



Republic of the Philippines  
Department of Education  
REGION VIII - EASTERN VISAYAS

July 5, 2022

**OFFICE MEMORANDUM**

No. **360**, s. 2022

To:

Schools Division Superintendents } Northern Samar  
HRDD Chief  
All Others Concerned

**SESSION GUIDE WRITERS FOR THE INDUCTION PROGRAM  
FOR BEGINNING SCHOOL HEADS**

1. The National Educators Academy of the Philippines (NEAP), in partnership with Save the Children, is developing an Induction Program for Beginning School Heads (IPBSH). The program responds to D.O. 24 s. 2020 (National Adoption and Implementation of the Philippine Professional Standards for School Heads), the challenges brought by the COVID-19 pandemic, and the current shift to limited face-to-face classes, where the necessity surfaced to train beginning school leaders, primarily for them to be fully prepared in managing learning continuity and leading the school communities in the new normal. Module and session topics for the developing induction program are already validated and finalized. The next step is writing the session guides.
2. In connection to this, the HRDD/NEAP-R has identified **Mrs. Villajeon B. Avila** of Northern Division as **session guide writer** for the above-mentioned activity. The details of the series of activities and other information are enclosed for your reference.
3. Travel expenses for the face-to-face activity of the field participants shall be charged against FY 2022 HRD Local Funds/RO HRDD PSF subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination and compliance of this memorandum are desired.

*fr:* *rlm*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Reference/s:  
MEMORANDUM DM-OSEC-2022-080

HRDD-NEAP-MCP



By: *[Signature]* DepEd RO8 ATA-F16 (CY2018-v03-r00) Page 1 of 1



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Republic of the Philippines

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM

DM-OSEC-2022-\_\_\_\_\_

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[Signature]

TO : HRDD Chiefs  
NEAP-R Focal Persons  
SHDP Regional Focal Persons  
All Others Concerned

OFFICE OF THE DIRECTOR IV  
Date and Time Received: 04 JUL 2022 3:40  
Date and Time Released: 04 JUL 2022  
Signature: [Signature]

FROM : JOHN ARNOLD S. SIENA  
DIRECTOR IV

SUBJECT : REQUEST FOR SESSION GUIDE WRITERS FOR THE  
INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS

DATE : 30 June 2022

1. With reference to DM-OSEC-2022-080 (*Program Design Review and Redevelopment of the Induction Program for Beginning School Heads*), the National Educators Academy of the Philippines (NEAP), in partnership with Save the Children, is developing an Induction Program for Beginning School Heads (IPBSH). The program responds to D.O. 24 s. 2020 (National Adoption and Implementation of the Philippine Professional Standards for School Heads), the challenges brought by the COVID-19 pandemic, and the current shift to limited face-to-face classes, where the necessity surfaced to train beginning school leaders, primarily for them to be fully prepared in managing learning continuity and leading the school communities in the new normal. Module and session topics for the developing induction program are already validated and finalized. The next step is the writing of the session guides.
2. As such, NEAP requests Human Resource Development Division Chiefs/NEAP-R Focal Persons, through your respective SHDP Focal Persons, to nominate one (1) school head with exemplary school management performance and ability to draft session guides to serve as session guide writers and resource persons on other technical discussions in relation to the program. Complete criteria of session guide writers for RO's reference in screening participants is found in *Annex 1*. The session guide writers' terms of reference (TOR) are found in *Annex 2*.
3. NEAP-R focal persons or HRDD chiefs are requested to email the details of the identified school heads on or before July 06, 2022, Wednesday to Ms. Danise Tiongson at [danise.macaraya@deped.gov.ph](mailto:danise.macaraya@deped.gov.ph).

**Grow. Empower. Transform.**



OK'd email  
7/4/22

4. The identified school heads are expected to participate in the following activities:

Activity	Inclusive Dates	Modality
Overall Orientation of Induction Program for Beginning School Heads Program Design and Resource Materials	July 12, 2022	Synchronous Online
Workshop on Session Guide Resource Package Writing	July 13-15, 2022	Synchronous and Asynchronous Online
Session Guide and Resource Package Writing*	July 18-August 26, 2022	Asynchronous Online
Presentation of Materials and Planning for Field Validation	September 19-23, 2022	Face-to-Face
Revision of the Session Guides and Resource Package	October 10-14, 2022	Asynchronous Online
Finalization of the Session Guides and Resource Package	October 24-28, 2022	Asynchronous Online

\*Note: There will be a scheduled content and process check (online synchronous) on Tuesdays of the weeks scheduled for session guide writing.

5. Travel expenses for the face-to-face activity of the field participants shall be charged against FY 2022 HRD Local Funds, subject to the usual accounting and auditing rules and regulations.
6. Billeting and food expenses for the face-to-face activity shall be covered by Save the Children, our external technical partner for the development of this program.
7. For inquiries and clarifications, please contact **Mr. Daniel A. Mabini** and [daniel.mabini@deped.gov.ph](mailto:daniel.mabini@deped.gov.ph) or **Mr. Samson V. Edillo** at [samson.edillo@deped.gov.ph](mailto:samson.edillo@deped.gov.ph) and telephone number (02) 8759919.
8. Immediate dissemination of and appropriate action on this Memorandum are earnestly desired.



Annex 1. Criteria for the Selection of Session Guide Writers

Criteria	Description
Work experience	<ul style="list-style-type: none"> <li>• Has been a school head for at least five (5) years or is working in other supervisory positions (e.g., PSDS or EPS) with school head experience for at least three (3) years</li> <li>• Had experience on the Philippine Professional Standards for School Heads (PPSSH) or at least provided or has attended an orientation on the PPSSH</li> <li>• Has graduated from the SHDP, or developed or implemented an induction program for school heads</li> <li>• Has developed a course program or training program or at least a session guide</li> </ul>
Performance rating	<ul style="list-style-type: none"> <li>• Obtained at least Very Satisfactory for the past four (4) years</li> </ul>
Learning and development facilitation	<ul style="list-style-type: none"> <li>• Attended at least four (4) learning and development initiatives for school heads or school managers in the past two (2) years</li> <li>• Has been practicing the following training and development/L&amp;D practices for at least four (4) years:               <ul style="list-style-type: none"> <li>• Needs Analysis</li> <li>• Planning</li> <li>• Design</li> <li>• Delivery</li> <li>• Monitoring and Evaluation</li> <li>• Quality Assurance</li> </ul> </li> </ul>
Essential knowledge and skills	<ul style="list-style-type: none"> <li>• Is knowledgeable of the Department of Education, specifically on the culture of school and its management and operations</li> <li>• Has a very good understanding of the Philippine Professional Standards for School Heads (PPSSH)</li> <li>• Is familiar with the L&amp;D processes, especially on the standards for the process of L&amp;D Design and Delivery</li> <li>• Has expertise in course development and course writing</li> <li>• Has an exemplary command of both written and verbal form of the English language</li> <li>• Proficient in the use of MS Word and presentation applications, such as MS PowerPoint, Canva, etc.</li> <li>• Is able to work collaboratively with a pool of writers</li> <li>• Has strong self- and time-management skills and is willing to submit outputs within a given deadline</li> </ul>



## *Annex 2. Terms of Reference of the IPBSH Session Guide Writers*

The session guide writers are expected to do the following:

- Write session guides and resource packages following NEAP and DepEd standards and the finalized IPBSH program design.
- Contribute to the plan for the development, revision, and finalization of the IPBSH session guides.
- Lead in the selection of writers in their respective regions. The team may be composed of two to three school heads with the same qualifications mentioned in Annex 1.
- Attend meetings and capacity building-workshops with the NEAP and SERG team.
- Revise and finalize portions of the IPBSH session guides considering the results of the validation.
- Perform other relevant tasks.

