

Division Memorandum No. 011 s., 2019

To: Chief Education Supervisors
 Education Program Supervisors
 Public School District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

RELEASED
 DEF ED
 DATE: 01-10-19
 BY: [Signature]
 #2641

From: Office of the Schools Division Superintendent

Date: **January 9, 2019**

Subject: **ATTENDANCE AND PARTICIPATION TO THE REGIONAL TRAINING ON COACHING AND MENTORING**

1. In compliance with the Regional Memorandum No. 004, s. 2019 entitled '**REGIONAL TRAINING ON COACHING AND MENTORING**,' the following SDO Personnel are enjoined to attend and participate in the said learning and development program on **January 24-26, 2019 at Awesome Hotel, San Juan, La Union.**

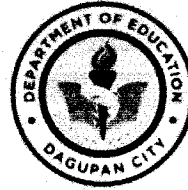
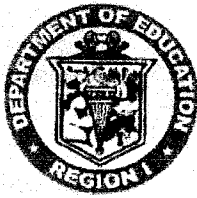
2. The following are the participants for SDO Dagupan City:

| Name | Designation | Official Station |
|---------------------------|--------------|------------------|
| 1. Marissa O Perez | EPS | SDO |
| 2. Gary B. Desoloc | Principal II | Lucao ES |
| 3. Diana Irish J. Solis | EPS II-HRD | SDO |
| 4. Ma. Rita Teresa Rinoza | Principal | Bolosan ES |
| 5. Medarlo V. De Leon | Principal IV | DCNHS |
| 6. Perpetua Flores | EPSA-ALS | SDO |

3. First meal is breakfast on Day 0 while the last meal PM snacks on Day 3.

4. Board and lodging of participants shall be charged to 2018 HRDS Funds OSEC 1-18-7318 while their transportation and other incidental expenses shall be charged to division HRD Fund/Local Funds subject to usual accounting and auditing rules and regulations.


5. Participants are expected to bring their own laptops, extension cords and pocket wifi.



6. This memorandum will serve as the **AUTHORITY TO TRAVEL** of the aforementioned participants.
7. Please be guided accordingly.

DR. LORNA G. BUGAYONG, CESO VI
Schools Division Superintendent

For and in the absence of the Schools Division Superintendent


DR. LOURDES D. SERVITO, CESE
Assistant School Division Superintendent

Encl: None

Reference: Regional Memorandum No. 4, 2019

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

HRD
PROFESSIONAL DEVELOPMENT
COACHING AND MENTORING

MVR/DM on Regional Training on Coaching and Mentoring
1/9/2019



January 4, 2019

REGIONAL MEMORANDUM

No. 004 s. 2019

REGIONAL TRAINING ON COACHING AND MENTORING

To: Schools Division Superintendents

1. This Office through the Human Resource Development Division shall conduct the Regional Training on Coaching and Mentoring at the Awesome Hotel, San Juan, La Union on January 24-26, 2019.
2. This activity aims to enhance the skills of coaches and mentors on various approaches towards the improvement of teaching practices and learning outcomes.
3. Participants are Education Program Supervisors, Public Schools District Supervisors, School Heads/Head Teachers who have not attended the previous Regional Training of Trainers (RTOT) on Coaching and Mentoring. The number of participants per division is indicated below.

| Division | No. of Participants |
|-------------------|---------------------|
| Alaminos City | 6 |
| Batac City | 5 |
| Candon City | 5 |
| Dagupan City | 6 |
| Ilocos Sur | 7 |
| Ilocos Norte | 7 |
| La Union | 7 |
| Laoag City | 5 |
| Pangasinan I | 8 |
| Pangasinan II | 8 |
| San Carlos City | 6 |
| San Fernando City | 5 |
| Urdaneta City | 6 |
| Vigan City | 5 |

*Gary
 Irish
 M.A. Marissa
 Mary Ann Casanova
 Ma. Theresa
 Medardo de Leon
 Perpetua Flores*



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Region 1
City of San Fernando, La Union 2500

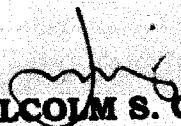


4. The first meal is dinner of Day 0 and the last meal is afternoon snack of Day 3.

5. Participants, learning facilitators, and the regional management team involved in this activity shall be provided with Compensatory Time-Off (CTO), as per Civil Service Commission and DBM joint Circular No, 2 s. 2004 entitled "Non-monetary Remuneration for Overtime Service Rendered."

6. Board and lodging of participants shall be charged to 2018 HRD Funds OSEC 1-18-7318 while their transportation and other incidental expenses shall be charged to Division HRD Fund, local funds/ school MOOE subject to usual accounting and auditing rules and regulations.

7. List of participants shall be submitted on or before January 18, 2019 at hrrd.ro1@gmail.com. Participants are requested to register online at deped.in/RTCcoaching on the same date mentioned earlier.


MALCOLM S. GARMA
Regional Director

MTB/jcp

REGIONAL OFFICE I
RELEASED

JAN 04 2019

BY: 



January 4, 2019

REGIONAL MEMORANDUM
No. 003 s. 2019

**FACILITATORS OF THE REGIONAL TRAINING
ON COACHING AND MENTORING**

To: Schools Division Superintendents

1. This Office through the Human Resource Development Division shall conduct the Regional Training on Coaching and Mentoring at the Awesome Hotel, San Juan, La Union on January 24-26, 2019.
2. This activity aims to enhance the skills of coaches and mentors on various approaches towards the improvement of teaching practices and learning outcomes.
3. The following learning facilitators are required to be at the venue a day before their assigned sessions for final planning. Refer to the attached training matrix.

| Name | Division |
|-------------------------|-------------------|
| Arlene A. Abiang | Pangasinan II |
| Almera S. Zarate | Urdaneta City |
| Jaime S. Mabalot | Alaminos City |
| John Paul Viernes | Batac City |
| Mary Ann G. Suyao | Candon City |
| Ronie G. Bonao | Dagupan City |
| Gladys A. Acoba | Ilocos Norte |
| Jovita De Castro | Ilocos Sur |
| Mari Sailani G. De Leon | Laoag City |
| Darwin C. Nazareno | Pangasinan I |
| Miriam O. Aurelio | San Fernando City |



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Region 1
City of San Fernando, La Union 2500




4. The first meal is dinner of Day 0 and the last meal is afternoon snack of Day 3.

5. Facilitators involved in this activity shall be provided with Compensatory Time-Off (CTO), as per Civil Service Commission and DBM joint Circular No, 2 s. 2004 entitled " Non-monetary Remuneration for Overtime Service Rendered."

6. Board and lodging of participants shall be charged to 2018 HRD Funds OSEC 1-18-7318 while their transportation and other incidental expenses shall be downloaded to their respective divisions subject to usual accounting and auditing rules and regulations.

7. Learning Facilitators shall confirm their attendance on or before January 18, 2019 at hrrd.rol@gmail.com.


MALCOLM S. GARMA
Regional Director

MTB/jcp

DEPED REGIONAL OFFICE
RELEASED

JAN 04 2019

BY: 

REGIONAL TRAINING ON COACHING AND MENTORING
Awesome Hotel, San Juan, P.R. Union
 January 24-26, 2019

| Day/Time | Day 1 | Day 2 | Day 3 |
|---|---|--|--|
| 8:00 - 8:15 8:15 - 9:00 | Opening Program Objectives and Activity Overview | MCO Giving Effective Performance Feedback | MCO Approach and Phases of Coaching and Mentoring |
| 9:00 - 10:00 | The Roles and Qualities of a Coach, a Mentor and a Mentee Almora Zarate Antonio V. Lacoste | Mary Ann Sotayo Jovita De Castro | Ronda Benito María Teresa M. Baudista |
| 10:00 - 10:15 10:15 - 11:15 11:15 - 12:00 | Break | Break | Break |
| 12:00 - 1:00 1:00 - 2:00 | Principles and Practices of Coaching and Mentoring Darwin Nazareno Jaime Mabalot | Lunch Preparing a Coaching Plan Using the Grow Model Mari Sallam De Leon Gladys Arceba | E. Coaching and Mentoring John Paul Viernes |
| 2:00 - 3:00 | Break | Break | Break |
| 3:00 - 3:15 3:15 - 4:00 | Onward to Smooth and Interpersonal Relationship Arlene Abiang Miriam Aurelio | Submission and Critiquing of Outputs | Submission of Finalized I RP on Coaching and Mentoring Home Sweet Home |
| 4:00 - 5:00 | Dinner | | |
| 6:00 - 8:00 | | | |