

Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

September 8, 2023


REGIONAL MEMORANDUM

No. 812, s. 2023

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

**ADDENDUM TO REGIONAL MEMORANDUM NO. 613, S. 2023-MONITORING
AND EVALUATION OF MENTORING PROGRAM FOR ASPIRING
PRINCIPALS**

1. In reference to Regional Memorandum 613, Monitoring and Evaluation of Mentoring Program, DepEd Memorandum No. 46, s. 2023, and Regional Memorandum No. 796, this Office, through the Field Technical Assistance Division, shall conduct the monitoring and technical assistance on the implementation of mentoring for aspiring principals in the Schools Division Offices.
2. Enclosure No. 1 is the Mentoring Matrix.
3. For clarifications and further inquiries, kindly coordinate with the mentoring focal person, Dr. Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through marialaarnicarla.paranis@deped.gov.ph.
4. Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL, CESO III
Regional Director

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Enclosure No. 1 – Mentoring Matrix

Mentoring Matrix

Preparation Phase

Date/ Link	Activities/Exercises	Expected Output/ MOVs
September 12, 2023 https://tinyurl.com/ncrmentoring	Online Orientation of SDO Focal Persons and Coaches/Mentors -Mentoring -PPSSH -LILOK Mentoring Program Terms of Reference -Content of the Mentoring Program	Program of Activities Documentation Report
September 13, 2023	Meeting of Mentors and Mentees (To be organized by SDOs) - One-on-One Encounter of Mentors and Mentees - Understanding the Needs and Expectations of the Mentors and Mentees	List of Needs and Expectations of Mentors and Mentees Documentation Report



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September 14, 2023 https://tinyurl.com/ppssh-sacategoryb	Administration of PPSSH Standards to Aspiring Principals (Self-Assessment through Google Form)	Profile of Aspiring Principals based on PPSSH
September 15, 2023	Distribution of Mentoring Tools/ Materials to Mentors and Mentees	Checklist of paired mentors and Mentees who have access to Mentoring Tools / Materials

Mentoring Sessions/ Conversations

Time Frame/ Session	Session No.	Target Domains/Strands/Indicators	Synchronous Mentoring Activities/Exercises		Asynchronous Mentoring Activities/ Exercises	
			Inputs of the Mentor (Topics to be discussed during the mentoring sessions)	Mentoring Strategies	Tasks	Expected Output/ MOVs



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September 18-22, 2023 (3 sessions /1 hour per session) Coverage: Sessions 1-3 September 25-29, 2023 (3 sessions /1 hour per session) Coverage: Sessions 4-6	Session 1-2	Domain 1 – Leading Strategically Strand 1.1 – Vision, mission and core values Strand 1.2 – School planning and implementation Strand 1.7 – Monitoring and evaluation processes and tools	Planning, Monitoring and Evaluation Processes SIP Cycle/ Crafting of Operational Plans Planning Parameters	The mentor shall use the following strategies in facilitating the mentoring dialogue: Sharing refers to sharing of experiences and ideas that would help aspiring school heads learn how to develop his knowledge, attitude, values and skills as educational leader. Empowering would allow the aspiring school heads	Allow the mentees to be involved in the planning process SWOT Analysis Crafting of AIP Preparation of SOB Conduct of SMEA	Documentation and minutes of the meeting with stakeholders SWOT Analysis AIP 2024 SOB Accomplished SMEA templates
	Session 3-4	Domain 2 – Managing School Operations and Resources Strand 2.1 – Records Management	Financial Management Teacher Deployment Analysis Basic Education	Preparation of school database using technology MOOE downloading and liquidation Preparation of documents	School database using technology Sample MOOE downloading and liquidation report	



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<p>October 2-6, 2023</p> <p>(3 sessions /1 hour per session) Coverage: Sessions 7-9</p> <p>October 9-13, 2023</p> <p>(3 sessions /1 hour per session)</p> <p>Coverage: Session 10</p>		<p>Strand 2.2 - Financial Management</p> <p>Strand 2.3 – School Facilities and Equipment</p> <p>Strand 2.5 – School safety for disaster preparedness, mitigation and resiliency</p> <p>Strand 2.4 – Management of Staff</p> <p>Strand 2.6 – Emerging opportunities and challenges</p>	<p>Facilities Parameters</p> <p>DRRM</p> <p>Conflict Management</p>	<p>to be involved in crafting plans and programs including decision-making in leading and managing school.</p> <p>Shadowing would facilitate the hands-on experience of aspiring school heads to become “acting principals” that allows the aspiring to learn what it is like to be a school head. In this strategy the aspiring</p>	<p>related to Repairs and Rehabilitation</p> <p>Preparation of Class Schedule and Teaching Load Distribution</p> <p>DRRM planning</p>	<p>documents related to Repairs and Rehabilitation</p> <p>Class Schedule and Teaching Load Distribution</p> <p>Mitigation and resiliency plan to ensure delivery of instruction amidst disaster and other emergency situation</p> <p>Identified emerging opportunities and challenges in addressing the needs of learners, school</p>
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				principal is exposed to the job of a		personnel and other stakeholders
	Session 5-7	Domain 3 – Focusing on Teaching and Learning Strand 3.1 – School-based review, contextualization, and implementation of learning standard Strand 3.2 – Teaching standards and pedagogies Strand 3.3 – teacher performance feedback Strand 3.4 –Learner achievement and other performance indicators	Learning Action Cell (LAC) Technical Assistance Intervention Program Classroom Observation learner-friendly, inclusive and healthy learning environment Learning Assessment Learner discipline policies	principal in school including dealing with managing people, decision-making, planning, leading, meetings and training, conflict management, managing teaching and learning, and communications Reflecting would allow the aspiring school heads	Assign the mentee as LAC leader (ex. LAC session on contextualization) Let the mentee experience Technical Assistance (TA) Planning Allow the mentee to conduct post-conference after classroom observation Involve the mentee in the crafting of	Documentation of LAC session TA Plan to teachers on teaching standards and pedagogy Documentation of post conference (feedbacking session) to teachers using the validated feedback Data-Driven intervention to maintain learner achievement and attain other



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		Strand 3.5 – learning assessment Strand 3.6 –learning environment Strand 3.8 –learner discipline		to reflect on his or her learning in the process of mentoring.	intervention program Engage the mentee in the preparation of plan for promoting learner-friendly, inclusive and healthy learning environment Allow the mentee to observe in a meeting on learner discipline policies	performance indicators TA Plan to teachers in using learning assessment tools Plan for promoting learner-friendly, inclusive and healthy learning environment Learner discipline policies developed with stakeholders
	Session 8-9	Domain 4 – Developing Self and Others	RPMS Professional Development/Learning and Development		Let the mentee observe in the meeting discussing the career	Career Progression Plan for targeted teachers/employee



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	<p>Strand 4.4 – Performance management</p> <p>Strand 4.5 – Professional development</p> <p>Strand 4.6 – Leadership development in individuals and teams</p> <p>Strand 4.8 – rewards and recognition mechanism</p>	<p>(PPSSH, PPST)</p> <p>PRAISE</p>	<p>advancement of school personnel</p> <p>Based on previous performance of teachers, ask the mentees to identify and plan for the development needs of specific teachers/employees</p> <p>Let the mentee identify strengths, capabilities and potentials of individuals and teams</p> <p>Allow the mentee to plan for recognizing</p>	<p>Accomplished Performance Monitoring and Coaching Form and Individual Development Plan</p> <p>Delegation of work to perform leadership roles and responsibilities</p> <p>Sample of School Reward Program</p>
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					exemplary performance of teachers, students and stakeholders	
	Session 10	Domain 5 – Building Connections Strand 5.5 – community engagement	Partnership Community Engagement Brigada Eskwela		Allow the mentee to observe during meeting with potential partner/ stakeholder/s	MOU, MOA, Deed of Donation, Declaration of Support from stakeholders

Monitoring and Evaluation Activities

Date/ Link	Activities/Exercises	Expected Output/ MOVs (for documentation)
September 18-October 13, 2023	Monitoring of Mentoring Activities	Accomplished Monitoring Tools



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September 22, 2023 September 29, 2023 October 6, 2023 October 13, 2023 meet.google.com/cvi-uotf-vwj	Weekly Mentoring Conversation with the Mentors (Technical Assistance to the Mentors)	Minutes of conversation and agreements
October 16, 2023 https://tinyurl.com/postppshcategoryb	Administration of PPSSH Standards to Aspiring Principals (Self-Assessment and Mentor's Assessment through Google Form)	Profile of Aspiring Principals based on PPSSH
October 23-27, 2023	360 Feedbacking	List of feedback from mentors, mentees, colleagues, and subordinates



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