



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023- 1077

TO : **Schools Division Superintendents**
SDO Caloocan City, Las Pinas City, Mandaluyong City, Manila

FROM : **WILFREDO E. CABRAL, CESO III**
 Regional Director

SUBJECT : **DEVELOPMENT OF POLICY GUIDELINES ON THE IMPLEMENTATION OF DEPED TEACHES AND DEPED MENTORS**

DATE : October 16, 2023

This has reference to the attached Memorandum DM-CT-2023-318 dated October 3, 2023, signed by Alma Ruby C. Torio, Assistant Secretary Officer-in-Charge Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity on **October 19-20, 2023 (online), October 25-27, 2023 (within Region III), December 4-6, and December 11-13, 2023 at (NEAP Region IV CALABARZON, Malvar Batangas.**

Enclosed is the list of participants in each activity phase.

Travel expenses shall be charged to BEC funds downloaded to the region subject to the usual government accounting and auditing rules and regulations. Please see the attached list of documents needed for reimbursement and submit it to the CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encl/s: as stated
 CLMD/AETan2023



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 1

Regional Participants

DEVELOPMENT OF POLICY GUIDELINES ON THE IMPLEMENTATION OF DEPED TEACHES AND DEPED MENTORS

Activity	Name	Office/ Designation	Date	Venue/ Platform
Online Consultative Conference on the Implementation of DepEd Teaches and DepEd Mentors	1. Raffy V. Caballes	Principal Raja Soliman Science and Technology HS SDO Manila	October 19- 20, 2023	ONLINE
Workshop on the Development of Policy Guidelines for the Implementation of DepEd Teaches and Mentors	1. Rhyan O. Medina	Assistant Principal Mataas na Paaralang Neptali A. Gonzales SDO Mandaluyong City	October 25- 27, 2023	(F2F) Within Region III
Workshop on the Refinement of Policy Guidelines for the Implementation of DepEd Teaches and Mentors	1. Marites Directo 2. Joel L. Salivio	EPS-CID PSDS-CID SDO Caloocan City	December 4-6, 2023	NEAP, Region IV CALABARZON Malvar, Batangas
Workshop on the Finalization of Policy Guidelines for the Implementation of DepEd Teaches and Mentors	1. Veronico O. Gonzales 2. Janelle J. Belonias	EPS-CID HT-Las Pinas East NHS SDO Las Pinas City	December 11-13, 2023	NEAP, Region IV CALABARZON Malvar, Batangas



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CHECKLIST OF SUPPORTING DOCUMENTS
TRAVELLING EXPENSES

Name: _____

Division: _____

List of Documents	Remarks
____ 1. Disbursement Voucher (DV) - c/o CLMD	_____
____ 2. Obligation Request Slip (ORS) – c/o CLMD	_____
____ 3. Appendix A (Itinerary of Travel)	_____
____ 4. Appendix B (Certificate of Travel Completed	_____
____ 5. Airfare Ticket/e-Ticket and Official Receipt	_____
____ 6. Bus/Boat Ticket (if applicable)	_____
____ 7. Boarding Pass (2)	_____
____ 8. Taxi Fare – RER (for P300.00 above)	_____
____ 9. Taxi Fare – RER Certification of Expenses (below P 300.00)	_____
____ 10. Travel Authority	_____
____ 11. <i>Letter of Invitation (NA)</i>	_____
____ 12. DepEd Memorandum/Reference	_____
____ 13. Certificate of Appearance/Participation	_____
____ 14. Photocopy of ATM – Landbank Account	_____
____ 15. <i>OTHERS: (if needed)</i>	
<i>a. Certification of no unliquidated cash advance (for CA)</i>	_____
<i>b. Justification/certification – any deviations in the itinerary</i>	_____
<i>c. Official Receipt – airfare, etc.</i>	_____
<i>d. Copy of Liquidation Report</i>	_____

Note:

*For those traveling by plane you need to have 3 canvasses for the airfare and take the cheapest fare as per COA Circular number 2023-04,s. 2023



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2023- 718

TO : **REGIONAL DIRECTORS**

FROM : **ALMA RUBY C. TORIO**
Assistant Secretary
Officer-in-Charge,
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **DEVELOPMENT OF POLICY GUIDELINES ON THE IMPLEMENTATION OF DEPED TEACHES AND DEPED MENTORS**

Date : October 3, 2023

In line with Department of Education’s MATATAG agenda, particularly on giving support to teachers to teach better, the Bureau of Learning Delivery (BLD) will spearhead a series of activities on the development of policy guidelines for the implementation of *DepEd Teaches* and *DepEd Mentors*.

The following are the details of each activity:

Activity	Date	Venue
Online Consultative-Conference on the Implementation of DepEd Teaches and DepEd Mentors	October 19-20, 2023	Online
Workshop on the Development of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	October 25-27, 2023	Within Region III
Workshop on the Refinement of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	December 4-6, 2023	NEAP, Region IV CALABARZON, Malvar, Batangas
Workshop on the Finalization of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	December 11-13 2023	

The activities aim to develop policy guidelines that will support teachers and learners by maximizing the use of virtual platform as part of the learning recovery strategies of the Department. It will be designed to assist teachers in teaching *difficult to teach* learning competencies and help learners enhance their understanding of the lessons while capturing and sustaining their interest.

In this light, this Office would like to request participants from your respective regions, composed of supervisors, school heads or head teachers and are requested to confirm their participation by registering through this link: <https://tinyurl.com/TeachesPolicyReg> on or before **October 15, 2023**.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouci@deped.gov.ph





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Participants are expected to arrive at the venue before each activity commences at 8:30 AM on Day 1. The first meal to be served is breakfast on Day 1 and the last meal is PM snacks on the last day of each activity. Participants are advised to bring their laptop.

Travel expenses shall be charged against the BEC funds downloaded to regional offices, subject to the usual government accounting and auditing rules and regulations. Participants are encouraged to avail the most economical means of transportation in going to and from the venue. Hiring vehicles is strictly prohibited per accounting rules and regulations.

Compensatory Time-Off (CTO) will be granted in lieu of the workshop days that will fall on holidays in accordance with DepEd Order No. 53, s. 2003, Updated Guidelines on Grant of Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

Below are the enclosures:

- Enclosure 1 - Criteria for the Selection of Participants
- Enclosure 2 - Number of Participants Per Region
- Enclosure 3 - Program of Activities

For any inquiries or clarifications, please contact Ms. Rosalie E. Bongon, Supervising Education Program Specialist of BLD, through email at rosalie.bongon@deped.gov.ph with a copy furnished at bld.tld@deped.gov.ph.

For immediate dissemination and compliance.

Copy furnished:

REVSEE A. ESCOBEDO
Undersecretary for Operations




1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouci@deped.gov.ph

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Republic of the Philippines
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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure 1

Criteria for the Selection of Participants

The following criteria provide a clearer and more detailed basis for selecting participants for the activities, ensuring that all those representatives to be sent by the regions possess the necessary skills, commitment, and capabilities to contribute effectively to the process:

1. Possess adequate understanding of the goals and objectives of the activities.
2. Exhibit outstanding writing skills, with the ability to effectively communicate policy ideas.
3. Demonstrate proficiency in utilizing technology tools and platforms relevant to policy documentation.
4. Have a history of consistently producing quality outputs particularly in terms of policy development.
5. Confirm availability and commitment to attending the entire workshop without any conflicting obligations on the scheduled workshop days.
6. Actively engage in discussions and workshops, providing valuable insights, ideas, and constructive feedback to enhance the policy development process.
7. Commit to meeting all deadlines for the submission of policy outputs, drafts, and related materials as required throughout the activity.
8. Ensure the ability to maintain physical, mental, and emotional fitness during the duration of the policy development activities to maximize productivity and contribution.



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LIST OF PARTICIPANTS

*Online Consultative Workshop on the Development of Policy Guidelines
for the Implementation of DepEd Teaches and DepEd Mentors
October 19-20, 2023*

Region	No. of Participants
I	2
II	2
III	2
IVCALABARZON	2
IV MIMAROPA	2
V	1
CAR	1
NCR	1
VI	1
VII	2
VIII	2
IX	2
X	2
XI	2
XII	2
CARAGA	2

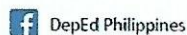
*Workshop on the Development of Policy Guidelines for the Implementation
of DepEd Teaches and DepEd Mentors*

**October 25-27, 2023
Venue: Within Region 3**

Region	No. of Participants
I	1
II	1
III	1
IVCALABARZON	1
IV MIMAROPA	1
V	1
CAR	1
NCR	1
VI	1
VII	1
VIII	1
IX	1
X	1
XI	1
XII	1
CARAGA	1



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

*Workshop on the Refinement of Policy Guidelines for the Implementation
of DepEd Teaches and DepEd Mentors*

December 4-6, 2023

Venue: NEAP, Malvar, Batangas

Region	No. of Participants
I	2
II	2
III	2
IVA	2
IVB	2
V	2
CAR	2
NCR	2
VI	2
VII	2
VIII	2
IX	2
X	2
XI	1
XII	1
CARAGA	1

*Workshop on the Finalization of Policy Guidelines
for the Implementation of DepEd Teaches and DepEd Mentors*

December 11-13, 2023

Venue: NEAP, Malvar, Batangas

Region	No. of Participants
I	2
II	2
III	2
IVA	2
IVB	2
V	2
CAR	2
NCR	2
VI	2
VII	2
VIII	2
IX	2
X	2
XI	1
XII	1
CARAGA	1



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Republic of the Philippines
Department of Education
 BUREAU OF LEARNING DELIVERY

Enclosure 3

Indicative Program of Activities

**Online Consultative Conference on the Implementation
 of DepEd Teaches and DepEd Mentors**

October 19-20, 2023

TIME	DAY 1	DAY 2
6:00 – 7:45	OPENING PROGRAM Plenary Session 1: Presentation of the Concept Paper for DepEd Mentors and DepEd Teaches	BREAKFAST
7:45 - 8:00		MANAGEMENT OF LEARNING
8:00 -10:00		Break-Out Session 1: Mapping of Video Episodes for DepEd Mentors and DepEd Teachers
10:00 – 12:00		Plenary Session 4: Presentation of Proposed Video Episodes for DepEd Mentors and DepEd Teaches
12:00 – 1:00	LUNCH	
1:00 – 2:00	Plenary Session 2: Brainstorming on the Proposed Implementation Plan for DepEd Mentors and DepEd Teaches Plenary Session 3: Presentation of the Results of TSNA and Learners' Least Mastered Competencies	Break-Out Session 2: Development of Regional Implementation Plan for DepEd Mentors and DepEd Teaches
2:00 – 3:00		Plenary Session 5: Presentation of Regional Implementation Plan for DepEd Mentors and DepEd Teaches
3:00 – 5:00		Next Steps CLOSING PROGRAM



Republic of the Philippines
Department of Education
 BUREAU OF LEARNING DELIVERY

Indicative Program of Activities

**Workshop on the Development of Draft Policy Guidelines for the
 Implementation of DepEd Teaches and DepEd Mentors
 Region 3
 October 25-27, 2023**

TIME	DAY 1	DAY 2	DAY 3
6:00 – 7:45	ARRIVAL	BREAKFAST	
7:45 – 8:00		MANAGEMENT OF LEARNING	
8:00 – 10:00	REGISTRATION	<i>Break Out Session</i> (Workshop 1): Drafting of the Policy (By Section)	<i>Break Out Session</i> (Workshop 2): Cross-Review of the Draft Policy (By Section)
10:00 – 12:00	OPENING PROGRAM <i>Plenary Session 1:</i> Standards for Policy Development Q and A Session		
12:00 – 1:00	LUNCH		
1:00 – 2:00	<i>Break Out Session</i> (Workshop 1): Drafting of the Policy (By Section)	<i>Break Out Session</i> (Workshop 1): Drafting of the Policy (By Section)	<i>Plenary Session 2:</i> Presentation of Draft Output and Giving of Feedback (Cont.) CLOSING PROGRAM
2:00 – 3:00			
3:00 – 5:00			
6:00 – 8:00	DINNER		



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 BUREAU OF LEARNING DELIVERY

Indicative Program of Activities

**Workshop on the Refinement of Draft Policy Guidelines for the
 Implementation of *DepEd Teaches* and *DepEd Mentors*
 December 4-6, 2023**

TIME	DAY 1	DAY 2	DAY 3
6:00 – 7:45	ARRIVAL	BREAKFAST	
7:45 – 8:00		MANAGEMENT OF LEARNING	
8:00 – 10:00		<i>Break Out Session:</i> Refinement of the Policy	<i>Break Out Session:</i> Cross-Review of the Refined Policy
10:00 – 12:00	REGISTRATION OPENING PROGRAM <i>Plenary Session 1:</i> Presentation of the Drafted Policy and Review Findings Q and A Session		<i>Plenary Session:</i> Presentation of Findings/ Feedback
12:00 – 1:00	LUNCH		
1:00 – 2:00	<i>Break Out Session:</i> Refinement of the Policy	<i>Break Out Session:</i> Refinement of the Policy	<i>Plenary Session 2:</i> Presentation of Findings/ Feedback
2:00 – 3:00			
3:00 – 5:00			CLOSING PROGRAM
6:00 – 8:00	DINNER		



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Indicative Program of Activities

**Workshop on the Finalization of Draft Policy Guidelines for the
 Implementation of *DepEd Teaches* and *DepEd Mentors***

December 11-13, 2023

TIME	DAY 1	DAY 2	DAY 3
6:00 – 7:45	ARRIVAL	BREAKFAST	
7:45 – 8:00		MANAGEMENT OF LEARNING	
8:00 – 10:00		Break Out Session (Workshop 1):	<i>Break Out Session (Workshop 2):</i>
10:00 – 12:00	REGISTRATION	Review of the Policy	Incorporation of Feedback
12:00 – 1:00	LUNCH		
1:00 – 2:00	OPENING PROGRAM	<i>Plenary (Workshop 1):</i>	<i>Plenary Session:</i>
2:00 – 3:00	<i>Plenary Session 1:</i>		Presentation of the Finalized Policy
3:00 – 5:00	Presentation of Feedback on the Refined Policy		Submission of Output
	<i>Q and A Session</i>	Presentation/Critiquing of the Policy	Closing Program
6:00 – 8:00	DINNER		