



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

August 25, 2023

OFFICE MEMORANDUM

No. **560**, s. 2023

CONDUCT OF SEMINAR ON COACHING AND MENTORING FOR THE REGULAR EMPLOYEES OF DEPED RO VIII

To: Regional Office Division Chiefs
Section/Unit Heads
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the conduct of the Seminar on Coaching and Mentoring for the Regular Employees of DepEd RO VIII on October 11 to 13, 2023. Venue of the event shall be announced at a later date.
2. The seminar is designed to capacitate the Regional Office's divisions, sections, and units personnel with the principles, strategies, and techniques of coaching and mentoring, which aims to upskill and upscale DepEd RO VIII personnel's competence so to cope with the Department's thrust to elevate the quality, efficiency, and timeliness of its services to its clientele.
3. Attached is the Participants' Allocation List for reference.
4. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
Regional Director



Enclosures: None
References: None

To be indicated in the Perpetual Index under the following subjects:

COACHING MENTORING

HRRD-NEAP-R-ROTJ



10439

LIST OF PARTICIPANTS

BATCH 1 (October 11, 2023)	BATCH 2 (October 12, 2023)	BATCH 3 (October 13, 2023)
1. Aguila, Lucia B.	1. Acuin, Dandy G.	1. Abalorio, Wedlyn P.
2. Alejandro, Remedios L.	2. Anagap, Ronafe T.	2. Alvarado, Romeo A.
3. Antidon, Juditha P.	3. Andrada, Brent C S.	3. Amadore, Lucio P.
4. Bagon, Ryan Jay L.	4. Antivo, Mary Grace	4. Amadore, Pee Jay P.
5. Bihag, Jo	5. Atillo, Iris N.	5. Aranas, Marcelito V.
6. Caboboy, Elizabeth	6. Cabaluna, Mary Joy S.	6. Arante, Clark Dave P.
7. Caipayan, Gary	7. Café, Alfredo P.	7. Arinto, Marlene C.
8. Calumpiano, Eleanor C.	8. Calipayan, Andrey Gay	8. Aspa, Amenia C.
9. Cinco, Ariem V.	9. Calzita, Jasmin F.	9. Avila, Albert B.
10. Cuevas, Rachel	10. Catubao, Dulce C.	10. Bacus, Floramay Q.
11. Dacatimbang, John	11. Cinco, Hydelyn N.	11. Cabaluna, Sarah S.
12. Dadap Eden A.	12. Cromente, Kathrine R A.	12. Cagara, Dolores B.
13. Dizon, Leo M.	13. Cuevas, Elmer Albert E.	13. Camposano, Marlou
14. Escobarte, Annalee C.	14. Daya, Jennylynd D.	14. Cezar, Maria Eva A.
15. Fabillo, Gladys J.	15. Dela Cruz, Fernanda L.	15. Cornito, Elizabeth C.
16. Fernandez, Ernani Jr.	16. Diongon, Ma. Jeanita C.	16. Delopere, Janice C.
17. Gallano Mark Lito B.	17. Dolo, Edsel P.	17. Ecot, Robert
18. Garcia, Ed Kathlene Q.	18. Duero, Mikko S.	18. Esoy, Reylyn S.
19. Gerona, Fe M.	19. Endriano, Dean Ric M.	19. Gaddi, Milgrace A.
20. Jorge, Nova P.	20. Enriquez, Joselito E.	20. Gula, Jimmy G.
21. Lagado, Jim Albert A.	21. Labita, Rashiel R.	21. Lapidario, Sarah A.
22. Mabutin, Gertrudes	22. Ladrera, May Ann B.	22. Lim, Anna Lyn B.
23. Nayre, Reynaldo	23. Malquisto, Nenita D.	23. Luaton, Adara L S.
24. Paglinawan, Ma. Laura F.	24. Mangaliman, Geraldine	24. Maltos, Maureen C A.
25. Parina, Erna B.	25. Nirza, Judy Grace	25. Melchor, Epifania G.
26. Resco, Russel L.	26. Parado, Michael C.	26. Paglinawan, Eduardo C.
27. Reyes, Apple	27. Pelino, Ted Juan C.	27. Sumapig, Bienvenido U.
28. Rodriguez, Angelia C.	28. Rosales, Rodel V.	28. Tajo, Linaflor I.
29. Rosales, Eva D.	29. Solis, Melvin Chito M.	29. Tiu, Ryan R.
30. Santos, Fernando	30. Suarez, Teresita G.	30. Tolibas, Mary Beth D.
31. Superable Dina S.	31. Tajaros, Josephine L.	31. Tormis, Jil M.
32. Vacal Rowena T.	32. Tayum, Sonny S	32. Villegas Gerard C A.
33. Villamor, Franco A.	33. Tuazon, Ma. Cynthia A.	33. Virtudes, Regin T.
34. Yu, Queenielyn C.	34. Villamor, Marcelina L.	34. Zabala, Chona O.



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A Project Proposal to Conduct a Seminar on Coaching and Mentoring for the Regular Non-Teaching Employees of DepEd RO VIII

I. Proponent's Profile

Proponent's Name:	Rogelio O. Ticoy, Jr.
Office/School:	Human Resource Development Division (HRDD)
Complete Office/School Address:	Department of Education Regional Office 8, Government Center, Candahug, Palo, Leyte
Contact Number:	0999 173 1402
DepEd email address:	rogelioir.ticoy@deped.gov.ph

II. Program Profile

Title	A Seminar on Coaching and Mentoring for the Regular Non-Teaching Employees of DepEd RO8
Rationale	The Human Resource Development Division proposes to conduct a seminar on coaching and mentoring for the regular non-teaching personnel of DepEd RO VIII. The activity wishes to address the gap between DepEd's thrust to elevate the quality, efficiency, and timeliness in the delivery of its services to its clientele—and the DepEd RO VIII employees'



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	<p>level of competence to meet the target standards. Hence, the need of the latter for coaching and mentoring.</p> <p>This seminar on coaching and mentoring, as both are catalytic to the perpetuation of the organization's culture of work and ethics, will capacitate employees with the principles, strategies, and techniques of providing technical assistance in demonstrating, sharing, and transferring of knowledge, expertise, creativity, and even values relative to the organization's policies, processes, and systems—employee to employee. Through coaching and mentoring, we can bridge the gap between the existing skills of the employees and the required skills for the organization. Coaching and mentoring can help them develop new process of thinking which enables them to conquer obstacles and develop their careers through enhancing relationships with more experienced individuals (CIPD, 2014) and likely improve their personal strength and skills necessary for their upcoming career development as individuals (Aswathappa, 2007). This kind of collaboration among employees can create a working environment that is supportive, nurturing, and productive, subsequently upskilling and upscaling employees' competencies, work ethics, and attitudes. Hence, the targeted increase in efficiency, productivity, and loyalty at work (Bhatia, 2006; Armstrong, 2009).</p> <p>The development of human resource is important to ensure service quality, effectiveness, and responsiveness in the organization. As the performance of employee is linked to enhanced knowledge, skills, positive attitudes, abilities, and confidence (Armstrong, 2009), it is therefore important to note that the organization cannot get long term existence without focusing on the practices and strategies for empowering their employees through providing training and development (Nickson, 2007). Provision of opportunity, such as this seminar on coaching and mentoring, empowers every employee with deficiency in skill or knowledge to seek support and assistance from their co-employees with the expertise needed, in the same way that it empowers expert employees to perform the needed technical assistance to help their fellow employees get by, cope up, and eventually grow</p>
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	<p>expertly in what they do. This collaboration between employees not only benefits the individual employees themselves but more importantly the organization at large. The continued or habitual practice of coaching and mentoring not only will foster healthy working environment but also will establish a culture of excellence in job performance ultimately.</p> <p>Hence, this proposal.</p>
<p>Project Description</p>	<p>This seminar on coaching and mentoring is a 3-day event intended for the regular non-teaching personnel of DepEd RO VIII, with the following terminal objectives:</p> <ol style="list-style-type: none"> 1. Address the gap between DepEd' s thrust to elevate the quality, efficiency, and timeliness in the delivery of its services to its clientele—and the level of competence of DepEd RO VIII personnel to meet the target standards. 2. Upskill and upscale employees' competencies, creativity, and work ethics. 3. Increase efficiency, productivity, and loyalty. 4. Foster and establish a culture of excellence among DepEd RO VIII personnel. <p>Specifically, by the end of the program, participants will be able to:</p> <ol style="list-style-type: none"> 1. Define key terms, concepts, and skills on coaching and mentoring. 2. Accomplish pertinent tools. 3. Design a coaching plan. 4. Facilitate coaching and mentoring.
<p>Professional Development Priorities</p>	<ol style="list-style-type: none"> A. D.O. No. 2 s. 2015 B. Non-Teaching RPMS C. Performance Measures: Quality, Efficiency, and Timeliness



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Target Participant	DepEd personnel with permanent status (Supervisors, Unit Heads, Specialists, Accountants, Planning Officers, Administrative Assistants, Administrative Aides, etc.)
Delivery Platform	Face-to-face
Date of Implementation	October 10-13, 2023



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Duration	Topic/Task	Session/ Task Objectives	Methodology	Assessment Strategies	Outputs	Learning Facilitator/ Resource Person/ Person Responsible
1 2 hrs.	Levelling of Expectation	<ul style="list-style-type: none"> Set the intention for the workshop. Set the expectations for the 3-day training. 	<ul style="list-style-type: none"> Introduction of participants Identification and presentation of expectations through a group sharing 	<ul style="list-style-type: none"> Games worksheets 	<ul style="list-style-type: none"> Shared expectations/wishes/intentions to learn. Understood what to expect during this training. 	PMT
2 5 hrs.	Coaching and Mentoring	<ul style="list-style-type: none"> Understand the roles of the coach or mentor Develop a coaching plan Debrief the coaching plan 	<ul style="list-style-type: none"> Lecture Q&A Open-Classroom Discussion Recollection of experiences Sharing of Takeaways 	<ul style="list-style-type: none"> Videos, Worksheets Games Simulations 	<ul style="list-style-type: none"> Understood the roles of coach or mentor Developed a coaching plan Debriefed coaching plan 	Resource Person



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III. Course/Activities List

Course/ Activity	Title	Functions/ Professional Standards Covered	Schedule	Modality
	A Seminar on Coaching and Mentoring for the Regular Non-Teaching Employees of DepEd RO VIII	A. RPMS for DepEd Non-Teaching Personnel B. Non-Teaching Personnel KRAs C. Performance Measures: <i>Quality, Efficiency, and Timeliness</i>	October 11-13, 2023	Seminar, Workshop, Job-Embedded Learning

IV. Course/Activity Design

Course/Activity Title:	A Seminar on Coaching and Mentoring for the Regular Non-Teaching Employees DepEd RO VIII
Course/Activity Description:	This 3-day seminar on coaching and mentoring is designed for the DepEd RO VIII personnel under permanent status. This seminar intends to capacitate DepEd RO VIII personnel with the principles, strategies, and techniques of coaching and mentoring, with the aim of upskilling and upscaling DepEd RO VIII personnel's competence so to cope up with DepEd RO VIII's thrust to elevate the quality, efficiency, and timeliness of its services to its clientele.



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V. Program/Course Implementation Plan

Funding Source:	GASS	Budget Requirements:	1. Food 2. Venue	
Budget Estimate				
Source of Funds:	GASS	Registration Fee per Participant:	N/A	
Total Targeted Pax:	102	Number of Batches:	3	
Target Date/s:	October 11-13, 2023	Proposed Venue/Location:	TBA	
Budget Breakdown per Batch				
Particulars	No. of Pax	No. of Days	Unit Cost	Total Estimated Cost
1. FOOD & VENUE	34	3	800.00	81,600.00
Total Estimated Cost				81,600.00



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VI. Monitoring and Evaluation Plan

Level of M and E	Indicators	Methods and Tools	Data Sources	Schedule of M and E	Person/s Responsible	Support Needed	User of M and E Data
Results	No. of coaches/mentees coached or mentored	Survey	Coaching Plan	As necessary	Focal		HRDD
Behavior	% increase in the IPCRF's rating	Survey	IPCRs	Once a year	Focal		HRDD
Learning	% increase in the IPCRF's rating	Survey	IPCRs	Once a year	Focal		HRDD
Reaction	Number of satisfied coachee/mentee	Customer Satisfaction Survey	Customer Satisfaction Survey	As necessary	Focal		HRDD

Declaration:

I hereby declare the information provided in this application is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made.



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Sign off by the Program/Plan/Project Proponent:

Proponent	ROGELIO O. TICCOY, JR
Signature	
Date	August 22, 2023

This Form is not valid if not signed.

Prepared by:


ROGELIO O. TICCOY, JR.
EPS II, Human Resource Development Division

Recommending Approval:

ALEJANDRA B. LAGUMBAY
CES, Human Resource Development Division

Approved:

EVELYN R. FETALVERO, CESO IV
Regional Director



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