



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

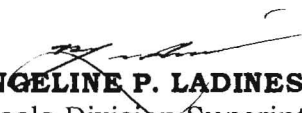
**Office of the Schools Division
Superintendent**

MEMORANDUM

**TRAINING ON BUILDING EFFECTIVE MENTORING AND COACHING SKILLS
FOR SUPPORTING NEWLY HIRED TEACHERS**

To: OIC – Assistant Schools Division Superintendent/
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. In line with the implementation of the Induction Program for Beginning Teachers, this Office announces the conduct of the above-captioned activity on October 17, 2023 8:30 a.m. – 5:00 p.m. at the SDO Activity Area.
2. This training will strengthen the implementation and monitoring of the Induction Program for Beginning Teachers at the School Level and further the alignment of the said program in the MATATAG agenda.
3. Attached are the list of expected participants and program of activities for your guidance and information.
4. Immediate, wide dissemination of, and strict compliance with this Memorandum are desired.


EVANGELINE P. LADINES CESO V
Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

SCHOOL

TRAINING

AFS/ Training on Building effective mentoring and coaching skills for supporting newly hired teachers

345 October 10, 2023

UN-2023-345



 Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
 (02) 805-9935, (02) 805 - 9940
 sdomuntinlupa@gmail.com



Matrix of Activities

Phase II: Building Effective Mentoring and Coaching Skills for Supporting Newly Hired Teachers, October 17, 2023 INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

TIME	PROGRAM
7:30 – 8:00 a.m.	Arrival and Registration
8:00 – 8:30 a.m.	Opening Program 1. National Anthem 2. Prayer 3. Statement of Purpose 5. Opening Remarks/Message
8:30-9:30 a.m.	Mentoring and Coaching of Newly Hired Teachers anchored on IPBT Guidelines Dr. Filmore Caballero
9:30 10:30 a.m.	Cycle of Mentoring and Coaching Dr. Filmore Caballero
10:30-11:45 a.m.	Role of Mentors and Coaches as Support to the Newly Hired Teachers Mr. Jay Boy Evano PSDS
12:00 n.n.-1:00 p.m.	Break
1:00-3:30 p.m.	Crafting of the Induction Program for Beginning Teachers Plan Ms. Ivy M. Romano SEPS-HRD
s3:30-4:45 p.m.	Discussion of Monitoring System anchored on IPBT Ms. Alyssa Aventurado PSDS
4:45-5:00 p.m.	Closing Program

Building Effective Mentoring and Coaching Skills for Supporting Newly Hired Teachers, October 17, 2023 INDUCTION PROGRAM FOR BEGINNING TEACHERS (IPBT)

SDO Activity Area
8:00 a.m. -5:00 p.m.

NAME OF PARTICIPANTS

	SCHOOL HEADS	TIP FOCAL PERSONS	PSDS
1	Dr. Shella C. Navarro	Ms. Maila C. Lorenzo	Dr. Evangeline M. Aman
2	Mr. Edizer S. Laqueo	Ms. Jovita C. Bunagan	Ms. Alyssa V. Aventurado
3	Dr. Buena C. Dela Cruz	Ms. Annabelle P. Delos Santos	Ms. Clarissa C. Avila
4	Mrs. Eden G. Cado	Mr. Jessie T. Castelo	Dr. Ma. Theresa C. Dela Rosa
5	Mr. Hilario G. Canasa	Ms. Reggie L. Bitalac	Dr. Jay Boy E. Evano
6	Mrs. Rhodora V. Mandap	Ms. Nora T. Cruz	Dr. Mark Joseph C. Fernandez
7	Mrs. Marie Ann R. Esmeria	Ms. Benelin G. Rumbaoa	Dr. Yaledegler C. Maligaya
8	Mrs. Olivia G. Elloso	Ms. Jocelyn A. Morales	Dr. Ma. Myra E. Namit
9	Mr. Reynaldo O. Comisario	Ms. Adelinda D. Dollesin	Ms. Ada Trinidad A. Tagle
10	Dr. Antonio C. Gagala	Ms. Elena M. Padillo	TWG
11	Dr. Ma. Aurora S. Bartolaba	Ms. Myrna C. Felix	Ms. Ivy M. Romano
12	Mr. Felipe W. Marapao Jr.	Ms. Elizabeth Gabutan	Mr. king Solidini J. Torres
13	Dr. Raul T. Felix	Ms. Cunegunda B. Mejica	Mr. Reynante L. Benito
14	Mrs. Noemi B. Zarate	Ms. Ester A. Dungca	
15	Dr. Jane May C. Valbuena	Ms. Rosinie Contado	
16	Ms. Alma O. Bituin	Ms. Eleonida M. Tabaranza/ Ms. Ernah T. Diaz	
17	Mrs. Maria Hazel B. Hernandez	Mr. Allan O. Batario	
18	Dr. Jennifer S. Joson	Ms. Melissa D Columna	
19	Dr. Rosendo E. Sangalang	Mr. Reynante H. Espeleta/ Ms. Hayde F. Gucor	
20	Mrs. Vilma S. Vilorio	Ms. Marijo B. Razote	
21	Dr. Marissa Andanza	Ms. Liway Pili	
22	Mrs. Eden B. Binaday	Ms. Tess Muldong	
23	Mr. David T. Libao	Mr. Hernan Nobleta	
24	Dr. Florante C. Marmeto	Ms. Webena F. Gerona	
25	Dr. Antonio B. Rocha	Mr. Jason B. Albaro Ms. Grace Columbino	
26	Dr. Ador B. Querubin	Mr. Rene G. Delfino	
27	Mrs. Jinky D Santos	Ms. Elizabeth Tiston	