



**Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City, 2600**



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Office of the Superintendent
Division Memorandum Number 250s.2019

COACHING AND MENTORING OF INSTRUCTIONAL LEADERS

To: Division Chiefs
All Concerned

1. This office through the Office of the ASDS in collaboration with the SGOD-HRD shall conduct a LAC Session on Coaching and Mentoring for Division Office Instructional Leaders on **July 2, 2019, 8:00-4:30 P.M at DO Training Center.**

2. The activity aims to develop the coaching and mentoring skills of instructional leaders.

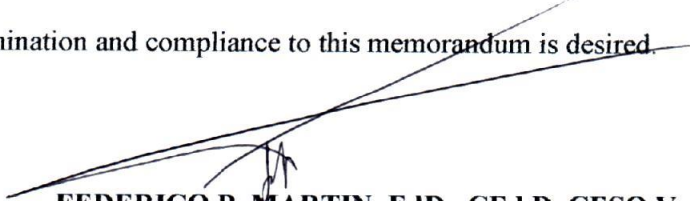
3. Participants to the activity are:

SDS	1	HRD Staff	2
ASDS	1	SMM & E Section Head	1
Division Chiefs	2	P & R Section Head	1
PSDS	10	School Heads (Speakers)	1
EPS	10	External Resource Speaker	1
Total			32

4. Program of Activities

TIME	ACTIVITY/TOPIC	FOCAL/SPEAKER
8:00-8:10	Preliminary Activity	HRD
8:10-10:00	Executive Leadership Skills	Federico P. Martin
10:00-10:20	Tea Break	
10:20-11:30	Instructional Leadership in the 4th Industrial Revolution	Carmel Merris
11:30-12:00	Sharing of Action and Reflection as outcome/output in the Sustainable Development Goal (SDG) Training for Leaders	Gemma Lomboy
10:50-12:00	Coaching and Mentoring for Leaders	Soraya T. Faculo
12:00-1:00	Lunch Break	
1:00-2:00	Workshop: Coaching and Mentoring for Leaders	Soraya T. Faculo
2:00-3:00	Sharing of Action and Reflection as outcome/output in the Sustainable Development Goal (SDG) Training for Leaders	Ligaya Annawi Santiago Bugtong
4:00-4:30	Summary/Next Action Steps	Soraya T. Faculo

5. Immediate dissemination and compliance to this memorandum is desired.


FEDERICO P. MARTIN, EdD., CEEd.D, CESO V
Schools Division Superintendent