



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

September 23, 2024

OFFICE MEMORANDUM
HRDD-2024- **487**

SUBMISSION OF COACHING AND MENTORING PLAN AND COACHING AND MENTORING COMPLETION REPORT

To: Director III
Functional Division Chiefs
All Others Concerned

1. In line with our commitment to continuous professional development and ensuring effective implementation of coaching practices across offices within the Regional Office, the Office, through the Human Resources Development Division (HRDD), informs all Functional Divisions/Units of the submission of the Coaching and Mentoring Plan and Coaching and Mentoring Completion Report for Quarters 1 to 4.
2. All divisions/units are expected to submit the following documents:
 - a. **Coaching and Mentoring Plan for Quarters 1-4**
This should include the objectives, strategies, timelines, and expected outcomes of the coaching activities conducted within the specified quarters.
 - b. **Coaching and Mentoring Completion Report for Quarters 1-4**
This report should detail the coaching sessions conducted, including the participants, topics covered, outcomes achieved, and any challenges or recommendations for future coaching activities.
3. The deadline for submission of these documents is December 13, 2024. Kindly ensure that the reports are comprehensive and submitted on or before the deadline to HRDD.
4. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO III



HRDD-TJCP



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph

Page 1 of 1





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

COACHING PLAN

Terminal Objective:					
<i>(State what coachee will be able to do by the end of the entire coaching intervention.)</i>					
Session / Time	Session Objectives	Means of Verification	Topic / Content	Highlights Process	Resources
Indicate start and end time for each coaching session.	State what coachee will be able to do by the end of each session.	Indicate specific output that coachee is expected to produce or behavior to be demonstrated (if any) by end of each session.	List down topics to be covered in each session.	Indicate specific methodologies that will be employed during coaching session; e.g., one-on-one discussion; guided activity; etc.	List down equipment, technologies, supplies, materials, and other resources needed during coaching.
Session 1					
Session 2					



Address: Government Center, Candahug, Palo, Leyte
 Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>



Doc. Ref. Code	RO-HRDD-F027	Rev	00
Effectivity	07.31.23	Page	1 of 2

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

Session 3				
Coach	Signature	Coachee	Signature	Position/RO Division
	Name		Name	
	Position/RO Division		Position/RO Division	



Address: Government Center, Candahug, Palo, Leyte
 Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>



Doc. Ref. Code	RO-HRDD-F027	Rev	00
Effectivity	07.31.23	Page	2 of 2



Republic of the Philippines
Department of Education
REGION VIII – EASTERN VISAYAS

COACHING COMPLETION REPORT

Coachee	Name:	
	Position:	
	Office:	
Coach	Name:	
	Position:	
	Office:	
Date of Report		

Coaching Report

Situation Prior to Coaching:

(Describe the specific performance challenge and/or competency gap that triggered the need for coaching. You may refer to the validated needs assessment.)

Coaching Period:

(Indicate inclusive dates of coaching intervention.)

Terminal Objective:

(What is the coachee expected to do better by the end of the coaching intervention? Cull this from the Coaching Design.)

Success Indicators:

(What criteria are used to show whether the Terminal Objective has been achieved? Cull this from the Coaching Design.)

Results:

(Based on the Terminal Objective and Success Indicators, state what has been achieved by the coaching intervention, i.e., describe what the coachee is now able to do better in the workplace; cite any contribution of improved competency and performance to the work of the office or school. Include unintended or unplanned results, if any.)



Address: Government Center, Candahug, Palo, Leyte

Telephone No.: (053) 832-5738

Email Address: region8@deped.gov.ph

Website: region8.deped.gov.ph

Doc. Ref. Code	RO-HRDD-F028	Rev	00
Effectivity	07.31.23	Page	1 of 2



CERTIFICATION NO. PMP 0382
21 91 0108

Coaching Report

Facilitating Factors:

(What factors helped in achieving coaching objectives?)

Hindering Factors:

(What factors did not help in achieving coaching objectives, and what actions were taken to address them?)

Lessons Learned:

(What were your most significant learning from the coaching intervention? Or if you were to have another coaching intervention, what would you do differently and why?)

Coach	Signature		Coachee	Signature	
	Name			Name	
	Position/ RO Division			Position/ RO Division	