

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



30 August 2022

Regional Memorandum

**LIST OF SESSION GUIDE WRITERS FOR INDUCTION
PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH)**

To: **Schools Division Superintendents**
(Batangas Province, San Pablo City, Laguna, Quezon, and Antipolo City)

1. With reference to DM-NEAP-2022-003 dated July 29, 2022 from Office of the Director, National Educators' Academy of the Philippines (NEAP) regarding the request for session guide writers for the Induction Program for Beginning School Heads (IPBSH), this Office, through the Human Resource Development Division – NEAP in the Region (HRDD-NEAP R), issues the list of session guide writers who have been selected based on the qualifications enclosed in the memorandum.
2. The selected session guide writers are as follows.

No.	Name	Designation	SDO
1	Erickson T. Gutierrez	Education Program Supervisor	Batangas Province
2	Nenita A. Adame	Public Schools District Supervisor	
3.	Movita O. Cruzat	Principal II	
4.	Henry P. Contemplacion	Education Program Supervisor	San Pablo City
5.	Evelyn P. Navia	Principal III	Laguna
6.	Reynaldo V. Nanong	Principal III	Quezon
7.	Mervin C. Tortoza	Principal IV	Antipolo City


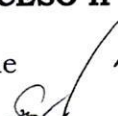


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3. They are expected to participate in the series of activities indicated below.

Activity	Date	Modality
Overall Orientation-Workshop for Session Guide Writers	August 30-31, 2022	Synchronous
Session Guide Writing Proper	September 1-16, 2022	Synchronous and Asynchronous

4. For questions or concerns, kindly coordinate with **Mr. Bryan A. Pobe** through email at hrd.calabarzon@deped.gov.ph .
5. For guidance and information of all concerned.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Assistant Secretary
Officer-In-Charge, Office of the
Regional Director 

hrdd-neapr/pobe




Republic of the Philippines
Department of Education
NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Office of the Director

MEMORANDUM
DM-NEAP-2022-003

For : HRDD Chiefs
NEAP-R Focal Persons
SHDP Regional Focal Persons
IPBSH Lead Writers
All Others Concerned

From :  JOHN ARNOLD S. SIENA
Director IV

Subject : ADDENDUM AND CORRIGENDUM TO THE UNNUMBERED
MEMORANDUM ON THE REQUEST FOR SESSION GUIDE
WRITERS FOR THE INDUCTION PROGRAM FOR BEGINNING
SCHOOL HEADS

Date : 29 July 2022

1. Please be informed of the following corrections and additional provisions to the Unnumbered Memorandum re: Request for Session Guide Writers for the Induction Program for Beginning School Heads issued on June 30, 2022:
 - a. The Human Resource Development Division (HRDD) Chiefs will **select the team of writers** that will represent the region in writing the IPBSH session guides and learning packages guided by *Annex 1. Criteria for the Selection of Session Guide Writers* of the previous memo.
 - b. The HRDD Chiefs shall **determine a maximum of seven (7) writers** from their region, depending on the number of assigned session guide topics. Please refer to this link (<https://bit.ly/IPBSHAssignedTopics>) for the assigned topics per region. The previously selected IPBSH lead writers as approved or endorsed by the HRDD Chiefs should be included in this number.
 - c. The School Heads Development Program (SHDP) Regional Focal Person is requested to provide technical assistance in and facilitate the process of developing the session guides in support to the lead writers.



- d. The updated calendar of activities is enclosed.
- 2. All other details in the previous memorandum remain the same.
- 3. Immediate dissemination of this memorandum is desired, for the information and guidance of all concerned.



Enclosure 1. Updated IPBSH Calendar of Activities

Activity	Inclusive Dates	Modality
<ul style="list-style-type: none">• Selection of Session Guide Co-writers	August 8-29, 2022	Online
<ul style="list-style-type: none">• Overall Orientation Workshop of Session Guide Writers	August 30-31, 2022	Online
<ul style="list-style-type: none">• Session Guide Writing Proper	September 1-16, 2022	Online

