



Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



October 15, 2019

DIVISION MEMORANDUM
No. 383, s. 2019

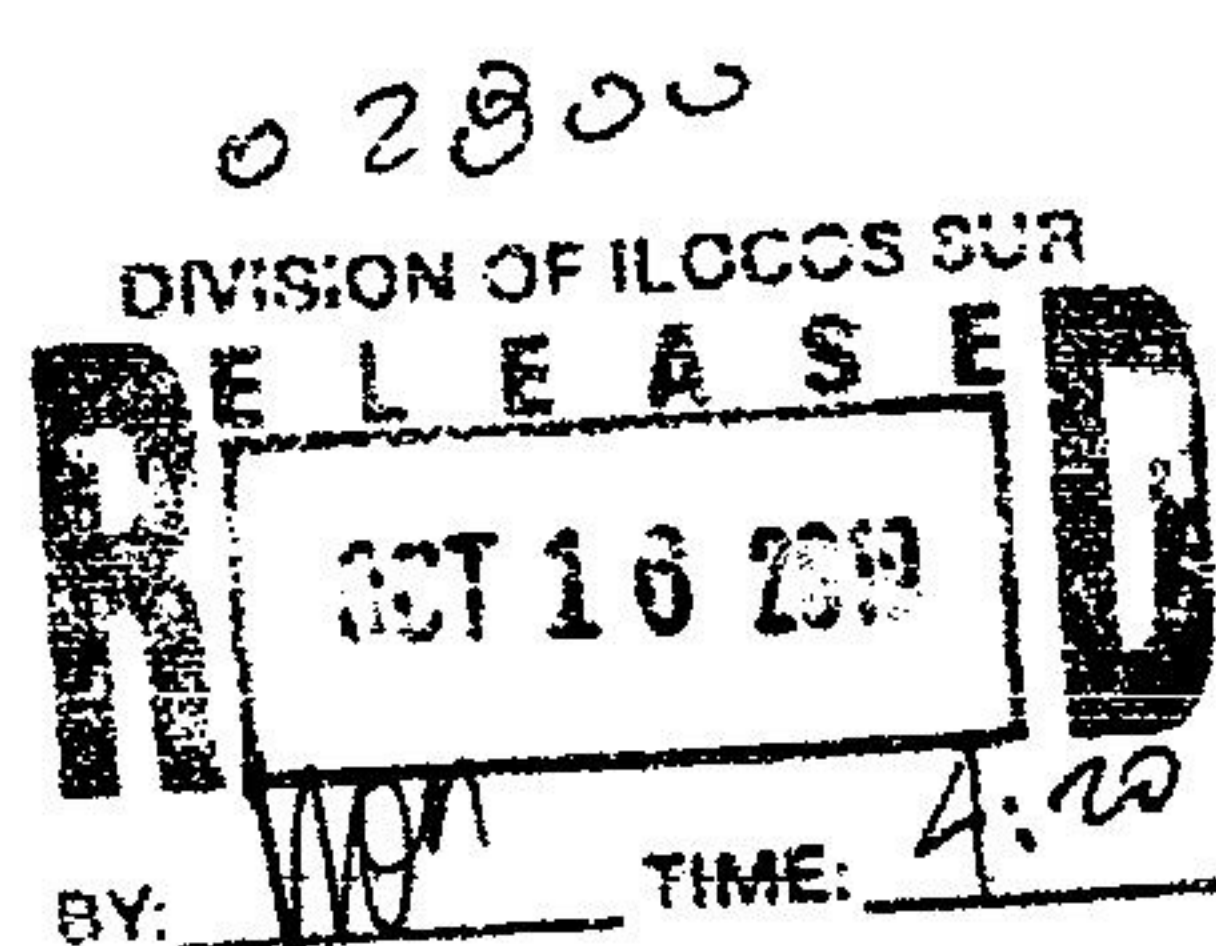
DIVISION TRAINING ON COACHING AND MENTORING

TO: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
School Heads/Department Heads/Key Teachers
All Others Concerned

1. Consistent with the continuous improvement in the Department of Education towards the attainment of better quality of education, the Schools Division of Ilocos Sur will conduct the Division Training on Coaching and Mentoring on October 22-23, 2019 at Hotelinda Suites, Vigan City, Ilocos Sur.
2. The participants to the aforementioned activity are Public Schools District Supervisors (PSDSs), Schools Heads, Department Heads and/or Key Teachers. Please be guided with the following schedule and number of participants shown on the table below.

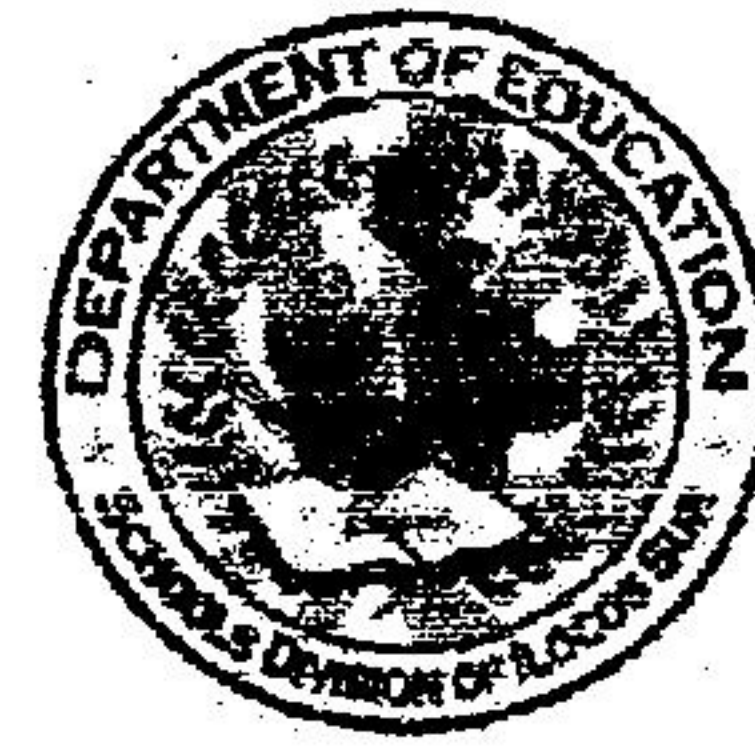
Date	Participants	Number of Participants
October 22, 2019	Public Schools District Supervisors	10
	All Secondary School Heads	66
	Elementary School Heads (2 per District)	56
October 23, 2019	Secondary Department Heads/Key Teachers (Raters) (1 per Secondary School)	66
	Elementary Master Teachers/Raters (2 per District)	56

3. Attendance of all concerned is a MUST. It is advised that all participants shall give their full commitment on the said activity. Public Schools District Supervisors (PSDS) shall facilitate the identification of participants and help ensure their attendance. Identified participants shall submit a letter of explanation in case of failure to attend the activity.





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4. Transportation and other incidental expenses of participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. For information, guidance and attendance of all concerned.


JORGE M. REINANTE CSEE, CEO VI, CESO V,
Schools Division Superintendent

To be indicated in the perpetual index
under the following subject:

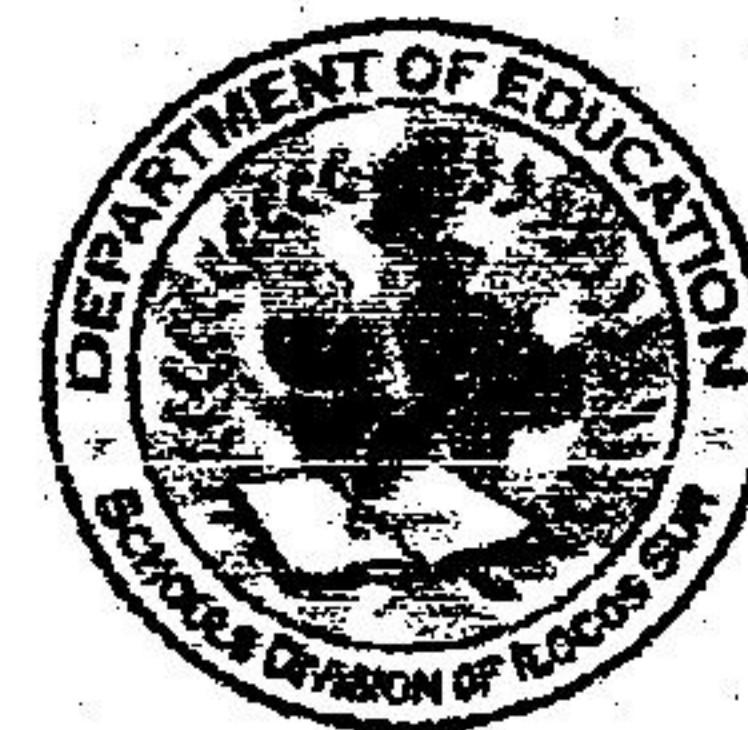
Division Training

Coaching and Mentoring

Participants



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DIVISION TRAINING ON COACHING AND MENTORING
Hotelinda Suites, Vigan City, Ilocos Sur
October 22-23, 2019

TIME	ACTIVITY/TOPIC	BRIEF DESCRIPTION	PERSON/S INVOLVED
7:00AM-8:00AM	Registration		Secretariat Mrs. Alona Campo Education Program Specialist II Mrs. Marillac Quinsa Project Development Officer I
8:01AM-8:30AM	Opening Program	National Anthem Prayer Region I Hymn Ilocos Sur Hymn Zumba Presentation of Participants Opening Remarks Message Statement of Objectives and Purpose and Session Norms	AVP Mrs. Rodessa R. Riputola Education Program Specialist II Dr. Arnel C. Doctolero OIC, Office of the Assistant Schools Division Superintendent Mr. JORGE M. REINANTE, CSEE, CEO VI, CESO V Schools Division Superintendent Dr. Philip John Gregory Aldos Chief Education Supervisor, SGOD
8:31AM-9:00AM	Session 1	The Roles and Qualities of a Coach, a Mentor, and a Mentee	Dr. Maria Salome R. Abero Chief Education Supervisor, CID
9:01AM-9:15AM	HEALTH BREAK		
9:16AM-10:00AM	Session 2	Principles and Practices of Coaching and Mentoring	Dr. Jovita De Castro Principal IV Mabilila Integrated School
10:01AM-12:00NN	Session 3	Establishing Smooth Interpersonal Relationship	Dr. Arnel C. Doctolero OIC, Office of the Schools Division Superintendent
12:01PM-1:00PM	LUNCH		
1:01PM-2:00PM		Giving Effective Performance Feedback	Dr. Lourdes Arucan Principal IV Lungog Integrated School
2:01PM-3:00Pm	Session 4	Preparing a Coaching Plan using the GROW Model	Mrs. Ma. Concepcion Iglesias Assistant Principal II, Narvacan National Central High School
3:01PM-4:00PM	Session 5	Approaches and Phases of Mentoring	Dr. Gemmalyn Jacosalem Principal IV, Sta. Lucia South Central School
4:01PM-5:00PM	Ways Forward Closing Program		Dr. Honeylet C. Zamora Senior Education Program Specialist, HRD Mrs. Rodessa R. Riputola Education Program Specialist II, HRD

Master of Ceremonies: **Dr. Honeylet C. Zamora, SEPS**
Mrs. Rodessa R. Riputola, EPS-II

APPROVED:

JORGE M. REINANTE CSEE, CEO VI, CESO V,
Schools Division Superintendent