

## Department of Education

NATIONAL CAPITAL REGION



Advisory No. 005, s. 2024 January 5, 2024

#### Workshop on the Finalization of Policy Guidelines for the Implementation of DepEd Teachers and DepEd Mentors

This is in reference to the attached advisory dated January 2, 2023, from Leila P. Areola, Director IV, relative to the conduct of the the above captioned activity originally scheduled on December 11-13, 2023, has been rescheduled for January 29-31, 2024, at DepEd Malvar, Batangas City.

For information and guidance of all concerned.

JOCELYN DR. AND

Director IV



AD-2024-006





Address: Misamis St., Bago Bantay, Quezon City

Email address: ncr@deped.gov.ph

Website: depedncr.com.ph

Ooc. Ref. Code	RO-ORD-F001	Rev	00	
Effectivity	01.26.23	Page	1 of 1	



## **Department of Education**BUREAU OF LEARNING DELIVERY

Office of the Director

#### **ADVISORY**

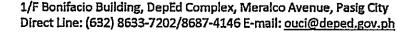
January 2, 2023

Please be informed that the Workshop on the Finalization of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors (DM-CT-2023-318), originally scheduled on December 11 to December 13, 2023, has been rescheduled for January 29 to January 31, 2024, at DepEd Malvar, Batangas.

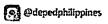
For information and guidance.

LEILA P. AREOLA Director IV

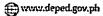
















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EPARTMENT OF EDUCATION - NCR RELEASED RECORDS SECTION NCR

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## Devartment of Education

NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM ORD-2023-

TO

Schools Division Superintendents

SDO Caloocan City, Mas Pinas City, Mandaluyong City, Manila

FROM

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



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## 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	October 19- 20, 2023	ONLINE
Workshop on the	1. Rhyan O.	SDO Manila Assistant		
Development of Policy Guidelines for the Implementation of DepEd Teaches and Mentors	Medina	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	Marites Directo     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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## Department of Education

NATIONAL CAPITAL REGION

## **CHECKLIST OF SUPPORTING DOCUMENTS** TRAVELLING EXEPENSES

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 300,0	0)	
10. Travel Authority		
11. Letter of Invitation (NA)		
12. DepEd Memorandum/Reference		
13. Certificate of Appearance/Participation		
14. Photocopy of ATM – Landbank Account		
15. OTHERS: (if needed)		
a. Certification of no unliquidated cash advance (fo	r CA)	
b. Justification/certification – any deviations in the iti		
c. Official Receipt – airfare, etc.		
d. Copy of Liquidation Report		
• • •		

#### 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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## 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:

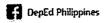
Activity	Date	Venue
Online Consultative-Conference on the Implementation of DepEd Teaches and DepEd Mentors	October 19-20, 2023	Online
Workshop on the Development of Policy Guidelines for the Implementation of DepEd Teaches and DepEd Mentors	October 25-27, 2023	Within Region III
Workshop on the Refinement 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	

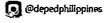
The activities aim to develop policy guidelines that will support teachers and learners by maximizing the use of virtual platform as part of the learning recovery strategies of the Department. It will be designed to assist teachers in teaching difficult to teach learning competencies and help learners 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: bit.ly/ FinalizationPolicyDepEdTeachesRegistration on or before January 19, 2024.



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











## 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.

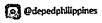
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REVSEE A. ESCOBEDO
Undersecretary for Operations

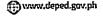


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## Department of Education

#### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

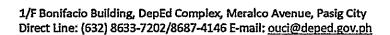
Enclosure 1

#### Criteria for the Selection of Participants

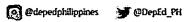
The following criteria provide a clearer and more detailed basis for selecting participants for the activities, ensuring that all those representatives to be sent by the regions possess the necessary skills, commitment, and capabilities to contribute effectively to the process:

- 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.
- 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.

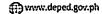














## Department of Education

#### OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

#### 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
Ш	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

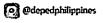
October 25-27, 2023 Venue: Within Region 3

Region	No. of Participants
I	1
II	1
Ш	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

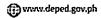


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## Department of Education

## 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
П	2
TIT	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

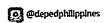
December 11-13, 2023 Venue: NEAP, Malvar, Batangas

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



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# 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		BREAKFAST
7:45 - 8:00		MANAGEMENT OF LEARNING
8:00 -10:00	OPENING PROGRAM	_
10:00 – 12:00	Plenary Session1: Presentation of the Concept Paper for DepEd Mentors and DepEd Teaches	Break-Out Session 1: Mapping of Video Episodes for DepEd Mentors and DepEd Teachers  Plenary Session 4: Presentation of Proposed Video Episodes for DepEd Mentors and DepEd Teaches
12:00 – 1:00	LUI	NCH
1:00 - 2:00 2:00 - 3:00 3:00 - 5:00	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  Plenary Session 5: Presentation of Regional Implementation Plan for DepEd Mentors and DepEd Teaches  Next Steps  CLOSING PROGRAM



## 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 -		BREAKFAST		
7:45	ARRIVAL			
7:45 -		MANAGEME	INT OF LEARNING	
8:00				
8:00 -	REGISTRATION		Break Out Session	
10:00		Break Out Session	(Workshop 2):	
10:00		(Workshop 1):	Cross-Review of the Draft	
	ODENING DDOODANG	Drafting of the	Policy	
12:00	OPENING PROGRAM	Policy (By Section)	(By Section)	
[	Plenary Session 1:		Plenary Session 2:	
	Standards for Policy		Presentation of Draft	
	Development		Output and Giving of	
1	<u>*</u>		Feedback	
	Q and A Session			
12:00	LUNCH			
- 1:00				
1:00 -	Break Out Session			
2:00	(Workshop 1):	Break Out Session		
2:00 -	Drafting of the Policy (By	(Workshop 1):	Plenary Session 2:	
3:00	Section)	Drafting of the	Presentation of Draft	
3:00 -		Policy (By Section)	Output and Giving of	
5:00			Feedback (Cont.)	
			CLOSING PROGRAM	
6:00 -		DINNER	· · · · · · · · · · · · · · · · · · ·	
8:00				



# Department of Education 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 -		BREAKFAST		
7:45	Ļ		O O T EA ENING	
7:45 -		MANAGEMEN	OF LEARNING	
8:00_	ARRIVAL	Break Out Session:		
8:00 -		Refinement of the	Break Out Session:	
10:00	REGISTRATION	Policy	Cross-Review of the	
10:00	(CCC)	1 02203	Refined Policy	
12:00	OPENING PROGRAM			
	Plenary Session 1:		Plenary Session:	
	Presentation of the		Presentation of	
	Drafted Policy and		Findings/	
	Review Findings		Feedback	
ļ				
	Q and A Session			
12:00	LUNCH			
- 1:00			T	
1:00 -	Break Out Session:		Plenary Session	
2:00	Refinement of the Policy	Break Out Session:	2:	
2:00 -		Refinement of the	Presentation of	
3:00 3:00 -	-	Policy	Findings/	
5:00		•	Feedback	
10.00				
1	·		CLOSING PROGRAM	
1	,			
6:00 -	DINN	DINNER		
8:00				



## Department of Education bureau of Learning Delivery

## 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 -	BREAKFAST			
7:45				
7:45 -	MANAGEMENT OF LEARNING			
8:00	ARRIVAL			
8:00 -		Break Out Session	Break Out Session	
10:00		(Workshop 1):	(Workshop 2):	
10:00				
<b>_</b>		Review of the Policy	Incorporation of Feedback	
12:00	REGISTRATION			
12:00	LUNCH			
- 1:00				
1:00 -	OPENING		Plenary Session:	
2:00	PROGRAM	Plenary		
2:00 -	Plenary Session	(Workshop 1):	Presentation of the Finalized	
3:00	1:		Policy	
3:00 -	Presentation of	Presentation/Critiquing		
5:00	Feedback on	of the Policy	Submission of Output	
	the Refined		Ci	
	Policy	*	Closing Program	
	0 - 14			
1	Q and A			
	Session			
6:00 -	DINNER			
8:00	·			