

Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

SGOD-2025-166

TO: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/OIC, SGOD
Public Schools District Supervisor, Boac North District
Public Schools District Supervisor, Buenavista District
Public Schools District Supervisor, Gasan District
School Head, Buenavista National High School
School Head, Bognuyan National High School
All Others Concerned

FROM: **LYNN G. MENDOZA, EdD**
OIC, Schools Division Superintendent

SUBJECT: **PARTICIPANTS IN THE REVISED TEACHER INDUCTION PROGRAM (RTIP) ACTIVITY TITLED GUIDING WITH PURPOSE: EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE REVISED TEACHER INDUCTION PROGRAM (CLUSTER 4)**

DATE: October 2, 2025

1. In compliance to Memorandum HRDD-2025-121 titled "Call for Participants in the Revised Teacher Induction Program (RTIP)," from the Office of the Regional Director, Dr. Nicolas T. Capulong, CESO III, dated September 9, 2025 requesting all Schools Division Offices to nominate qualified participants in the **Revised Teacher Induction Program (RTIP) Activity titled Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) on November 11-14, 2025** at a venue to be announced in a separate advisory.

2. In relation to this, the Division Human Resource Development Committee, through the SGOD-Human Resource Development Section, has identified and endorsed the following personnel based on their identified development needs and following the qualification standards outlined in DM-OULS-2025-048:

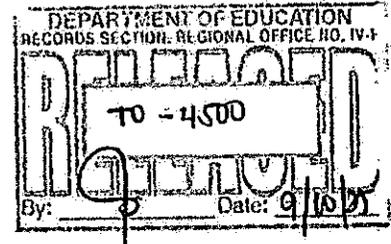
NO	NAME	POSITION	SCHOOL/OFFICE
1	Aurea L. Mazo	Public Schools District Supervisor	Boac North District
2	Thelma M. Salvacion	Principal II	Buenavista National High School
3	Mary Grace Y. Amoyan	Master Teacher II	Bognuyan National High School



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Republic of the Philippines
Department of Education
 MIMAROPA REGION



Office of the Regional Director

MEMORANDUM
 HRDD-2025- 121

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
ALL OTHERS CONCERNED

FROM : For: *Nicolas T. Capulong*
NICOLAS T. CAPULONG, PhD, CESO III
 Director IV
 Regional Director

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

DATE : **September 9, 2025**

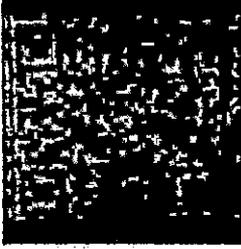
1. In compliance to Memorandum DM- OULS- 2025- 048 signed by Carmela C. Oracion, Assistant Secretary, Officer-in-Charge, Undersecretary for Learning Systems entitled Call for Participation on the Revised Teacher Induction Program (RTIP).
2. Pursuant to the five-point agenda set by the Department, particularly 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).
3. Generally, the RTIP intends to provide school-based integration to the workplace structure and systems to better understand what is expected to a DepEd teacher.
4. The activity relative to the implementation of the RTIP scheduled for MIMAROPA Region and select regions 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	Nov. 11-14, 2025 TBA	R4B, NCR, R5 1 RO HRDD, 1 SDO HRDS 3 per SDO	https://tinyurl.com/RTIPCluster4-Registration



Address: Meralco Avenue corner St. Paul Road, Pasig City
 Telephone Nos.: (02) 8631-4070 | (02) 8637-2895 | (02) 8637-1799
 Email Address: mimaropa.region@deped.gov.ph
 Website: depedmimaroparegion.ph



Facilitators for the Revised Teacher Induction Program (Cluster 4)		(1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)	 <p>Deadline: October 30, 2025</p>
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5. Relative to this, School Division Offices are requested to nominate one (1) **Public School District Supervisor, one (1) School Head and one (1) Head Teacher/ Master Teacher who will attend the said activity.** School Division Offices are requested submit their nominees to this office on or before September 19, 2025, through mimaropa.region@deped.gov.ph copy furnish mimaropaneap@deped.gov.ph using the attached template.
6. Further, the following Personnel are requested to attend the abovementioned activity.

Name	Office	Position	Role	Dates
Robert B. Trajano	HRDD/NEAP-R	SEPS	RTIP Focal Person	<ul style="list-style-type: none"> • November 11-14, 2025
✓ Kyle David Atienza	HRDS - SDO Marinduque	SEPS	RTIP Focal Person	<ul style="list-style-type: none"> • November 11-14, 2025
John Dale M. Flores	HRDS - SDO Pto. Princesa	EPS- II	PMT	<ul style="list-style-type: none"> • November 11-14, 2025
Jonalyn B. Pattalitan		EPS - II	Resource Speakers	<ul style="list-style-type: none"> • October 21-24, 2025
Christian M. Alberto	HRDS - SDO Calapan City	SEPS	Resource Speaker	<ul style="list-style-type: none"> • October 7-10, 2025 • November 11-14, 2025
Marlin G. Rylander	SDO - Romblon ANO SCHOOL ITO	Head Teacher III	Resource Speaker	<ul style="list-style-type: none"> • September 23-26, 2025 • October 7-10, 2025 • November 11-14, 2025 • October 21-24, 2025

7. The participant's board and lodging will be charged to the NEAP-HRD Fund, while transportation, per diem, and other incidental expenses will be charged to RO/SDO local funds subject to the usual accounting and auditing rules and regulations.
8. Exact venue and other additional details shall be announced in a separate advisory.
9. Participants are entitled to non-monetary compensation such as vacation service credits or compensatory time-off in accordance with DepEd Order no.

013, s. 2024, DepEd Order No. 009, s. 2025, or CSC-DBM Joint Circular No. 2, s. 2004. 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.

10. All participants are reminded to bring their own maintenance medications, laptops, extensions wires, and other possible sources of internet connectivity.

11. You should have other questions and concerns, please coordinate with Mr. Robert B. Trajano, Senior Education Program Specialist of HRDD-NEAP-R through cp no. 09985539095.

12. For immediate dissemination and appropriate action.

ENCLOSURE 1

Qualification of the Target Participants

The endorsed participants must meet the following qualifications.

School Heads/PSDS/ HTs/MTs

General:

1. Demonstrate excellent communication, facilitation, and mentoring skills;
2. Has a strong commitment to support the professional development of new school heads; and
3. Willing to undergo orientation and participate in all program activities, as needed.

Public Schools District Supervisors (PSDS)

1. Currently serving as PSDS;
2. Must have previously served as full-pledge school head position, with at least 3 years of experience in that role;
3. Recognized as an outstanding PSDS with substantial contribution to instructional leadership and school improvement;
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 years of experience as a full-pledge 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.

Terms of References:

For Additional PMT 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.

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.

ENCLOSURE 2

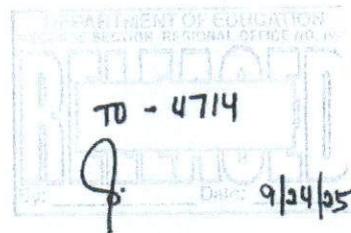
Name	Designation	Sex	Division	DepEd Email
	PSDS			
	School Head			
	HT/MT			

Attached:

Memorandum DM- OULS- 2025- 048



Republic of the Philippines
Department of Education
MIMAROPA REGION



Office of the Regional Director

September 23, 2025



REGIONAL MEMORANDUM
NO. 123, s. 2025

**ROUNDTABLE DISCUSSION ON CRAFTING CONTEXTUALIZED AND
DIGITIZED COMMUNICATION GUIDELINES & PROTOCOLS
FOR DEPED MIMAROPA REGION**

TO : ASSISTANT REGIONAL DIRECTOR
SCHOOLS DIVISION SUPERINTENDENTS
ASSISTANT SCHOOLS DIVISION SUPERINTENDENTS

1. The Department of Education MIMAROPA Region, through the Public Affairs Unit (PAU), acknowledges the need to have a **Regional Policy on Communications** that would embody regional guidelines and protocols that are contextualized and digitized to its specific needs and processes as a Region.

2. To achieve this, a **Roundtable Discussion on Crafting Contextualized and Digitized Communication Guidelines & Protocols for DepEd MIMAROPA Region** shall be held on October 22-24, 2025, within Metro Manila. This activity aims to –

- a. discuss the current guidelines and protocols in communication that are being implemented in the Regional Office (RO) and the seven (7) schools divisions offices (SDO);
- b. identify print and non-print materials used in the RO and SDOs, and how and when they are used;
- c. discuss ways on how to digitize and digitalize communications in the RO and SDOs; and
- d. draft the contextualized guidelines, workflows and protocols in communication for DepEd MIMAROPA.

3. Participants in this activity are Division Information Officers (DIOs) and Alternate DIOs, Regional and Division Records Officers and PAU Staff. Participants are expected to do pre-work prior to attendance at the training to ensure that all data necessary for the discussions are available. Also, they are to bring their own laptops for the workshop. Kindly send the list of confirmed participants on or before October 15, 2025 via email address pau.mimaroparegion@deped.gov.ph.



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Website: depedmimaroparegion.ph



4. For any questions and clarifications, you may contact Ms. Sherelyn T. Laquindanum, Head, Public Affairs Unit at mobile number 0917-8408381 or thru email address sherelyn.laquindanum@deped.gov.ph.

8. For information and wide dissemination.



NICOLAS T. CAPULONG, PhD, CESO III

Director IV
Regional Director



ORD-PAU/STL

Reference: None

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

ROUNDTABLE DISCUSSION
COMMUNICATIONS

GUIDELINES
PROTOCOLS

ORD-PAU/STL

**ROUNDTABLE DISCUSSION ON CRAFTING CONTEXTUALIZED AND DIGITIZED
COMMUNICATION GUIDELINES & PROTOCOLS FOR DEPED MIMAROPA REGION
OCTOBER 22-24, 2025**

INDICATIVE PROGRAM OF ACTIVITIES

Time	Agenda	In-charge
October 22, PM	Travel Time and Settling Down	All participants
12:00 pm – 1:00 pm	Registration & Lunch	All participants
1:00 pm – 1:30 pm	Opening Preliminaries	PAU Staff
1:30 pm – 4:00 pm	Leveling of Expectations Overview & Mechanics: =====	PAU Staff
	Regional Policy on Communications	
	I. Rationale	
	1. Brief Background and Problem	
	2. Reason	
	3. Purpose	
	II. Scope	
	1. Subject Matter, Stakeholders Affected, Jurisdiction	
	III. Definition of Terms	
	IV. Policy Statement	
	1. Principles, Rules or Standards to be upheld	
	V. Procedures	
	1. Steps or Instructions	
	2. Systems or Mechanisms	
	3. Roles and Responsibilities	
	4. Timetables	
	VI. Principles on DepEd Issuances and Official Documents Preparation	
	1. DepEd Order	
	2. DepEd Memorandum (numbered)	
	3. DepEd Memorandum (with tracking number)	
	4. Office Memorandum	
	5. Office Order	
	6. Advisory	
	7. Indorsement	
	8. Letter	
	9. Email	
	VII. Monitoring and Evaluation	
	VIII. References	
	IX. Effectivity	
4:00 pm – 5:30 pm	• Discussion 1: What are the communication guidelines, processes and protocols that you implement in your SDO?	SDO Participants
October 23		
8:00 am to 8:30 am	Management of Learning	MIMARO Group
8:30 am to 9:00 am	Print and Non-Print Communication Materials in DepEd	Cherrylou D. Repia Sheryllyn T. Laquindanum

9:00 am –12:00 pm	<ul style="list-style-type: none"> • Discussion 2: What are the different DepEd Issuances that we have and when do we use them? What are the guidelines that we follow in using them? Provide a sample for each <ul style="list-style-type: none"> ✓ DepEd Order ✓ DepEd Memorandum (numbered) ✓ DepEd Memorandum (with tracking number) ✓ Office Memorandum ✓ Office Order ✓ Advisory ✓ Indorsement ✓ Letter ✓ Email 	SDO Participants
1:00 pm – 3:00 pm	Group Reporting	By SDO
3:00 pm – 4:00 pm	<ul style="list-style-type: none"> • Discussion 3: What are the different non-print materials that we use in DepEd, and what are the guidelines that we follow in using them? (please check DSMVIM) 	SDO Participants
4:00 pm – 5:30 pm	Group Reporting	By SDO
October 24		
8:00 am - 8:30 am	Management of Learning	Palawan/PPC Group
8:30 am - 10:00 am	<ul style="list-style-type: none"> • Discussion 4: <i>Digitization vs Digitalization of Communications: How, When and Why?</i> 	SDO Participants
10:00 am -12:00 pm	Wrap Up, Agreements, Ways Forward Distribution of Certificates	
12:00 pm onwards	Home Sweet Home	