



Republic of the Philippines
Department of Education

REGION IV-A

SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

December 9, 2021

DIVISION MEMORANDUM

NO. **461**, s. 2021





To: Assistant Schools Division Superintendents
 Chief, Curriculum and Implementation Division
 Chief, School Governance and Operations Division
 All Unit and Section Heads
 Public Schools District Supervisors
 All School Heads
 Selected Master Teachers
 All Concerned

PART II- IMPLEMENTATION OF STRENGTHENING COACHING AND MENTORING CULTURE IN DEPED CAVITE PROVINCE

1. Aligned with the Quality Management System, as part of continuous improvement efforts to better improve professional practice and strengthen integration of mentoring and coaching in the Division, this Office announces the conduct of the NEAP-recognized training program titled **Strengthening Coaching and Mentoring Culture in DepEd Cavite Province on December 14-15, 2021, 8:00am to 12:00pm via Zoom Application.**
2. Participants to this activity are the School Leaders, particularly the Education Program Supervisors, Public Schools District Supervisors, Senior Education Program Specialists, Division Section and Unit Heads, School Heads, and selected Master Teachers.
3. Anent to this, Public Schools District Supervisors are directed to inform the same set of Master Teacher attendees to participate in the part II of this training activity based on the numbers listed below:

District	Number of Master Teacher Participants
Alfonso	11
Amadeo	7
Carmona	11
GEA-Bailen	4



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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GMA	25
Indang	8
Kawit	13
Magallanes	4
Maragondon	10
Mendez	5
Naic	13
Noveleta	4
Rosario	11
Silang	49
Tagaytay City	18
Tanza	39
Ternate	2
Trece Martires City	19

- Zoom link shall be sent via the registered email addresses, thus all target participants are advised to pre-register at <https://tinyurl.com/CoachingCulture-Reg> until **December 10, 2021, Friday, 5:00 pm.**
- Attached are the program matrix, program management team and terms of reference.
- All expenses utilized shall be subject to usual accounting and auditing rules and regulations.
- For clarifications, please contact the program proponent, ASDS Randy D. Punzalan through email at randy.punzalan@deped.gov.ph.
- Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

RPS/DMno.461, s/2021
120921-052 /12/09/21



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Attachment 1 to Division Memorandum titled "STRENGTHENING COACHING AND MENTORING CULTURE IN DEPED CAVITE PROVINCE"

PROGRAM MATRIX

Date/ Time	Activity	Speaker/ Facilitator
Day 1- December 14, 2021		
8:00-8:30 am	Preliminaries National Anthem Prayer DepEd Quality Policy Program Protocols Raison d' etre Inspirational Message	PMT RANDY D. PUNZALAN ASDS ROMMEL C. BAUTISTA, CESO V SDS
8:30 am-9:30 am 11 am	Topic I	MONTANO L. AGUDILLA, JR. Teacher II- SDO Tayabas City
9:30 am- 9:35 am	Health Break	
9:35 am- 10:35 am	Topic II	MAGDALENO LUBIGAN Principal IV/ NEAP Certified Learning Facilitator
10:35 am- 10:40 am	Health Break	
10:40 am- 11:40 am	Topic III	BERNADETTE S. SUMAGUI Principal IV/ NEAP Certified Learning Facilitator
11:40 am- 11:50 am	Open Forum	
	Reminders	
	Closing Remarks	GALILEO L. GO ASDS
Day 2- December 15, 2021		
8:00-8:30 am	Preliminaries Makabayan Song Prayer DepEd Quality Policy Program Protocols Opening Message	PMT RANDY D. PUNZALAN ASDS



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8:30 am-10:30 am	Presentation of Outputs and Processing	MONTANO L. AGUDILLA, JR. Teacher II- SDO Tayabas City MAGDALENO LUBIGAN Principal IV/ NEAP Certified Learning Facilitator BERNADETTE S. SUMAGUI Principal IV/ NEAP Certified Learning Facilitator
10:30 am- 10:35 am	Health Break	
10:35 am- 11:50 am	Presentation of Outputs and Processing	MONTANO L. AGUDILLA, JR. Teacher II- SDO Tayabas City MAGDALENO LUBIGAN Principal IV/ NEAP Certified Learning Facilitator BERNADETTE S. SUMAGUI Principal IV/ NEAP Certified Learning Facilitator
11:50 am – 12:00 pm	Awarding of Certificates Insights Challenge Acceptance of Challenge Closing Remarks Community Song	GALILEO L. GO ASDS
<i>End of Training</i>		
Moderator: CAMILLE R. ORTILLA		



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Attachment 2 to Division Memorandum titled "STRENGTHENING COACHING AND MENTORING CULTURE IN DEPED CAVITE PROVINCE"

Program Management Team and Terms of Reference		
Committee	Terms of Reference	Members
Executive	Oversee the entire implementation of the training program	Rommel C. Bautista Randy D. Punzalan Galileo L. Go Elpidia B. Bergado Diana P. Topacio
Program/ Planning	<ul style="list-style-type: none">· Prepare all documentary requirements such as, but not limited to, activity proposal· Organize and lead the whole program flow· Coordinate duties and responsibilities of PMT members	Rommel C. Bautista Randy D. Punzalan Galileo L. Go Elpidia B. Bergado Diana P. Topacio



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Training Materials	Ensure completeness, transport, safekeeping, and distribution of training materials.	Ronalyn P. Salazar Ronald Kevin Del Rosario Camille R. Ortila
Attendance and Certificates	<ul style="list-style-type: none">· Prepare and secure the accomplishment of registration and attendance sheets (whether printed or online)· Prepare and ensure dissemination of certificates for participants and PMT members	Mona Karllaine Cortez Ronel Asas
Technical	<ul style="list-style-type: none">· Collect/ prepare/ assist in preparation and lead in playing of audio-visual presentations and materials to be used· Provide technical assistance on setting up and managing the platform to be used for online/ virtual activities	Jay Dayrit Matthew Tolentino



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Documentation	<ul style="list-style-type: none">· Prepare/ collect all audio-visual presentations and materials to be used during the event· Prepare a narrative or news report regarding the event· Assist in accomplishing the Activity Completion Report	May Anne Romanes Lito Camo, Jr. Neil Ivan Lontoc
Monitoring and Evaluation/ QATAME	<ul style="list-style-type: none">· Prepare QATAME link/ form· Consolidate participants' evaluation of conducted activity and identify areas for improvement· Provide proponent and all units concerned with a copy of the evaluation results with corresponding recommendations	Maria Belen C. Mojica Kristine G. dela Rosa
Moderator	Ensure smooth flow of the program	Camille R. Ortila



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