



Republic of the Philippines  
**Department of Education**  
Region XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**Office of the Schools Division Superintendent**

**October 15, 2025**

**DIVISION MEMORANDUM**

SGOD-2025-654

To : Division Chiefs  
Public Schools District Supervisor  
Education Program Supervisors  
Public School Heads  
Public School Teachers  
All Others Concerned

**Attention:**

**NEIL D. BONGCAYAO, PSDS**  
**ALDIN J. BARSALOTE, PIH**  
**ANALYN P. MANAPOL, MTIII**

Subject: **ATTENDANCE IN “GUIDING WITH PURPOSE: EMPOWERING MENTORS AND PROGRAM FACILITATORS FOR THE REVISED TEACHER INDUCTION PROGRAM (RTIP)”**

1. This is in reference to Regional Memorandum HRDD-2025-253 dated September 30, 2025, signed by Allan G. Farnazo, Director IV, re: **Attendance in Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (RTIP)**.
2. The training intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd member.
3. This Office is directed the participants to remain onboard on the adjusted schedule and venue for the revised RTIP under Cluster 3 program through a separate memorandum.
4. Registration starts on October 10, 2025 through <https://tinyurl.com/RTIPCluster3-Registration>.
5. The participants board and lodging shall be charged to HRD Funds, while transportation, per diem, and other incidental expenses shall be charged to SDO local funds subject to the usual accounting and auditing rules and regulations.
6. Further details are explained in the enclosures.
7. Immediate dissemination of this Memorandum is desired.

For and in the absence of the  
Schools Division Superintendent

Schools Division of Digos City

RECORDS SECTION

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**

Assistant Schools Division Superintendent

Officer In-Charge

Enclosed: As stated.  
SGOD/jsa

DATE: OCT 15 2025 TIME: 4:30pm  
BY: [Signature]



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
| (082)553-8375

RECORDS

120416



Republic of the Philippines  
**Department of Education**  
DAVAO REGION



September 30, 2025

REGIONAL MEMORANDUM  
HRDD-2025-253

**ATTENDANCE TO THE GUIDING WITH PURPOSE: EMPOWERING  
MENTORS AND PROGRAM FACILITATORS FOR THE REVISED  
TEACHER INDUCTION PROGRAM (RTIP)**

To: Assistant Regional Director  
Schools Division Superintendents

1. This has reference to DM-OULS-2025-048, dated August 12, 2025, titled Call for Participants on the Revised Teacher Induction Program (RTIP) and issued advisory of September 25, 2025.
2. The training intends to provide school-based integration to the workplace structure and systems to better understand what is expected of a DepEd teacher.
3. This Office is directed the PMT representatives and SDO participants to remain onboard on the adjusted schedule and venue for the revised RTIP under Cluster 3 program through a separate memorandum.

| Name                     | Designation | Division        |
|--------------------------|-------------|-----------------|
| Reynaly G. Santos        | PSDS        | Davao Del Norte |
| Eugene E. Villagrancia   | PI          | Davao Del Norte |
| Ginalyn T. Caga          | MT          | Davao Del Norte |
| Bernie G. Quilaton       | PSDS        | Davao Del Sur   |
| Joefrey A. Flores        | PI          | Davao Del Sur   |
| Emily A. Paler           | MT          | Davao Del Sur   |
| Julius I. Suelto         | PSDS        | Panabo City     |
| Ian Reggy B. Paring      | MT II       | Panabo City     |
| Cyrus C. Cachuela        | PI          | Panabo City     |
| Jean Fe Colanggo         | PSDS        | Davao City      |
| Jasper T. Mancio         | SH          | Davao City      |
| Jed Bete                 | MT          | Davao City      |
| Liezel C. Padua          | PSDS        | Mati City       |
| Jessa May B. Dongallo    | SH          | Mati City       |
| Leny M. Dechavez         | MT          | Mati City       |
| Maria Elena C. Ferido    | PSDS        | Tagum City      |
| Leah L. Gonzales         | PII         | Tagum City      |
| Elaine Grace O. Calicdan | MT II       | Tagum City      |
| Angelo Rey V. Susosco    | PSDS        | Davao Oriental  |
| Mishelle L. Marquez      | MTI         | Davao Oriental  |



Address: F. Torres St., Davao City (8000)  
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Website: www.depedoxi.ph





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DAVAO REGION

|                           |               |                  |
|---------------------------|---------------|------------------|
| Aljun M. Jordan           | HT1           | Davao Oriental   |
| Neil D. Bongcayao         | PSDS          | Digos City       |
| Aldin J. Barsalote        | P III         | Digos City       |
| Analyn P. Manapol         | MT            | Digos City       |
| Alma S. Barbarona         | P I           | IGACOS           |
| Joann M. Benoya           | PII           | IGACOS           |
| Marichu M. Celestial      | MT II         | IGACOS           |
| Antonita E. Corpus        | PSDS          | Davao Occidental |
| Arabia D. Puyot           | P II          | Davao Occidental |
| 30. Christian V. Federiso | MT II         | Davao Occidental |
| Renee J. Peñaroyo         | PSDS          | Davao De Oro     |
| Norman G. Jandog          | P IV          | Davao De Oro     |
| Ramelyn V. Masiga         | MT            | Davao De Oro     |
| Jeoffrey L. Bernabe       | SEPS-NEAP     | RO XI            |
| Eduard Mark E. Bautista   | SEPS-HRD      | Tagum City       |
| Elixes B. Eleccion        | Principal III | Davao del Sur    |

4. Registration starts on October 10, 2025 through <https://tinyurl.com/RTIPCluster3-Registration>.

5. The participant's board and lodging will be charged to the HRD Funds, while transportation, per diem, and other incidental expenses will be charged to local funds subject to the usual accounting and auditing rules and regulations.

6. Further details are explained in the enclosures.

7. Immediate dissemination of this memorandum is desired.

**ALLAN G. FARNAZO**  
Director IV

Encl.: As stated.  
ROH7/jlb

RECORDS SECTION  
**RELEASED**

Date: Oct. 13, 2025  
Time: 120416



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Department of Education  
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

DEPARTMENT OF EDUCATION BOX  
RECORDS SECTION  
RECEIVED

26 SEP 2025

9 B 121345

G: 46

September 25, 2025

ADVISORY

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

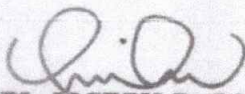
1. This advisory has reference to **DM-OULS-2025-048, the Call for Participants for the Revised Teacher Induction Program (RTIP)**, dated August 12, 2025.
2. Please be informed that the **Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 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 ( <b>Cluster 1-Regions I, II, III, CAR</b> )        | NEAP Training Facility<br>Baguio City | September 23-26, 2025    | October 21-24, 2025 |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program ( <b>Cluster 3-Regions IX, X, XI, XII, CARAGA</b> ) | TBA                                   | October 21-24, 2025      | TBA                 |
| Guiding with Purpose: Empowering                                                                                                                                | TBA                                   | November 11-14, 2025     | TBA                 |

|                                                                                                          |  |  |  |
|----------------------------------------------------------------------------------------------------------|--|--|--|
| for the Revised<br>Teacher Induction<br>Program ( <b>Cluster 4-<br/>Regions IV-A, IV-B,<br/>V, NCR</b> ) |  |  |  |
|----------------------------------------------------------------------------------------------------------|--|--|--|

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](mailto:billyrei.pagba@deped.gov.ph) or at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).



**MICHAEL JOSEPH P. CABAUTAN**  
Director III, NEAP



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**Enclosure 1**

**List of Participants**

**A. Program Management Team**

| No | Name                  | Office   | Position/<br>Designation                     | Terms of Reference                                                                                                                                                                                                                                                                  |
|----|-----------------------|----------|----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1  | Marife Morcilla       | NEAP-PDD | Project<br>Development<br>Officer V          | - provides overall guidance to the<br>program management team<br>(PMT) and relays management<br>directions for the program                                                                                                                                                          |
| 2  | Alexander<br>Simagala |          |                                              |                                                                                                                                                                                                                                                                                     |
| 3  | Billy Rei Pagba       |          | Senior<br>Education<br>Program<br>Specialist | - leads in the implementation of<br>the program<br>- discusses parameters and<br>standards in the implementation<br>of the program; and<br>- leads in the daily briefing and<br>debriefing of the PMT                                                                               |
| 4  | Mathew Bofete         |          | Project<br>Development<br>Officer II         | - drafts the daily evaluation form<br>of the program<br>- assist in documenting the<br>activity<br>- serves as learning manager for<br>one breakout room                                                                                                                            |
| 5  | Julie Lyka Ignao      |          | Project<br>Development<br>Officer II         | - communicates with participants<br>and partners for announcements;<br>- serves as host/facilitator during<br>the plenary sessions; and<br>- facilitates the participants'<br>compliance of registration and<br>attendance<br>- serves as learning manager for<br>one breakout room |



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



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**B. Field Participants who will serve as Resource Speakers**

|   | Name                       | Region | Position/<br>Designation     | Guiding with<br>Purpose:<br>Empowering<br>Mentors<br>and<br>Program<br>Facilitators<br>for the<br>Revised<br>Teacher<br>Induction<br>Program<br>(Cluster 1)<br><br>October<br>21-24,<br>2025 | Guiding with<br>Purpose:<br>Empowering<br>Mentors<br>and<br>Program<br>Facilitators<br>for the<br>Revised<br>Teacher<br>Induction<br>Program<br>(Cluster 2)<br><br>October 7-<br>10, 2025 | Guiding with<br>Purpose:<br>Empowering<br>Mentors<br>and<br>Program<br>Facilitators<br>for the<br>Revised<br>Teacher<br>Induction<br>Program<br>(Cluster 3)<br><br>TBA | Guiding with<br>Purpose:<br>Empowering<br>Mentors<br>and<br>Program<br>Facilitators<br>for the<br>Revised<br>Teacher<br>Induction<br>Program<br>(Cluster 4)<br><br>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 1                  | ✓                                                                                                                                                                                            | ✓                                                                                                                                                                                         |                                                                                                                                                                        | ✓                                                                                                                                                                      |



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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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|    |                         |            |                                           |   |   |   |   |
|----|-------------------------|------------|-------------------------------------------|---|---|---|---|
| 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             | CARA<br>GA | Senior Education Program Specialist       |   |   |   | ✓ |
| 26 | Marylin A. Tolbe        | CAR        | Public Schools District Supervisor        |   |   | ✓ |   |



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|              |                  |      |                                     |           |           |           |           |
|--------------|------------------|------|-------------------------------------|-----------|-----------|-----------|-----------|
| 27           | Ivy M. Romano    | NC R | Senior Education Program Specialist | ✓         | ✓         |           | ✓         |
| 28           | Noemi A. Velario | NC R | Senior Education Program Specialist | ✓         |           | ✓         | ✓         |
| <b>Total</b> |                  |      |                                     | <b>18</b> | <b>18</b> | <b>19</b> | <b>25</b> |



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NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

**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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**Enclosure 3**

**ACCOMMODATION SCHEDULE**

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

| Activity                                                                                                                                                                                                                       | Check-In Date<br>and Time               | Check-Out Date<br>and Time               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------|
| Guiding with Purpose:<br>Empowering Mentors and<br>Program Facilitators for the<br>Revised Teacher Induction<br>Program <b>(Cluster 1- Regions I,<br/>II, III, CAR)</b><br><br><b>NEAP Training Facility<br/>Baguio City</b>   | <b>20 October 2025</b><br><br>3:00 p.m. | <b>24 October 2025</b><br><br>12:00 noon |
| Guiding with Purpose:<br>Empowering Mentors and<br>Program Facilitators for the<br>Revised Teacher Induction<br>Program <b>(Cluster 2- Regions VI,<br/>VII, VIII and NIR)</b><br><br><b>DepEd Ecotech Center<br/>Cebu City</b> | <b>6 October 2025</b><br><br>3:00 p.m.  | <b>10 October 2025</b><br><br>12:00 noon |



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<br><br>NEAP Training Facility, Baguio City | CAR, R1, R2, R3,<br><br>1 RO HRDD,<br>1 SDO HRDS,<br><br>3 per SDO:<br>(1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher) | <a href="https://tinyurl.com/RTIPCluster1-Registration">https://tinyurl.com/RTIPCluster1-Registration</a><br><br>Deadline: September 12, 2025 |

|                                                                                                                         |                                                             |                                                                                                                                           |                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2) | October 7 - 10, 2025<br><br>DepEd Ecotech Center, Cebu City | R6, R7, R8, NIR<br><br>1 RO HRDD,<br>1 SDO HRDS,<br><br>3 per SDO:<br>(1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)           | <a href="https://tinyurl.com/R TIPCluster2-Registration">https://tinyurl.com/R TIPCluster2-Registration</a><br><br>Deadline: September 19, 2025 |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3) | October 21 - 24, 2025<br><br>TBA                            | R9, R10, R11, R12, CARAGA<br><br>1 RO HRDD,<br>1 SDO HRDS,<br><br>3 per SDO:<br>(1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher) | <a href="https://tinyurl.com/R TIPCluster3-Registration">https://tinyurl.com/R TIPCluster3-Registration</a><br><br>Deadline: October 10, 2025   |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) | November 11 - 14, 2025<br><br>TBA                           | R4A, R4B, NCR, R5<br><br>1 RO HRDD,<br>1 SDO HRDS,<br><br>3 per SDO:<br>(1 PSDS, 1 School Head, 1 Head Teacher or Master Teacher)         | <a href="https://tinyurl.com/R TIPCluster4-Registration">https://tinyurl.com/R TIPCluster4-Registration</a><br><br>Deadline: October 30, 2025 |

Note: Exact venue and other additional details shall be announced in a separate advisory.

- 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.
- Kindly use **Enclosure 3: Endorsement letter** in nominating the participants and upload the approved endorsement letter through this link: [bit.ly/RTIPendorsedpax](https://bit.ly/RTIPendorsedpax).
- 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).
- 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: <b>September 4, 2025</b><br>Time: <b>10:00 am - 12:00 noon</b><br>Meeting link: <a href="https://tinyurl.com/RTIP-MeetingwithRPs">https://tinyurl.com/RTIP-MeetingwithRPs</a><br>Meeting ID: 413 059 388 414 6<br>Passcode: iL222M4T | Date: <b>September 5, 2025</b><br>Time: <b>10:00 am - 12:00 noon</b><br>Meeting Link: <a href="https://tinyurl.com/RTIP-MeetingwithROPMTs">https://tinyurl.com/RTIP-MeetingwithROPMTs</a><br>Meeting ID: 419 656 970 515 9<br>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](https://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](mailto:julie.ignao@deped.gov.ph) / [neap.pdd@deped.gov.ph](mailto: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]



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph) ; Website: [www.deped.gov.ph](http://www.deped.gov.ph)



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**Enclosure 1**

**List of Participants**

**A. Program Management Team**

| No | Name                | Office   | Position/<br>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;<br>- discusses parameters and standards in the implementation of the program; and<br>- leads in the daily debriefing of the PMT                                                                                        |
| 3  | Mathew Bofete       |          | Project Development Officer II      | - drafts the daily evaluation form of the program<br>- assist in documenting the activity<br>- serves as learning manager for one breakout room                                                                                                                      |
| 4  | Julie Lyka Ignao    |          | Project Development Officer II      | - communicates with participants and partners for announcements;<br>- serves as host/facilitator during the plenary sessions; and<br>- facilitates the participants' compliance of registration and attendance<br>- serves as learning manager for one breakout room |
| 5  | Aizyl Ann Natanauan |          | Technical Assistant II              | - serves as documenter for the activity; and<br>- prepares supplies, certificates, registration and attendance sheets<br>- serves as learning manager for one breakout room                                                                                          |
| 6  | Jallal Malaguia     |          | Technical Assistant II              | - makes slide decks and other templates<br>- serves as technical support and photo documenter for the activity<br>- serves as learning manager for one breakout room                                                                                                 |



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|   |                 |  |                       |                                                                                                                                                                                                                                   |
|---|-----------------|--|-----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | Jojet Gabriel   |  | Technical Assistant I | <ul style="list-style-type: none"><li>- serves as technical support in breakout rooms particularly concerns relative to LMS</li><li>- assists in the preparation of supplies and other resources that the program needs</li></ul> |
| 8 | Welfare Officer |  |                       | <ul style="list-style-type: none"><li>- ensures medical needs of the participants are appropriately addressed</li></ul>                                                                                                           |
| 9 | Welfare Officer |  |                       |                                                                                                                                                                                                                                   |

**B. Field Participants who will serve as Resource Speakers**

|   | Name                       | Region | Position/<br>Designation     | Guiding with Purpose:<br>Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)<br><br>September 23-26, 2025 | Guiding with Purpose:<br>Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)<br><br>October 7-10, 2025 | Guiding with Purpose:<br>Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)<br><br>November 11-14, 2025 | Guiding with Purpose:<br>Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)<br><br>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. 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                                                                                                                             | Number of Additional PMT                                    | Total Per Region |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------|
|                                                                                                                                                         | <b>2 Focals:</b><br>1 RO induction focal/HRDD,<br>1 SDO induction focal/ HRDS<br>and<br><b>3 Representatives per SDO:</b><br>1 PSDS, 1 SH, 1 HT/MT | (Preferably<br>NEAP-R or SDO<br>Induction Focal<br>Persons) |                  |
| <b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 1)</b><br>September 23-26, 2025 |                                                                                                                                                    |                                                             |                  |
| CAR                                                                                                                                                     | • 2 focals<br>• 8 SDOs x 3 reps = 24                                                                                                               | 1                                                           | 27               |
| Region I                                                                                                                                                | • 2 focals<br>• 14 SDOs x 3 reps = 42                                                                                                              | 1                                                           | 45               |
| Region II                                                                                                                                               | • 2 focals<br>• 9 SDOs x 3 reps = 27                                                                                                               | 1                                                           | 30               |
| Region III                                                                                                                                              | • 2 focals<br>• 21 SDOs x 3 = 63                                                                                                                   | 1                                                           | 66               |
| <b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2)</b>                          |                                                                                                                                                    |                                                             |                  |



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| October 7-10, 2025                                                                                                                                     |                                                                                            |   |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|---|----|
| Region VI                                                                                                                                              | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 8 SDOs x 3 reps = 24</li></ul>  | 1 | 27 |
| Region VII                                                                                                                                             | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 11 SDOs x 3 reps = 33</li></ul> | 1 | 36 |
| Region VIII                                                                                                                                            | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 13 SDOs x 3 reps = 39</li></ul> | 1 | 42 |
| Negros Island Region                                                                                                                                   | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 22 SDOs x 3 reps = 66</li></ul> | 1 | 69 |
| <b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3)</b><br>October 21-24, 2025  |                                                                                            |   |    |
| Region IX                                                                                                                                              | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 9 SDOs x 3 reps = 27</li></ul>  | 1 | 30 |
| Region X                                                                                                                                               | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 14 SDOs x 3 reps = 42</li></ul> | 1 | 45 |
| Region XI                                                                                                                                              | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 11 SDOs x 3 reps = 33</li></ul> | 1 | 36 |
| Region XII                                                                                                                                             | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 8 SDOs x 3 reps = 24</li></ul>  | 1 | 27 |
| CARAGA                                                                                                                                                 | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 12 SDOs x 3 reps = 36</li></ul> | 1 | 39 |
| <b>Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4)</b><br>November 11-14, 2025 |                                                                                            |   |    |
| Region IV-A CALABARZON                                                                                                                                 | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 23 SDOs x 3 reps = 69</li></ul> | 1 | 72 |
| Region IV-B MIMAROPA                                                                                                                                   | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 7 SDOs x 3 reps = 21</li></ul>  | 1 | 24 |
| Region V                                                                                                                                               | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 16 SDOs x 3 reps = 48</li></ul> | 1 | 51 |
| NCR                                                                                                                                                    | <ul style="list-style-type: none"><li>• 2 focals</li><li>• 13 SDOs x 3 reps = 39</li></ul> | 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 FMI 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   |             |                                            | Session 3: Walkthrough of <b>KICKSTART (Beginning the Teaching Journey through Reflective Practice and Building School-Community Linkages)</b> | Session 6: Walkthrough of <b>BOOST (Using Assessment Data to Inform Teaching and Progress Reporting)</b>  | Session 9: Facilitation Skills for RTIP Trainers |           |
| 9:00 am - 10:30 am  |             | Opening Program and Pretest (Plenary)      |                                                                                                                                                |                                                                                                           |                                                  |           |
| 10:30 am - 10:45 am |             | Health Break                               |                                                                                                                                                |                                                                                                           |                                                  |           |
| 10:45 am - 12:00 pm |             | Session 1: Revised Implementing Guidelines | Session 4: Walkthrough of <b>ENGAGE (Understanding Learners and Building Safe Learning Environments)</b>                                       | Session 7: Walkthrough of <b>THRIVE (Navigating Growth and Well-being in the Department of Education)</b> | Closing Program                                  |           |
| 12:00 pm - 1:15 pm  |             | Lunch Break                                |                                                                                                                                                |                                                                                                           |                                                  | Departure |
| 1:15 pm - 1:30 pm   |             | Preliminaries                              |                                                                                                                                                |                                                                                                           |                                                  |           |
| 1:30 pm - 2:15 pm   |             | Session 2:                                 | Continuation of Session 4                                                                                                                      | Continuation of Session 7                                                                                 |                                                  |           |



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|                      |                           |                                                                                                  |                                                                                                                                     |                                                   |  |
|----------------------|---------------------------|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|--|
| 2:30 pm -<br>3:30 pm |                           | <b>STEER: Shaping Teachers to be Effective Educators Responsibly (A Mentor's Guide for RTIP)</b> | Session 5:<br>Walkthrough of <b>GEAR UP</b> (Translating the DepEd Curriculum into Meaningful Lessons and Responsive Interventions) | Session 8:<br>Planning for Program Implementation |  |
| 3:30 pm -<br>3:45 pm | Check in and Registration |                                                                                                  | <b>Health Break</b>                                                                                                                 |                                                   |  |
| 3:45 pm-<br>4:45 pm  |                           | Continuation of Session 2                                                                        | Continuation of Session 5                                                                                                           | Continuation of Session 8                         |  |
| 4:45 pm -<br>5:00 pm |                           | <b>Daily Evaluation and Reminders</b>                                                            |                                                                                                                                     |                                                   |  |



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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<br>(M/F) | Division | DepEd<br>Email | Role (PMT<br>member or<br>Participant) |
| 1.                                                                                                          |             |              |          |                |                                        |
| <Add rows<br>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<br>Monday | DAY 1<br>Tuesday | DAY 2<br>Wednesday | DAY 3<br>Thursday | DAY 4<br>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<br>3:00 p.m. | 26 September 2025<br>12:00 noon |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 2) | 6 October 2025<br>3:00 p.m.    | 10 October 2025<br>12:00 noon   |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 3) | 20 October 2025<br>3:00 p.m.   | 24 October 2025<br>12:00 noon   |
| Guiding with Purpose: Empowering Mentors and Program Facilitators for the Revised Teacher Induction Program (Cluster 4) | 10 November 2025<br>2:00 p.m.  | 14 November 2025<br>12:00 noon  |



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