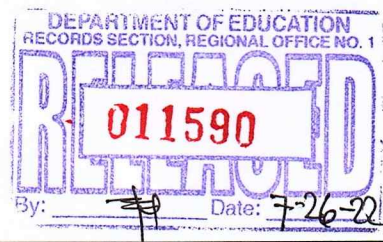




Republic of the Philippines
Department of Education
 REGION I



Office of the Regional Director

JUL 26 2022

REGIONAL MEMORANDUM
 No. 824, s. 2022

**WORKSHOP ON LEADERSHIP THROUGH MENTORING AND COACHING IN THE
 WORKPLACE FOR SCHOOL HEADS**

To: Schools Division Superintendents

1. In line with the Philippine Professional Standards for School Heads (PPSSH), the Department of Education Regional Office I, through the Human Resource Development Division (HRDD), shall conduct the workshop on Leadership through Mentoring and Coaching in the Workplace for School Heads at the National Educators Academy of the Philippines – Region 1, San Vicente, City of San Fernando, La Union on August 17-19, 2022.

2. The three (3) day training-workshop aims to equip the School Heads/Principals on the roles and qualities of a coach and a mentor, principles and practices of coaching and mentoring, processes on giving performance feedback, and preparation of coaching plan. After the training the participants are expected to implement a coaching and mentoring plan following the GROW model.

3. With this, please send participants to attend the said workshop. Below is the pax expected from each SDO:

Schools Division Office	Pax	Schools Division Office	Pax
Alaminos City	3	La Union	8
Batac City	3	Pangasinan I	8
Candon City	3	Pangasinan II	10
Dagupan City	3	San Carlos City	3
Ilocos Norte	8	San Fernando City	3
Ilocos Sur	8	Urdaneta City	3
Laoag City	3	Vigan City	3

4. Participants are expected to be at the NEAP on Day 1 before 8:00 am. Accommodation at NEAP starts at Day 0.

5. First meal is breakfast of Day 1 and last meal is dinner of Day 3.

6. Participants are requested to bring their own laptops and extension cords to be used in the workshops.

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7. Expenses related to this activity such as board and lodging, supplies and materials shall be charged to 2022 HRD Fund. Travel and other incidental expenses of the participants shall be charged against local funds subject to usual accounting and auditing rules and regulations.

8. For wide dissemination and immediate action.


TOLENTINO G. AQUINO

Director IV


Reference: None

Encl: None

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

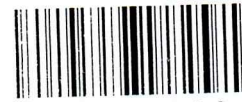
LEARNING AND DEVELOPMENT

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HRDD/jmv/Coaching and Mentoring
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