



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JAN 06 2026

MEMORANDUM
No. 001, s. 2026

**FINAL ARRANGEMENT FOR THE CONDUCT OF GUIDING WITH PURPOSE:
EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE
REVISED TEACHER INDUCTION PROGRAM (CLUSTER 4)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Secondary School Heads
All Others Concerned

1. This is in reference to Regional Memorandum No. 11196, s. 2025, dated December 12, 2025, titled, "**FINAL ARRANGEMENT FOR THE CONDUCT OF GUIDING WITH PURPOSE: EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE REVISED TEACHER INDUCTION PROGRAM (CLUSTER 4)**", which will be held on January 26 to 30, 2026 at NEAP Training Facility, Teachers Camp, Baguio City.

2. The following personnel are directed to attend the said training:

Name	Designation
IVY M. ROMANO	SEPS
LOUIE M. VALDEZ	OIC-Principal
JHEMSON C. ELIS	PSDS

3. This Memorandum shall serve as the **Authority to Travel** of the concerned participants.

4. Immediate and wide dissemination of this Memorandum is desired.

Violeta M. Gonzales
VIOLETA M. GONZALES CESO VI

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

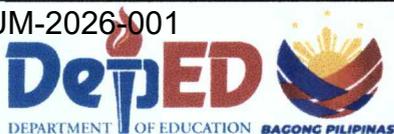
Under the following subjects

TRAINING

AFS/ FINAL ARRANGEMENT FOR THE CONDUCT OF GUIDING WITH PURPOSE: EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE REVISED TEACHER INDUCTION PROGRAM (CLUSTER 4)

001/January 5, 2026

NUM-2026-001

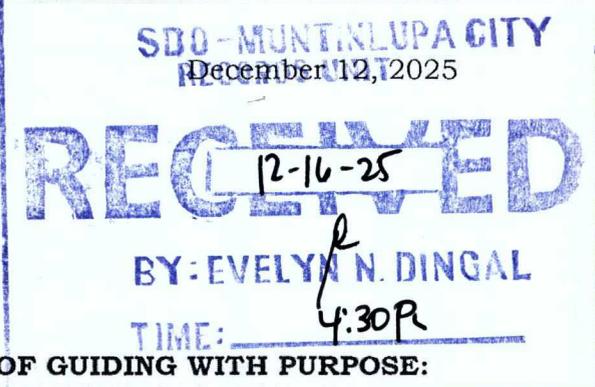
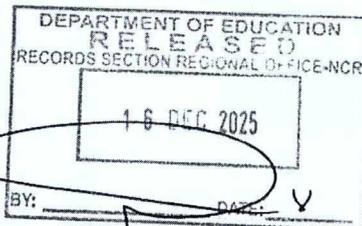


Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City
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001



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

No. 11196, s. 2025

To: Schools Division Superintendents
All Others Concerned

**FINAL ARRANGEMENT FOR THE CONDUCT OF GUIDING WITH PURPOSE:
EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE
REVISED TEACHER INDUCTION PROGRAM (CLUSTER 4)**

1. This is in reference to **Regional Memorandum 978, s. 2025** dated October 14, 2025 and **Advisory** from Dr. Michael Joseph P. Cabauatan, Director III, National Educators Academy of the Philippines, informing the field about the above-captioned subject.
2. The said training **will now pursue on January 26 to 30, 2026 at NEAP Training Facility, Teachers Camp, Baguio City.**
3. Please be reminded that **January 26, 2026 is designated as Day 0 for Cluster 4. Check-in time is 2:00 p.m. and first meal to be served is dinner. Check-out time is 12:00 noon and last meal to be served is PM snack.**
4. Other provisions/details stipulated on the Regional Memorandum cited in item no. 1 shall remain the same.
5. Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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Certificate No. PHP QMS 24 93 0193



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

November 20, 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** with the subject **Call for Participants for the Revised Teacher Induction Program (R-TIP)**, dated August 12, 2025.
2. In line with recent adjustments to the training schedules, please be informed that the training delivery for **Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program** will now pursue on the following dates and venues:

ACTIVITY	DATES	VENUE
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	January 26-30, 2026	NEAP Training Facility, Teachers Camp, Baguio City
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)	March 9-13, 2026	DepEd Ecotech Center, Cebu City

3. Please be reminded that **January 26** and **March 9** are designated as **Day 0** for Cluster 4 and Cluster 3, respectively.
4. The National Educators Academy of the Philippines (NEAP) remains steadfast in its commitment to the successful implementation of the RTIP. Accordingly, a separate advisory will be released should there be any further changes or adjustments to the details of the said program.
5. The following attachments are enclosed with this advisory for reference and guidance:
Enclosure 1 : *List of Program Management Team and Resource Persons*
Enclosure 2 : *Accommodation and Meal Schedule*
6. 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 or neap.pdd@deped.gov.ph.


MICHAEL JOSEPH P. CABAATAN
Director III, NEAP



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Effectivity	09.20.21	Page	1 of 1





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Enclosure 1

LIST OF PROGRAM MANAGEMENT TEAM AND RESOURCE PERSONS

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

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



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

7	Jallal Malaguia	NEAP-PDD	Technical Assistant II	-makes slide decks and other templates -serves as technical support and photo documenter for the activity
8	Jojet Gabriel		Technical Assistant I	-serves as technical support in breakout rooms particularly concerns relative to LMS -assists in the preparation of supplies and other resources and program needs
9	Kyle Macalalad		Administrative Support I	-provides technical support in breakout rooms -assists in the preparation of supplies and other resources and program needs
10	Welfare Officer	CAR	Nurse	-ensures medical needs of the participants are appropriately addressed

B. Resource Persons

NO	NAME	REGION	POSITION/DESIGNATION
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	Grace Urbien-Salvatus	IV-A	Principal II
7	Arlene M. Hernandez	IV-A	Public School District Supervisor
8	Gerlie C. Lopez	IV-A	Education Program Supervisor
9	Christian Alberto	IV-B	Senior Education Program Specialist
10	Marlin G. Rylander	IV-B	Head Teacher III
11	Annie B. Baylon	V	Public School District Supervisor
12	Jay C. Blancaflor	VI	Education Program Specialist II
13	Rosa H. Cabotaje	VII	Education Program Supervisor
14	Marisol C. Margate	VIII	Education Program Specialist II
15	Ma. Colleen L. Emoricha	IX	Assistant Schools Division Superintendent
16	JD Ace B. Palanas	X	Master Teacher
17	Kevin Lloyd V. Hijastro	XII	Education Program Specialist II
18	Ivy M. Romano	NCR	Senior Education Program Specialist



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Enclosure 2

ACCOMMODATION AND MEAL SCHEDULE

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

A. Accommodation

CLUSTER	CHECK-IN DATE/TIME	CHECK-OUT DATE/TIME
Cluster 4 (IV-A, IV-B, NCR, V)	January 26, 2026 2:00 p.m.	January 30, 2026 12:00 noon
Cluster 3 (IX, X, XI, XII, CARAGA)	March 9, 2026 2:00 p.m.	March 13, 2026 12:00 noon

B. Meal Schedule

MEALS	DAY 0 MONDAY	DAY 1 TUESDAY	DAY 2 WEDNESDAY	DAY 3 THURSDAY	DAY 4 FRIDAY
Breakfast		✓	✓	✓	✓
AM Snack		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
PM Snack		✓	✓	✓	✓
Dinner	✓	✓	✓	✓	



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Department of Education
NATIONAL CAPITAL REGION

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12:20

October 14, 2025

REGIONAL MEMORANDUM

No. 978, s. 2025

To: Schools Division Superintendents
All Others Concerned

PARTICIPANTS TO THE CONDUCT OF THE REVISED TEACHER INDUCTION PROGRAM (RTIP)

1. This is in reference to **Advisory** dated September 25, 2025 from Dr. Michael Joseph P. Cabauatan, Director III of National Educators Academy of the Philippines and **Regional Memorandum No. 850 s. 2025** dated September 9, 2025, informing the field about the above-captioned subject.
2. The participants to the said activity are as follows:

Guiding with Purpose: Empowering for the Revised Teacher Induction Program			
Cluster 4 (Regions IV-A, IV-B, V, and NCR)			
Date and Venue: TBA (Exact venue and other additional details shall be announced in a separate memorandum/advisory)			
No.	Name	Position	SDO
1	Marites B. Cruz	Principal IV	Caloocan
2	Marissa B. Feliciano	Principal IV	
3	Mary Jane A. Dela Rosa	Head Teacher III	
4	Irene C. Agar	PSDS	Las Piñas
5	Adelyn D. Gallego	Head Teacher III	Makati
6	Emelita M. Cajigal	Principal III	
7	Lynn C. Demafeliz	Head Teacher III	
8	Hilda C. Valencia	PSDS	Malabon
9	Nenita J. Rivera	Principal II	Mandaluyong
10	Cecille B. Garcia	Head Teacher III	
11	Joselin S. Balane	PSDS	
12	Jenel M. Jarandilla	Master Teacher II	



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13	Elena C. Reyes	Principal IV	Manila
14	Joselyn V. Servidad	PSDS	
15	Jennifer E. Sariba	Head Teacher VI	
16	Analiza A. Cordilla	Master Teacher I	Marikina
17	Julie-Fe S. Lipa	Master Teacher I	Muntinlupa
18	Louie M. Valdez	OIC-Principal / Master Teacher I	
19	Jhemson C. Elis	PSDS	
20	Rosario S. Gambaloza	PSDS	Navotas
21	Rose Eden C. Jocson	Head Teacher III	Parañaque
22	Emerson O. Sabadlad	PSDS	
23	Marilou A. De Jesus	Principal IV	
24	Romy P. Socao	Principal IV	Pasay
25	Gina T. Villanueva	Head Teacher V	Pasig
26	Diana Marie B. Dagli	PSDS	
27	Rowena O. Dimagiba	School Head	
28	Jeniper J. Manzanillo	Head Teacher I	Quezon City
29	Angelyn B. Malabanan	PSDS	
30	Alicia Masubay	Principal	
31	Lordiver Digan	Master Teacher	San Juan
32	Cesar A. Camayra	Principal IV	
33	Anthony Q. Aguilar	Master Teacher II	
34	Danny D. Espelico	PSDS	Taguig City and Pateros
35	Eden F. Samadan	Principal II	
36	Rodel R. Arroyo	Master Teacher I	
37	Domingo A. Lozande	PSDS	Valenzuela
38	Patricia De Vera	Principal	
39	Rowel Fulgar	Master Teacher	

List of Resource Persons

Name	Position	Office	Schedule
Noemi A. Velario	EPS-SGOD	SDO San Juan	October 21 to 24, 2025 (Cluster 1) Venue: NEAP Baguio
			October 7 to 10, 2025 (Cluster 2) Venue: DepEd Ecotech Center, Cebu City



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			(Cluster 4) Date and Venue: TBA
Ivy M. Romano	SEPS-HRD	SDO Muntinlupa	October 21 to 24, 2025 (Cluster 1) Venue: NEAP Baguio (Cluster 3) Date and Venue: TBA (Cluster 4) Date and Venue: TBA

3. Board and lodging of the participants will be charged against CO NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to **SDO/school local funds**, subject to the usual accounting and auditing rules and regulations.
4. This Memorandum shall likewise serve as the official travel authority document of the identified Resource Persons and participants.
5. For questions and clarifications regarding the activity, please coordinate with Ms. Leah Ailah C. Vicencio, Senior Education Program Specialists, NEAP-R, through email neap.ncr@deped.gov.ph.
6. Immediate dissemination and strict compliance with this Memorandum is desired.


JOCELYN DR. ANDAYA
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations



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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	- provides overall guidance to the program management team (PMT) and relays management directions for the program
2	Alexander Simagala			
3	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 briefing and debriefing of the PMT
4	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
5	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



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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



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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	✓		✓	✓
Total				18	18	19	25



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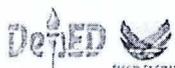
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Enclosure 2

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	✓	✓	✓	✓	



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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 (Cluster 1- Regions I, II, III, CAR) NEAP Training Facility Baguio City	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 2- Regions VI, VII, VIII and NIR) DepEd Ecotech Center Cebu City	6 October 2025 3:00 p.m.	10 October 2025 12:00 noon



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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) October 21-24, 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) TBA	Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) 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 I	✓	✓		✓



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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. 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		✓	✓	✓



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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			✓	



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Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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 (Cluster 1-Regions I, II, III, CAR)	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 (Cluster 3-Regions IX, X, XI, XII, CARAGA)	TBA	October 21-24, 2025	TBA
Guiding with Purpose: Empowering	TBA	November 11-14, 2025	TBA

for the Revised Teacher Induction Program (Cluster 4- Regions IV-A, IV-B, V, NCR)			
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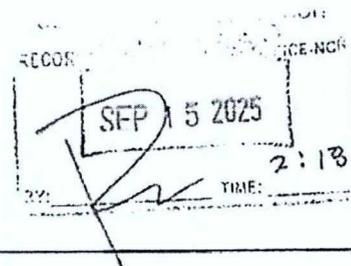
3. NEAP remains committed to delivering these activities in full support of RTIP. A separate advisory will be issued to provide details on the new schedule and venues for Clusters 3 and 4. Arrangements for implementing the said activity will also be outlined therein, ensuring that participants receive 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 or at neap.pdd@deped.gov.ph.



MICHAEL JOSEPH P. CABAUTAN
 Director III, NEAP



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



September 9, 2025

REGIONAL MEMORANDUM

No. 850, s. 2025

To: Schools Division Superintendents
 All Others Concerned

CONDUCT OF THE REVISED TEACHER INDUCTION PROGRAM (RTIP)

1. This is in reference to **Memorandum DM-OULS-2025-048** from Dr. Carmela C. Oracion, Assistant Secretary, Officer-in-Charge, Undersecretary for Learning Systems, informing the field about the above-captioned subject.
2. The activity intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd Teacher.
3. The activity schedule and details are as follows:

Activity	Date and Venue	Target Participants	Registration Link
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)	November 11 to 14, 2025 Venue: TBD <i>Exact venue and other additional details shall be announced in a separate memorandum/advisory</i>	Public Schools District Supervisors (PSDS), School Heads, Head Teacher or Master Teacher	https://tinyurl.com/RTIPCluster4-Registration  Deadline: October 30, 2025

4. All Schools Division Offices (SDOs) are advised to endorsed **personnel** to participate in the program, based on the allocation and enclosed criteria & qualification standards of the participants:



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Compliance No. PNP-GMS 24518193



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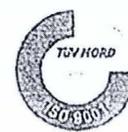
SDO Allocation:

SDO	PSDS	School Head	Head Teacher or Master Teacher
Caloocan	1	1	1
Las Pinas	1		1
Makati	1	1	
Malabon	1	1	1
Mandaluyong	1		1
Manila	1	1	1
Marikina		1	1
Muntinlupa	1	1	
Navotas	1		1
Parañaque	1	1	
Pasay		1	1
Pasig	1	1	1
Quezon City	1	1	1
San Juan		1	1
TaPat	1	1	1
Valenzuela	1	1	1

5. The Senior Education Program Specialists (SEPS) or the Education Program Specialist II (EPS II)- HRD will be in charge of the **encoding of the official SDO endorsed participants** through this link: <https://slsapp.com/RATE-2025> on or before **September 17, 2025**.



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Website: <http://www.depedncr.com.ph>



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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. The schedule are as follows:

Name	Position	Office	Schedule
Noemi A. Velario	EPS-SGOD	SDO San Juan	September 23 to 26, 2025 (Cluster 1) Venue: NEAP Baguio
			October 7 to 10, 2025 (Cluster 2) Venue: DepEd Ecotech Center, Cebu City
			October 21 to 24, 2025 (Cluster 3) Venue: TBA
			November 11 to 14, 2025 (Cluster 4) Venue: TBA
Ivy M. Romano	SEPS-HRD	SDO Muntinlupa	September 23 to 26, 2025 (Cluster 1) Venue: NEAP Baguio
			November 11 to 14, 2025 (Cluster 4) Venue: TBA

7. Board and lodging of the participants will be charged against CO NEAP Human Resource Development (HRD) Fund while transportation, per diem, and other incidental expenses will be charged to **SDO/school local funds**, subject to the usual accounting and auditing rules and regulations.

8. The 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.", in case the activities will fall on weekends, holidays, and work suspension.

9. Please refer to the attached enclosures, for reference.



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10. For further questions and clarifications, please coordinate with Ms. Leah Ailah C. Vicencio, Senior Education Program Specialist-NEAP R, through email leahvicencio@deped.gov.ph.

11. Immediate dissemination and strict compliance with this Memorandum is desired.

JOCELYN DR ANDAYA 
Regional Director, NCR
concurrent Officer-In-Charge, Office of the
Assistant Secretary for Operations p1



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Website: <http://www.depedncr.com.ph>





Republic of the Philippines
Department of Education
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:

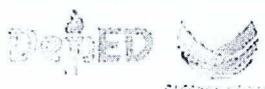
Activity	Date and Venue	Region and Target Participants	Registration Link and Deadline of Endorsement and Participant's Registration
Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)	September 23 - 26, 2025 NEAP Training Facility, Baguio 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)	 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)	 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)	 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)	 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:



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:	Date: September 5, 2025 Time: 10:00 am - 12:00 noon Meeting Link:
Meeting ID: 413 059 388 414 6 Passcode: iL222M4T	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 julic.ignao@deped.gov.ph / neap.pdd@deped.gov.ph or Viber 09975670093 .
13. For immediate dissemination and appropriate action.

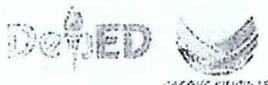
Enclosures:

- 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]





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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



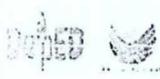


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7	Jojet Gabriel		Technical Assistant I	<ul style="list-style-type: none"> - serves as technical support in breakout rooms particularly concerns relative to LMS - assists in the preparation of supplies and other resources that the program needs
8	Welfare 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 I	✓	✓		✓
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. Sunas	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	Marilyn 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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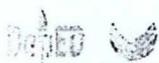
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Enclosure 2

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

