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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

April 8, 2022

**OFFICE MEMORANDUM**

No. **205**, s. 2022

To:

Schools Division Superintendents } Ormoc City  
Leyte  
HRDD Chief  
All Others Concerned

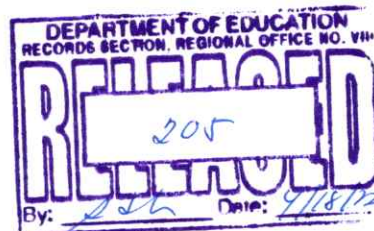
**ACTIVITIES RELATIVE TO COACHING AND MENTORING**

1. The Teacher Education Council (TEC) will conduct different activities relative to the Enhancement and Finalization of Coaching and Mentoring Policy for Cooperating Teachers. The main objective of the activity is to enhance and finalize the policy on Coaching and Mentoring of Cooperating Teachers.
2. The identified participants for the above-mentioned activity in our Region were **SDS Marilyn Siao, ASDS Roberto Mangaliman, and HRDD Chief Mercedes D. Sarmiento**. Participants are requested to register through this link: <https://tinurl.com/mvfmwm9w> on or before **April 22, 2022**. The details of the activities and other information are enclosed for your reference
3. Immediate dissemination and compliance of this memorandum are desired.

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Reference/s:  
MEMORANDUM DM-CI-2022-00109

HRDD-NEAP-MCP



Government Center, Candahug, Palo, Leyte  
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**ISO 9001:2015 Certified**

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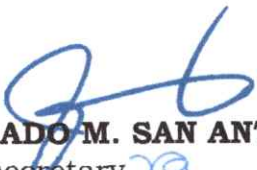
Republic of the Philippines

## Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

### MEMORANDUM DM-CI-2022-00109

TO : Regional Directors  
Schools Division Superintendents  
TWG Members on Coaching and Mentoring  
All Other Concerned

FROM :   
**DIOSDADO M. SAN ANTONIO**  
Undersecretary *ra sanantonio*

SUBJECT : **Activities Relative to Coaching and Mentoring**

DATE : **30 March 2022**

1. The Teacher Education Council (TEC) will conduct different activities relative to the Enhancement and Finalization of Coaching and Mentoring Policy for Cooperating Teachers. The main objective of this activity is to enhance and finalize the policy on Coaching and Mentoring of Cooperating Teachers.
2. The details of the activities are as follows:

Activity	Date	Venue
Planning Meeting with TWG	March 30, 2022	TEC Conference Room DepEd Central Office
Enhancement of the Coaching and Mentoring Policy (Luzon)	April 26 – 29, 2022	Quezon Province (specific venue TBA)
Enhancement of the Coaching and Mentoring Policy (Visayas)	May 3 – 6, 2022	Bohol Province (specific venue TBA)
Enhancement of the Coaching and	May 24 – 27, 2022	General Santos City (specific venue TBA)

Mentoring Policy (Mindanao)		
Pre-finalization of the Coaching and Mentoring Policy	May 31 – June 1, 2022	Antipolo City (specific venue TBA)
Finalization of the Coaching and Mentoring Policy	June 27 – 28, 2022	Tagaytay City (specific venue TBA)

3. The participants of this activity are TWG Members, select Assistant Regional Directors, select Schools Division Superintendents, select Deans, chairs, and other external stakeholders in education.
4. The workshop will be conducted using hybrid modality. Qualified participants on the face to face will be coming from nearby schools, colleges and universities within the area.
5. All participants joining face-to-face are required to bring their own laptops, earphones/headphones, extension cord and pocket wi-fi.
6. All participants of this activity whether online or onsite must register through this link: <https://tinyurl.com/mvfmwm9w> on or before April 22, 2022.
7. The program of activities and the list of participants are enclosed for your reference.
8. All expenses relative to the board and lodging of the participants including supplies and materials shall be charged against 2022 TECS Continuing Funds while transportation expenses shall be charged to local funds subject to the existing accounting and auditing rules and regulations
9. For more information and clarification, please feel free to contact the Teacher Education Council (TEC) Secretariat through [teacheredsecretariat@gmail.com](mailto:teacheredsecretariat@gmail.com) or [tec@deped.gov.ph](mailto:tec@deped.gov.ph).
10. Immediate dissemination of this Memorandum is earnestly desired.



Republic of the Philippines  
**Department of Education**  
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

*Enclosure 1a Consultative Meeting*

**Planning Meeting with the Technical Working Group**  
**March 30, 2022**  
**Zoom Meeting Platform**

**Schedule of Activities**

<b>Time</b>	<b>Activity</b>	<b>Resource Person/In-charge</b>
8:30 AM – 9:00 AM	Log-in of Participants	TEC Secretariat
9:01 AM – 9:05 AM	Preliminaries ➤ National Anthem ➤ Opening Prayer ➤ Webinar Etiquette	Audio Visual Presentation
9:06 AM – 9:10 AM	Welcome Remarks	<b>Dr. Runvi V. Manguerra</b> <i>Executive Director II</i> TEC Secretariat
9:10 AM – 9:20 AM	Statement of Purpose	<b>Dr. Annabel J. Casumpa</b> <i>TEC Representative for</i> <i>Mindanao</i>
9:20 AM–9:50 AM	Walkthrough on the Coaching and Mentoring Journey	<b>Dr. Evelyn G. Chavez</b> <i>Former TEC Representative</i> <i>for Mindanao &amp; C &amp; M Focal</i> <i>Person</i>
9:50 AM – 10:00 AM	<b>Health Break</b>	
10:00 AM – 11:30	Planning for the Enhancement (Brainstorming)	<b>Dr. Felina P. Espique</b> <i>TEC Representative for Luzon</i>
11:30 AM-12:00 NN	Wrap up and Ways Forward	<b>Dr. Jestoni P. Babia</b> <i>TEC Representative for</i> <i>Visayas</i>

Output of the Day: Action Plan and Program Matrix for the Workshop

*Enclosure 1b List of Participants for Consultative Meeting*

<b>No.</b>	<b>Name</b>	<b>Station</b>
1	Dr. Felina P. Espique	TEC Representative - Luzon
2	Dr. Jestoni P. Babia	TEC Representative - Visayas
3	Dr. Annabel J. Casumpa	TEC Representative - Mindanao
4	Dr. Garry C. Cachuela	TEC Subject Representative - Mathematics
5	Dr. Archie B. Resos	TEC Subject Representative - Social Studies
6	Dr. Thomas Edison E. Dela Cruz	TEC Subject Representative - Science
7	Dr. Jennie V. Jocson	TEC Subject Representative - Language
8	Dr. Soraya Faculo	TWG Member
9	Dr. Ma. Celina Vega	TWG Member
10	Dr. Esmalia Cabalang	TWG Member
11	Dr. Runvi V. Manguerra	TEC Secretariat
12	Ms. Donnabel B. Bihasa	TEC Secretariat
13	Ms. Rosanna Marie B. Alcosaba	TEC Secretariat
14	Mr. Jun M. Garcia	TEC Secretariat
15	Ms. Stephanie P. Paragas	TEC Secretariat
16	Elizabeth M. Ladia	TEC Secretariat
17	Carmelo A. Samson Jr.	TEC Secretariat



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*Enclosure 2a Enhancement of the Coaching and Mentoring Policy*

**Enhancement of the Coaching and Mentoring Policy**  
**April 26-29, 2022 (Luzon – Quezon Province)**  
**May 3 – 6, 2022 (Visayas – Bohol Province)**  
**May 24 – 27, 2022 (Mindanao – General Santos City)**  
**Hybrid Modality (Meeting Credentials TBA)**

**Day 1 - Arrival of Participants**  
**Orientation and House Rules**

**Day 2**

**Schedule of Activities**

<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
8:00 – 8:15	Registration	TEC Secretariat
8:15 – 8:25	Opening Program -National Anthem -Prayer -Opening Remarks -Introduction of Participants -Webinar Etiquette	TEC Secretariat Dir. Runvi V. Manguerra
8:25 – 8:40	Background and Statement of Purpose	Dr. Annabel J. Casumpa
8:40 – 9:15	Sharing of C & M Draft Policy	Dir. Runvi V. Manguerra
9:15 – 9:30	Brainstorming	Dr. Jestoni P. Babia
9:30 – 9:40	AM SNACKS	
9:40 – 12:00	Workshop 1 – Review and enhance the draft policy	
12:00 1:00	Lunch break	
1:00 – 1:15	TECexercise	TEC Secretariat
1:15 – 2: 20	Presentation of Output	Workshop 1
2:20 – 3:20	Feedbacking	
3:20 – 3:30	PM SNACKS	
3:30 – 5:00	Workshop 2 – Enhancement of the Rationale, Scope, Policy Statement and Definition of Terms	

Output of the Day: Consolidated comments, suggestions, and recommendations for the enhancement of the policy

**Day 3****Schedule of Activities**

<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
8:00 – 8:10	Registration	TEC Secretariat
8:10 – 8:30	Management of Learning	TEC Secretariat
8:30 – 9:30	Presentation of Output Workshop 2	
9:30 – 9:50	Feedbacking	
9:50 – 10:00	AM SNACKS	
10:00 – 12:00	Workshop 3 – Enhancement of Framework and Procedure	
12:00 1:00	Lunch break	
1:00 – 1:15	TECexercise	TEC Secretariat
1:15 – 3: 20	Continuation of Workshop 3 – Roles and Responsibilities	
3:20 – 3:30	PM SNACKS	
3:30 – 5:00	Presentation of Workshop 3	

Output of the day: Enhanced Rationale to Procedure of the policy

**Day 4****Schedule of Activities**

<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
8:00 – 8:10	Registration	TEC Secretariat
8:10 – 8:30	Management of Learning	TEC Secretariat
8:30 – 9:30	Presentation of the Enhanced Policy	
9:30 – 9:50	Feedbacking	
9:50 – 10:00	AM SNACKS	
10:00 – 12:00	Organization of the Monitoring and Evaluation of the policy	
12:00 1:00	Lunch break	
1:00 – 1:15	TECexercise	TEC Secretariat
1:15 – 3: 20	Continuation of the Workshop	
3:20 – 3:30	PM SNACKS	
3:30 – 4:30	Presentation of the output	
4:30 – 5:00	Closing Program	

Output of the day: Enhanced Policy on Coaching and Mentoring of Cooperating Teachers



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Enclosure 2b

**List of Participants**

**Central Office**

<b>No.</b>	<b>Name</b>	<b>Station</b>
1	Dr. Felina P. Espique	TEC Representative - Luzon
2	Dr. Jestoni P. Babia	TEC Representative - Visayas
3	Dr. Annabel J. Casumpa	TEC Representative - Mindanao
4	Dr. Garry C. Cachuela	TEC Subject Representative - Mathematics
5	Dr. Archie B. Resos	TEC Subject Representative - Social Studies
6	Dr. Thomas Edison E. Dela Cruz	TEC Subject Representative - Science
7	Dr. Jennie V. Jocson	TEC Subject Representative - Language
8	Dr. Runvi V. Manguerra	TEC Secretariat
9	Ms. Donnabel B. Bihasa	TEC Secretariat
10	Ms. Rosanna Marie B. Alcosaba	TEC Secretariat
11	Mr. Jun M. Garcia	TEC Secretariat
12	Ms. Stephanie P. Paragas	TEC Secretariat
13	Elizabeth M. Ladia	TEC Secretariat
14	Carmelo A. Samson Jr.	TEC Secretariat
15	Dr. Soraya Faculo	TWG Member
16	Dr. Ma. Celina Vega	TWG Member
17	Dr. Esmalia Cabalang	TWG Member
18	NEAP Representative	NEAP - QAD



### Field Offices

No.	Name	Region	Office/Station
1	Ginadine Balagso	CAR	Kalinga SDO
2	Jennifer Ande		Regional Office
3	Florante E. Vergara		ARD – Regional Office
4	Mariecon Ramirez	Region I	Ilocos Norte SDO
5	Dinah Bonao		Regional Office
6	Eduardo Escorpiso	Region II	Batanes SDO
7	Jerry B. Sario Jr.		Regional Office
8	Roland Fronda	Region III	Bataan SDO
9	William Bacani		Regional Office
10	Luz B. Osmena	CALABARZON	Regional Office
11	Regina Marino		Quezon SDO
12	Cherrylou D. Repia		ARD - Regional Office
13	Laida Mascarenas	MIMAROPA	Marinduque SDO
14	Flordeliza Dimansana		Regional Office
15	Luisa Samaniego	Region V	Ligao City SDO
16	Sancha Nacion		Regional Office
17	Jennilyn Rose Corpuz	NCR	QC SDO
18	Alfredo G. Desamparo		Regional Office
19	Roel Bermejo	Region VI	Iloilo SDO
20	Susan Severino		Regional Office
21	Flordeliza Sambrano	Region VII	Regional Office
22	Marilyn S. Andales		Cebu Province
23	Marilyn Siao	Region VIII	Leyte SDO
24	Mercedes Sarmiento		Regional Office
25	Felix Romy Triambulo	Region IX	Dapitan City SDO
26	Marietta Anhaw		Regional Office
27	Raymund Antolo	Region X	Regional Office
28	Cherry Mae Limbaco		CDO City
29	Victor G. de Gracia Jr.		ARD – Regional Office
30	Lorna Mapinogos	Region XI	Regional Office
31	Ailyn Anonuevo		Panabo City SDO
32	Mervie Seblon	Region XII	Regional Office
33	Ma. Teresa Dinero		General Santos SDO
34	Lorenzo Macasocol	CARAGA	Cabadbaran City SDO
35	Flordelisa Dalin		Regional Office

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*Enclosure 3a Pre-Finalization & Finalization of the Coaching and Mentoring Policy*

**Pre – Finalization & Finalization of the Coaching and Mentoring Policy**  
**May 31 – June 1, 2022 (Antipolo City)**  
**June 27 – 28, 2022 (Tagaytay City)**

**Schedule of Activities**

**Day 1**

<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
8:00 – 12:00	Arrival / Billeting of Participants	
12:00 – 1:00	Lunch / Registration	TEC Secretariat
1:00 – 1:15	Opening Program National Anthem Opening Prayer TECexercise	TEC Secretariat
1:15 – 1:30	Opening Remarks	Dir. Runvi V. Manguerra
1:30 – 1:45	Statement of Purpose	Dr. Annabel J. Casumpa
1:45 – 2:15	Walkthrough of the Coaching and Mentoring Journey	TWG Member
2:15 – 3:00	Brainstorming and Feedbacking on the Draft Policy	Dr. Felina P. Espique
3:00 – 3:10	PM Snacks	
3:10 – 4:10	Writeshop 1	
4:15 – 5:00	Presentation of Writeshop 1	

Output of the Day: Initial Draft of the Policy

**Day 2**

<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
8:00 – 9:00	Registration	TEC Secretariat
9:00 – 9:15	Management of Learning	TEC Secretariat
9:15 – 10:15	Presentation of Output	
10:15- 10:30	Feedbacking on Day 1 Output	
10:30– 10:40	AM Snack	
10:40 – 12:00	Finalization of the draft policy	
12:00 – 1:00	Lunch Break	
1:00 – 1:15	TECexercise	TEC Secretariat
1:15 – 3:00	Presentation of the Finalized Policy	

3:00 – 3:15	PM Snack	
3:15 – 4:00	Closing Program	TEC Secretariat

Output of the Day: Finalized Policy

*Enclosure 3b – List of Participants*

**Central Office**

1. Dr. Felina P. Espique	TEC Representative - Luzon
2. Dr. Jestoni P. Babia	TEC Representative - Visayas
3. Dr. Annabel J. Casumpa	TEC Representative - Mindanao
4. Dr. Garry C. Cachuela	TEC Subject Representative - Mathematics
5. Dr. Archie B. Resos	TEC Subject Representative - Social Studies
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12. Ms. Stephanie P. Paragas	TEC Secretariat
13. Elizabeth M. Ladia	TEC Secretariat
14. Carmelo A. Samson Jr.	TEC Secretariat
15. Dr. Soraya Faculo	TWG Member
16. Dr. Ma. Celina Vega	TWG Member
17. Dr. Esmalia Cabalang	TWG Member
18. NEAP Representative	NEAP – QAD



Republic of the Philippines

**Department of Education**  
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

**Field Offices**

<b>No.</b>	<b>Name</b>	<b>Region</b>	<b>Office/Station</b>
1.	Teresa Bautista	Region I	Regional Office
2.	Alexander Geronimo	Region II	Regional Office
3.	Viernalyn Nama	CALABARZON	Regional Office
4.	Christopher Diaz	CALABARZON	Antipolo City
5.	Rommel S. Beltran	CALABARZON	Antipolo City
6.	Nimrod Bantigue	MIMAROPA	Calapan City
7.	Socorro Dela Rosa	Region V	Catanduanes SDO
8.	Jerry Lego	Region VI	Iloilo SDO
9.	Tomas Pastor	Region VII	Regional Office
10.	Roberto Mangaliman	Region VIII	Tacloban City SDO
11.	Gloria Carpio	Region IX	Zamboanga City SDO
12.	Cyril Solitaria	Region X	CDO City SDO
13.	Danny Canda	Region XI	Regional Office
14.	Shirley Bulosan	Region XII	Regional Office
15.	Felisa Laranjo	CARAGA	Agusan del Norte