gov.ph	Participant
41.Agnes M. Almagro	PRINCIPAL II	F	SDO Negros Oriental	agnes.almagro@deped.gov.ph	Participant
42.Jayson C. Solamillo	HT III	M	SDO Negros Oriental	jayson.solamillo@deped.gov.ph	Participant
43.Richard Rubin	PSDS	M	SDO Sagay City	richard.rubin001@deped.gov.ph	Participant
44.Lindon Minor	Principal II	M	SDO Sagay City	lindon.minor@deped.gov.ph	Participant
45.Cheryl Montero	Master Teacher	F	SDO Sagay City	cheryl.montero001@deped.gov.ph	Participant
46.Jocelyn A. Tabares	PSDS	F	SDO San Carlos City	jocelyn.tabares@deped.gov.ph	Participant
47.Ma. Liza M. Chan	Master Teacher I	F	SDO San Carlos City	maria.chan@deped.gov.ph	Participant
48.Dinah L. Salmorin	Master Teacher I	F	SDO San Carlos City	dinah.laraga001@deped.gov.ph	Participant
49.Freddie F. Napay	PRINCIPAL II	M	SDO Silay City	freddie.napay@deped.gov.ph	Participant
50.Angela Dilag	PRINCIPAL III	F	SDO Silay City	angela.dilag@deped.gov.ph	Participant
51.Dionisio Y. Soguilon	PRINCIPAL II	M	SDO Silay City	dionisio.soguilon@deped.gov.ph	Participant
52.Edna T. Arbon	PRINCIPAL II	F	SDO Sipalay City	edna.arbon@deped.gov.ph	Participant
53.Myrah A. Deguit	PSDS	F	SDO Sipalay City	myrah.deguit001@deped.gov.ph	Participant



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54. Jerry L. Palotes	HT- I	M	SDO Sipalay City	jerry.palotes@deped.gov.ph	Participant
55. Harriet Y. Dimalig	PSDS	F	SDO Siquijor	harriet.dimalig@deped.gov.ph	Participant
56. Miguelina S. Magtahas	Principal II	F	SDO Siquijor	miguelina.magtahas@deped.gov.ph	Participant
57. Roxanne Mae Pal-Ing	Master Teacher 1	F	SDO Siquijor	roxannemae.paling@deped.gov.ph	Participant
58. Aloma T. Rasonable	PRINCIPAL II	F	SDO Tanjay City	aloma.rasonable001@deped.gov.ph	Participant
59. Richard Acojido	PRINCIPAL II	M	SDO Tanjay City	richard.acojido001@deped.gov.ph	Participant
60. Andersen Hans T. Torres	HT III	M	SDO Tanjay City	andersenhans.torres@deped.gov.ph	Participant
61. Herve P. Perocho	Principal II	M	SDO Victorias City	herve.perocho@deped.gov.ph	Participant
62. Suzette S. Belandres	Principal IV	F	SDO Victorias City	suzette.belandres@deped.gov.ph	Participant
63. Ramon Obligar	Master Teacher I	M	SDO Victorias City	ramon.obligar@deped.gov.ph	Participant
RO/SDO Focal Persons and Additional PMT Member					
1. Raffy L. Berina	OIC-EPS	M	HRDD-DEPED NIR	raffy.berina@deped.gov.ph	RO Induction Focal
2. Therese Marie Bedonia	EPS II	F	HRDS-SDO Negros Occidental	theresemarie.bedonia@deped.gov.ph	SDO Induction Focal
3. Giovanni Wray A. Estraño	SEPS	M	HRDS-SDO Victorias City	sdovc.hrd@deped.gov.ph	SDO Induction Focal
4. Grace P. Catacutan	SEPS	F	HRDS-SDO Tanjay City	grace.catacutan@deped.gov.ph	SDO Induction Focal
5. Rogedem Marnil V. Nemenzo	SEPS	M	HRDS-SDO San Carlos City	rogedem.nemenzo@deped.gov.ph	SDO Induction Focal
6. Angelo Sayson	SEPS	M	HRDS-SDO Dumaguete City	angelo.sayson@deped.gov.ph	PMT



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Republic of the Philippines

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OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2025-049

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

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)	https://tinyurl.com/R TIPCluster1-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)	https://tinyurl.com/R-TIPCluster2-Registration  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)	https://tinyurl.com/R-TIPCluster3-Registration  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)	https://tinyurl.com/R-TIPCluster4-Registration  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**.
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:

cat

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

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 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 / 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
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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	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Billy Rei Pagba		Senior Education Program Specialist	- leads in the implementation of the program; - discusses parameters and standards in the implementation of the program; and - leads in the daily debriefing of the PMT
3	Mathew Bofete		Project Development Officer II	- drafts the daily evaluation form of the program - assist in documenting the activity - serves as learning manager for one breakout room
4	Julie Lyka Ignao		Project Development Officer II	- communicates with participants and partners for announcements; - serves as host/facilitator during the plenary sessions; and - facilitates the participants' compliance of registration and attendance - serves as learning manager for one breakout room
5	Aizyl Ann Natanauan		Technical Assistant II	- serves as documenter for the activity; and - prepares supplies, certificates, registration and attendance sheets - serves as learning manager for one breakout room
6	Jallal Malaguia		Technical Assistant II	- makes slide decks and other templates - serves as technical support and photo documenter for the activity - serves as learning manager for one breakout room



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7	Jojet Gabriel		Technical Assistant I	<ul style="list-style-type: none"> - serves as technical support in breakout rooms particularly concerns relative to LMS - assists in the preparation of supplies and other resources that the program needs
8	Welfare Officer			<ul style="list-style-type: none"> - ensures medical needs of the participants are appropriately addressed
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) September 23-26, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2) October 7-10, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3) November 11-14, 2025	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) 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 1	✓	✓		✓
7	Grace Urbien-Salvatus	IV-A	Principal II	✓	✓	✓	✓



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8	Arlene M. Hernandez	IV-A	Public School District Supervisor	✓	✓		✓
9	Gerlie C. Lopez	IV-A	Education Program Supervisor	✓	✓	✓	✓
10	Jonalyn B. Pattalitan	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. Eleccion	XI	Principal III			✓	



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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	✓	✓	✓	✓
Total				18	18	19	24

C. Number of Allocated Cluster Participants per Region

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



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

D. Qualifications of the Target Participants

The endorsed participants must meet the following qualifications.

School Heads/PSDS/HTs/MTs





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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.





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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.



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



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2:30 pm - 3:30 pm		STEER: Shaping Teachers to be Effective Educators Responsibly (A Mentor's Guide for RTIP)	Session 5: Walkthrough of GEAR UP (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 Registration		Health Break		
3:45 pm - 4:45 pm		Continuation of Session 2	Continuation of Session 5	Continuation of Session 8	
4:45 pm - 5:00 pm		Daily Evaluation and Reminders			



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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. CABAUTAN**
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):

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

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.





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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

