



January 6, 2020

**RELEASED**  
 JAN 07 2020  
 DEPED-CAR

**REGIONAL MEMORANDUM**

No. 008.2020

**PARTICIPATION OF THE DEPED - CAR COACHING AND MENTORING CORE TEAM IN THE ROLL - OUT OF THE USE OF MODULES ON COACHING AND MENTORING FOR COOPERATING TEACHERS**

**TO: Schools Division Superintendents  
 All Others Concerned  
 All Divisions**

1. This has reference to Memorandum DM-CI-2019-00228 dated July 16, 2019 titled National Roll – out of Modules on Coaching and Mentoring for Cooperating Teachers (Phase I). The said activity shall be conducted by the Schools Division Offices and the composite team comprised of the representatives from each Schools Division Office who attended the said training on September 18 – 19, 2019 together with the SGOD Education Program Supervisor as the focal person on coaching and mentoring and HRDD Senior Education Program Specialist.
2. The activity aims to enhance the capacities of Cooperating Teachers (CTs) on coaching and mentoring pre-service teachers towards the attainment of the beginning teacher indicators (BTIs).
3. The conduct of the said activity shall be any day from January 2020 to May 2020.
4. Relative to this, each Schools Division Superintendents is requested to ensure the conduct of the activity and participation of members of DepEd – CAR Coaching and Mentoring Core Team under their supervision (see Enclosure 1) through the release of appropriate issuances, travel authority, and/or provision of support fund for travel expenses, as necessary, subject to existing accounting, auditing rules and regulations.
5. Each SDO is likewise requested to provide a copy of their schedule to the Regional Office through the Human Resource Development Division (HRDD) for RO Monitoring and submit a copy of Program Completion Report following the template attached to this Memorandum.
6. In order to maintain engaged time-on-task at the School Level, **School Heads are requested to ensure that substitution plans are observed** for teachers who are members of the Core Team and will serve as Resource Speakers.
7. Immediate dissemination of and strict compliance to this Memorandum is directed.

*[Signature]*  
**MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director

HRDD/cfm/dot

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

Enclosure 1 to RM No. \_\_\_\_\_

**DepEd – CAR Core Team and their Schools Division Assignment**

<b>Core Team</b>	<b>SDO</b>	<b>Designation</b>	<b>Assignment of the Core Team</b>
1. Mischelle G. Bugtong	Abra	MT I	Lala Vanessa L. Albano
2. Lala Vanessa L. Albano	Apayao	T3	Abegail W. Tumapang
3. Leticia A. Hidalgo	Baguio City	PSDS	Mischelle G. Bugtong
4. Joel T. Castañeda	Benguet	T2	Leticia A. Hidalgo
5. Jefferson B. Degay	Kalinga	T3	Violeta R. Corong
6. Claribel B. Habbiling	Ifugao	MT I	Joel T. Castaneda
7. Abegail W. Tumapang	Mt. Province	SEPS	Claribel B. Habbiling
8. Violeta R. Corong	Tabuk	TI	Jefferson B. Degay



# General Quality Form

## Program Completion Report



Document Code: CAR-GQF-HRDD-012  
 Revision: 00  
 Effectivity date: 06-18-2018

Name of Office: DepEd  
 CAR - HRDD

<b>Program Title:</b>	
<b>Location and Venue:</b>	
<b>Duration:</b>	
<b>Date:</b>	
<b>Number of Participants</b>	

Division/School	Target Participants			Actual Participants		
	Male	Female	Total	Male	Female	Total
Resource Speakers						
Facilitators /Training Management Team						
<b>Total</b>						

**Executive Summary**

Preliminary Activities:

During the Training:

Post Training:

<b>Program Objective/s</b>	
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### Program Design/Matrix of Activities

**(Please attach Program/Design/Matrix)**

*Prepared by:*

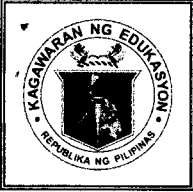
*Reviewed:*

**Key Results**

**QAME Results**

(summary of evaluation and monitoring)

**Participants' Feedback**



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<b>Resource Materials</b>	
<b>Program report attachment</b>	

Prepared by:

Noted: