

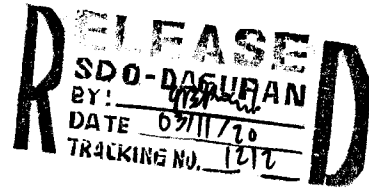


Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY

Division Memorandum No. 061 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public School District Supervisors
Division Field Staff
All Others Concerned



From: **MARIA CELIA JUNIO-FERNANDEZ, EdD, MDM-SEC**
Schools Division Superintendent

Date: **March 9, 2020**

Subject: **ATTENDANCE AND PARTICIPATION TO COACH CERTIFICATION
PROGRAM DEVELOPMENT ACTIVITY**

1. Pursuant to Deped Order no. 42, s. 2017, the Schools Division will be working on a program which will help the school heads, master teachers and teacher leaders in honing their skills and competence in delivering sound technical assistance by proper coaching. In line with this, a Coach Certification Program Development Activity will be conducted on March 13 (Friday) and March 19 (Thursday), 2020 at Dagupan City National High School Abong na Alumni, Tapuac District, Dagupan City.
2. This activity will convene SDO Dagupan personnel engaged in coaching practice to draft and propose a coaching program with the development of learning resources to help develop new coaches in the field. Coaching is one of the vital functions of the school heads, master teachers and teacher leaders. It is also a way of ensuring that proficient teachers receive the needed technical assistance as well as support from their immediate superior and coach. The activity will be 16 hours face-to-face engagement and 14 hours job-embedded learning.
3. This activity aims to:
 - a. Identify gaps, issues in coaching practices in LCs and address the identified gaps and issues; and

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b. Develop SDO Dagupan Coach Certification Program learning resources.

4. The following are the identified participants to this activity:

	Name	Station/School
1.	Maria Linda R. Ventenilla	Schools Division Office
2.	Maria Venus SM. Estonilo	Schools Division Office
3.	Marissa O. Perez	Schools Division Office
4.	Liezl Cancino	Schools Division Office
5.	Agnes Bacugan	Schools Division Office
6.	Ronie G. Bonao	Schools Division Office
7.	Leonarda Manansala	Schools Division Office
8.	Jane Cajayon	Schools Division Office
9.	Isabelita Daroya	Schools Division Office
10.	Mitchellene Rivo	Schools Division Office
11.	Diana Irish Solis	Schools Division Office
12.	Ma. Victoria Antonio	Schools Division Office
13.	Edgar T. Timbol	Schools Division Office
14.	Dino Lemuel Visperas	Schools Division Office
15.	Gellian Jessa Casclang	Schools Division Office
16.	Willy Guieb	JJDVSTVSS
17.	Gary Desoloc	Lucao ES
18.	Maricris Ferrer	ECIS
19.	Cristina Aquino	Salapingao NHS
20.	Ma Rita Teresa Rinoza	WCES I
21.	Reymond Villare	ECIS-SHS
22.	Markconi Taroma	Carael NHS
23.	Medarlo De Leon	DCNHS-JHS
24.	John Silvester Alipio	FNCIS
25.	Agape Nabua	Sabangan ES
26.	Marisel Gatchalian	Pogo-Lasip
27.	Mary Jean Siapno	DCNHS-JHS
28.	Reynan Bautista	JJCVSTVSS
29.	Chona Clores	BBNHS-JHS
30.	Elmer Amansec	Suit ES
31.	Digno Lozano	DCNHS-JHS
32.	Pina Conchangco	DCNHS-SHS
33.	Salvacion Malanum	BBNHS-SHS
34.	Einee Biala	DCNHS-JHS

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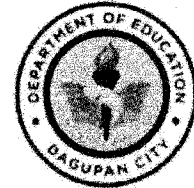
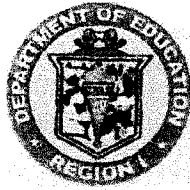
35. Herbert Perez	DCNHS-JHS
36. Filemon Rivo	BBNHS-JHS
37. Louie Ubando	BBNHS-JHS
38. Ricardo Beltran	Sabangan ES
39. Jeffrey Ceralde	Gen. Gregorio Del Pilar ES
40. Leah M. Surot	WCES I
41. Denel Camara	Salapingao NHS
42. Philip Mendoza	Carael NHS
43. Myla Mejia	DCNHS-SHS
44. Ireneo Paolo Talino	DCNHS-JHS
45. Princess Grace Kim	DCNHS-SHS

- Participants are advised to bring their laptop, extension cord and data connection. They are also advised to request access and have an advance reading of the learning resources at <http://bit.ly/DagupanCoachingMaterials>.
- Immediate and wide dissemination of the contents of this memorandum is much desired.



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LEARNING AND DEVELOPMENT PROGRAM PROPOSAL FORM

TITLE OF THE PROGRAM: SDO DAGUPAN Coach Certification Program Development Activity

TARGET PARTICIPANTS AND NUMBER OF PARTICIPANTS:

40 SDO Personnel (SDS, ASDS, 2 CES, 10 PSDS, 11 EPS, 10 School Heads, 2 HRDS, 2 PDOs, 1 SMME, 1 P&R)

PROPOSED DATE AND VENUE:

December 21-23, 2019 at the *Division Training Center*

FUNDING SOURCE: OSEC-1-19-3806

REGISTRATION FEE: None

PROPONENT/S: HRDS

I. RATIONALE:

Pursuant to Deped Order no. 42, s. 2017, the Schools Division will be working on a program which will help the school heads, master teachers and teacher leaders in honing their skills and competence in delivering sound technical assistance by proper coaching.

This activity will convene coaching experts in SDO Dagupan to draft and propose a coaching program to help develop new coaches in the field. Coaching is one of the vital functions of the master teachers and teacher leaders. It is also a way of ensuring that proficient teachers receive the needed technical assistance as well as support from their immediate superior and coach.

The SDO Dagupan Coach Certification Program will be a 30-hours face to face engagement with job-embedded learning. Other pertinent matters regarding the program will be decided through a focus group discussion.

II. OBJECTIVES:

1. Identify gaps, issues in coaching practices in LCs and address the identified gaps and issues; and
2. Develop SDO Dagupan Coach Certification Program learning resources.

III. TRAINING CONTENT and METHODOLOGIES

Title of the Session/Content	Objective	Key Learning Points	Methodology	Duration	Resource Person/s
Addressing the Gap	Identify the GAPS and issues which hinders proper	Gaps and Issues in actual coaching in the LCs	Focus Group Discussion	1 hour	Mitchellene Vigilia-Rivo

	coaching in the field.				
Priority Set	Identify ways how to address and set priorities	Priority Areas that needs to be address in order to develop a better COACH	Focus Group Discussion	1 hour	Ronie G. Bonao
Session Guide Writing	Participant should be able to produce a session guide and materials for their assigned tasks	Session guide for each identified session	Workshop (3 members for each group)	5 hours	Willy U. Guieb and Gary Desoloc
Presentation, Critiquing and Editing of Session Guides,	Enhance the draft session guides	Present session guides.	Focus Group Discussion	6 hours	NEAP National Facis and Assessors

IV. EXPECTED OUTPUTS:

SDO DAGUPAN COACH CERTIFICATION PROGRAM LEARNING RESOURCE PACKAGE

V. LIST OF TRAINERS (*Attach Trainer's/Resource Person's Profile and Supporting Documents*)

Name of Trainers/Resource Speakers	Area of Expertise	Relevant Qualifications	Topic Assigned
Maria Linda R. Ventenilla	School Governance and Operations	NEAP National Assessor	Lead Facilitator and Assessor
Ronie G. Bonao	School Leadership	NEAP Facilitator	Priority Setting
Willy U. Guieb	School Management	NEAP Facilitator	Session Guide Writing
Gary Desoloc	School Management	NEAP Facilitator	Session Guide Writing
Mitchellene Vigilia-Rivo	Language Education and Human Resource Development	NEAP Facilitator (Regional Level)	Priority Setting

VI. LIST OF IDENTIFIED PARTICIPANTS/Schools - Attachment C

VII. MANAGEMENT STRUCTURES:

Role	Name of the Person	Terms of Reference
<i>Over-all Chair</i>	Dr. Maria Celia J. Fernandez	Approving authority.
<i>Co-Chair</i>	Dr. Lourdes D. Servito	Will further review and recommend the approval of the activity.
<i>Program Manager</i>	Venus Maria SM. Estonilo	Will be in charge of the needs assessment and identification of topics, implementation and determination of the effectiveness of the program.
<i>Training Manager</i>	Maria Linda R. Ventenilla	Assist in the implementation of the program.
<i>Class Manager/Proponent</i>	Mitchellene Vigilia Rivo	Will be in charge of the monitoring of participants attendance and participation Will be in charge of the overall training design of the L&D Activity
<i>Logistic Officer</i>	Myrel Angelica N. Lopez	Will be in charge of identification of resources
<i>Finance Officer</i>	Harking Reyes	Will help in facilitating the release of funds.
<i>Welfare Officer</i>	Dr. Teresa Parayno	Will be in charge of the ensuring the physical fitness of all participants
<i>Quality Assurance Officer</i>	Isagani D. Rosario	Conduct the quality assurance before, during and after the activity.
<i>Documenters</i>	Gelliane Sable	Will be in charge of the pictures and narratives.
<i>Secretariat/Administrative Supports</i>	Diana Irish J. Solis	Will be in charge of attendance records and other technical assistance needed during the implementation of the program

VIII. RESOURCE PACKAGE/S (Attachment D) – (indicate number that is applicable)
SDO DAGUPAN COACH CERTIFICATION PROGRAM LEARNING RESOURCE PACKAGE

IX. BUDGETARY REQUIREMENTS

ITEM OF EXPENDITURE	UNIT COST	# REQUIRED (e.g. # of pax or RP)	DAYS REQUIRED	SUB-TOTAL	SUB-TOTAL
<i>For Live-OUT Event:</i>					
AM and PM Snacks <i>h/Menu</i>	560	40	2	44,797.00	44,000.00
Supplies and Materials			395.00		
Multi-purpose paper	39.50	10	358.00		
Pentel Pen	44.75	8	2,550.00		4,703.00

Coupon Bond (A4)	255.00	10	1,400.00		
Printer Ink (L3150)	1,400.00	1 set			
Streamer/ Banner	500.00	8x10	1	500.00	
Sub-TOTAL:					
GRAND TOTAL					50,003.00

The said costing will be subjected to the usual accounting rules and regulations.

X. Monitoring and Evaluation

This monitoring and evaluation of this learning and development activity will be facilitated by the School Management, Monitoring and Evaluation Section. Before the conduct of the activity, the SMEE representative will determine the readiness of the needed resources. During the activity, they will facilitate the gathering of evaluation responses from the participants using the Online Monitoring and Evaluation tool. They will also conduct the onsite monitoring and spearhead the debriefing session. After the activity, the responses will be consolidated. QAME Form 2 will then be forwarded to the program manager.

Prepared by:

gr
MITCHELLENE VIGILIA-RIVO
SEPS-HRDS

Attested the Availability of Allocated Funds:

Zenaída Q. Peralta
ZENAIDA Q. PERALTA
Budget Officer

Recommending Approval:

Venus Maria Sm. Estonilo
VENUS MARIA SM. ESTONILO, EdD
CES-CID

Maria Linda R. Ventenilla
MARIA LINDA R. VENTENILLA
CES- SGOD

Lourdes D. Servito
LOURDES D. SERVITO, EdD, CESE
Assistant Schools Division Superintendent

APPROVED:

Maria Celia Junio Fernandez
MARIA CELIA JUNIO FERNANDEZ, EdD, MDM-SEC
Schools Division Superintendent