



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

February 19, 2025

REGIONAL MEMORANDUM

No. 174 s. 2025

**FINALIZATION OF THE DEVELOPED COURSEBOOK FOR
NON-TEACHING INDUCTION PROGRAM**

To: Schools Division Superintendents
Regional Office Division Chiefs
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the **Finalization of the Developed Coursebook for the Non-Teaching Induction Program** on April 1-4, 2025. The venue will be announced in a separate memorandum.
2. This activity aims to refine and finalize the coursebook in collaboration with the resource speakers and representatives from the National Educators Academy of the Philippines in the Region (NEAP R).
3. Enclosed is the list of participants for reference.
4. Expenses incurred relative to the conduct of the activity, such as training materials, board and lodging for the participants, and other incidental expenses, shall be charged against HRDD local funds while the travel expenses and other incidental expenses of the participants to their HRD PSF/MOOE, subject to the usual accounting and auditing rules and regulations.
5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosure: As stated

Reference: None

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

COURSEBOOK FINALIZATION NON-TEACHING INDUCTION PROGRAM

HRDD-MGT



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LIST OF PARTICIPANTS

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