



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

July 5, 2023

REGIONAL MEMORANDUM

No. 6131, s. 2023

To : Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 All Others Concerned

MONITORING AND EVALUATION OF MENTORING PROGRAM FOR ASPIRING PRINCIPALS

- In reference to Regional Memorandum No. 71, s. 2022, dated February 10, 2022, Technical Assistance Program for Leadership Development of Aspiring Principals, this Office, through the Field Technical Assistance Division, shall conduct the monitoring and evaluation activities on the implementation of mentoring programs for aspiring principals in the Schools Division Offices to ensure that identified aspiring principals master the target competencies based on the Philippine Professional Standards for School Heads (PPSSH):

Monitoring and Evaluation Activities	Time Frame	Persons Involved
Monthly Monitoring of Mentoring Activities	July to December, 2023	FTAD SDO Mentoring Focal Persons Mentors Mentees
360 degree feedbacking	December 10-14, 2023	FTAD SDO Mentoring Focal Persons Mentors Mentees

- This activity aims to:
 - monitor the implementation of mentoring program in the Schools Division Offices (SDOs);
 - provide technical assistance to SDOs in terms of program implementation;





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

- c. gather feedback and evaluate the implementation of mentoring program.
3. The target aspiring principals this year are those in Category B based on the Results of the Fiscal Year 2021 National Qualifying Examination for School Heads, as per DepEd Memorandum No. 100, s. 2022. (Refer to item No. 4).
4. Further, in identifying mentors, **knowledge, attitudes, values and skills (KAVS)** shall be taken into consideration by the SDOs. Mentoring sessions shall be done in a hybrid modality and shall be flexible for both the mentors and the mentees provided that deliverables shall be accomplished. All announcements pertaining to the monitoring and evaluation of program implementation shall be through the Group Chat created by FTAD. Monthly monitoring of SDOs and region shall be done. Evaluation shall be done for the mentees, mentors and the Mentoring Program. Recognition of mentors and mentees shall be done after the evaluation phase. (Please see Enclosure No. 1-4).
5. For clarifications and further inquiries, kindly coordinate with the focal person, Dr. Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through marialaarnicarla.paranis@deped.gov.ph.
6. Immediate and wide dissemination of this Memorandum is desired.

WILFREDO E. CABRAL, CESO III
Regional Director





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure No. 1 - Roles and Responsibilities of the Regional Office, Schools Division Offices, Mentors and Mentees on Mentoring Program Implementation

1. The Regional Office through Field Technical Assistance Division shall:

- a. Provide direction to the mentoring program.
- b. Oversee the implementation of activities in the program.
- c. Coordinate with the Schools Division Offices on the effective implementation of mentoring program.
- d. Monitor and guide SDOs in the implementation of the program.
- e. Prepare materials to be used in the mentoring program. (Mentoring materials and tools will be prepared by FTAD to be uploaded to the drive where both mentors and mentees can access).
- f. Monitor and evaluate the mentoring program.
- g. Submit report on the implementation of the program.
- h. Do other task as required by higher offices in relation to the mentoring program.

2. The Schools Division Office shall:

- a. Recruit mentors and pair with aspiring principals.
- b. Conduct FGD to understand the needs of the mentees and mentors.
- c. Expectations shall be set during the meeting of mentors and mentees.
- d. The mentoring activities (both synchronous and asynchronous) included in the implementation of mentoring program shall be discussed during the meeting of mentors and mentees.
- e. Assist the region in overseeing and managing the activities in the mentoring program.
- f. Resolve problems and issues affecting the implementation of the program in respective SDOs.
- g. Assist the region in the monitoring and evaluation of the mentoring program.
- h. Consolidate the outputs in the mentoring program.



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	3 of 4



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

3. The Mentors shall:

- a. Establish rapport with the mentee.
- b. Assist the assigned mentee to develop the competencies indicated in the Philippine Professional Standards for School Heads (PPSSH)
- c. Allot time for mentoring sessions as indicated in the matrix of activities.
- d. Guide the mentee in accomplishing the expected outputs to be included in the portfolio.
- e. Write in mentoring journal for documentation of learning and insights for the development of processes based on the existing mentoring practices.
- f. Resolve problems and issues affecting the mentoring with the aspiring principal.
- g. Assess the mentees improvement in terms of career stage in the Philippine Professional Standards for School Heads (PPSSH).
- h. Provide constructive feedback to the mentees.

4. The Mentees shall:

- a. Attend the mentoring sessions intended for him/her as indicated in the matrix of activities.
- b. Accomplish the expected outputs to be included in the portfolio.
- c. Submit outputs in an online portfolio provided.
- d. Accomplish mentoring journal as part of the portfolio to be submitted.
- e. Confer with mentor for issues and concerns affecting the mentoring.
- f. Conduct self-assessment on their career stage based on the Philippine Professional Standards for School Heads (PPSSH)
- g. Provide constructive feedback to the mentors.

Enclosure No. 2 – Monitoring on the Implementation of Mentoring Program for Aspiring Principals

Enclosure No. 3 – Feedback Form (for Mentors and Mentees)

Enclosure No. 4 – Feedback Form (for Colleagues and Subordinates)



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	4 of 4