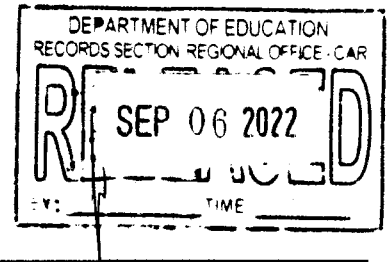




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



September 2, 2022

REGIONAL MEMORANDUM

No. 447.2022

COMPOSITION OF THE INDUCTION PROGRAM FOR BEGINNING SCHOOL HEADS (IPBSH) SESSION GUIDE WRITERS

For: Assistant Regional Director
 All Schools Division Superintendents
 All Elementary and Secondary School Heads

1. In compliance to the DM-NEAP-2022-003 titled Addendum and Corrigendum to the Unnumbered Memorandum on the Request for Session Guide Writers for the Induction Program for Beginning School Heads, and as agreed upon in the Overall Orientation and Capability Building Workshop of the IPBSH Session Guide Writers last August 30 – 31, 2022, the following shall compose the DepEd-CAR IPBSH Session Guide Writers that will focus on the assigned Module 4.

ROLE	NAME	DIVISION
SHDP Focal Person	Dexter B. Andres	Regional Office
Lead Writer	Corazon G. Bravo	Tabuk City
Writers	Ma. Teresa Cabcaban	Abra
	Jennifer C. Duran	Kalinga
	Margarette M. Dulnuan	Ifugao
	Elmer R. Sagubo	Benguet
Content Editor	Grail B. Ayngan	Mt. Province
Language Editor	Lourdes B. Lomas-e	Baguio

2. The terms of reference for the distinct roles stated below are also strictly reminded and must be adhered.

ROLE	FUNCTIONS
SHDP Focal Person	<ul style="list-style-type: none"> Share technical and process advise with their SHDP course experience as reference Provide inputs and guidance in the writing of the session guides Perform other tasks relevant to the completion of IPBSH Session Guides
Lead Writer	<ul style="list-style-type: none"> Attend meetings and capability building workshops with the NEAP and SERG team Coordinate with fellow writers for the development and monitoring of session guides assigned Write session guides and resource packages following NEAP and DepEd standards the finalized IPBSH program design Contribute to the plan for the development, revision, finalization of the IPBSH session guides



Lead Writer	<ul style="list-style-type: none"> • Revise and finalize portions of the IPBSH session guides considering the results of the validation • Perform other tasks relevant to the completion of IPBSH session guides
Writers	<ul style="list-style-type: none"> • Write session guides and resource packages following NEAP and DepEd standards and the finalized IPBSH program design • Revise and finalize portions of the IPBSH session guides considering the results of the validation • Perform other tasks relevant to the completion of IPBSH session guides
Content Editor	<ul style="list-style-type: none"> • Fact check and verify information and research • Check if all topics are covered and discussed in the module • Perform other tasks relevant to the completion of IPBSH session guides
Language Editor	<ul style="list-style-type: none"> • Edit the content of the modules in terms of grammar, language, and mechanics • Rewrite text to make it easier to understand • Recheck all outputs before submission • Perform other tasks relevant to the completion of IPBSH Session Guides

3. The DepEd-CAR IPBSH Session Guide Writers are to keep themselves updated via the created Messenger Group Chat and the links provided in their official DepEd Email Addresses. As agreed, the group together with the Clustered Regions for the Module 4 shall meet every Fridays of the month from 9AM onwards via Zoom or Google Meet. Schools Division Offices should provide utmost consideration for the Session Guide Writers on the said schedules.

4. The Lead Writer and Writers should submit the required Session Guide Outlines of the Module 4 topics assigned via the shared Google Drive Link provided during the Orientation **on or before September 14, 2022**. The Lead Writer shall coordinate with the rest of the team for technical assistance and review of the said Session Guide outlines.

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 partner for the development of this program.

7. For inquiries and technical assistance, contact the NEAPCAR through Jennifer P. Ande, Chief Education Supervisor and Officer In-charge via 09190073814 or through the SHDP Focal Person Dexter B. Andres via 09493656360.

8. Immediate dissemination to this memorandum is adhered.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV / Regional Director 