



Office of the Secretary

OCT 25 2007

DepED MEMORANDUM

No. 445, s. 2007

ADMINISTRATION OF THE SELF-ASSESSMENT TEST  
(POST-TEST) TO SECONDARY SCHOOL MENTORS

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Directors of Services/Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. As per DepED Memorandum No. 400, s. 2007 (Item 4), a Self-Assessment Test (post-test) for secondary school mentors and teachers who took the SAT pre-test and were trained under the National English Proficiency Program (NEPP), will be administered on November 13, 2007 at Ecotech Center, Lahug, Cebu City. The conduct of the test is in coordination with the National Education Testing and Research Center (NETRC), this Department.

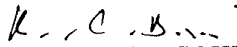
2. The administration of the test aims to provide a benchmark for teachers' development in language proficiency as basis for measuring or determining the effectiveness of the training.

3. This is one of the activities that will be undertaken during the First National Conference of Mentors in Education on November 12-14, 2007, to be held at the abovestated venue as announced in DepED Memorandum No. 415, s. 2007, copy enclosed. The following are the test administrators from the DepED Central Office:

Domfelia C. Pagatpatan	-	TDD-NETRC
Delia Servo	-	TDD-NETRC
Renato A. Batula	-	MPPD, TS
Jovita L. Cabiles	-	MPPD, TS
Sheila Marie M. Alcantara	-	MPPD, TS
Maridel T. Ignacio	-	MPPD, TS

4. The examinees are secondary school mentors and teachers from Luzon, Visayas and Mindanao who are participants to said conference. The next batches of the post-test will be one in Luzon, one in Visayas, one in Mindanao and one in NCR. The dates, venues, and number of examinees will be announced in a separate Memorandum.

5. Transportation expenses of test administrators, stipend allowance, and other expenditures relative to the conduct of the SAT will be charged to OSEC-NEPP funds subject to the usual accounting and auditing rules and regulations.
6. For more information, please contact Ms. Perla Sunga Intia, Director, NEPP, Mr. Renato A. Batula, Ms. Jovita L. Cabiles, Ms. Sheila Marie M. Alcantara and Ms. Maridel T. Ignacio, MPPD-Technical Service at telefax no. (02) 636-16-20.
7. Immediate dissemination of this Memorandum is desired.

  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encl.:

As stated

References:

DepED Memorandum: Nos. (400 and 415, s. 2007)

Allotment: 1- (D.O. 50-97)

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

CONFERENCES  
Learning Area, ENGLISH  
TEACHERS  
TESTS

Maricar/DM-Administration of Post-Test

10-23-07



OCT 16 2007

DepED MEMORANDUM  
No. 415 s. 2007

FIRST NATIONAL CONFERENCE OF MENTORS IN EDUCATION

To: Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Heads, Public Elementary and Secondary Schools

1. The National English Proficiency Program (NEPP) will hold its First National Conference of Mentors in Elementary and Secondary Schools on November 12-14, 2007 at DepED Ecotech Center, Lahug, Cebu City with the theme "**NEPP Mentors: Sustaining the Fire Within**". This activity will be co-managed by the Bureau of Elementary Education (BEE) and Bureau of Secondary Education (BSE).

2. The objectives of the activity are to:

- share best mentoring practices;
- organize national association for members;
- discuss issues and concerns of mentors;
- track down the mentors; and
- enhance their mentoring skills.

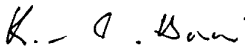
3. One of the highlights of the activity is the Launching of the Search for Outstanding Teacher-Mentors. Enclosed is the criteria of the Search (Please see Enclosure No. 1).

4. Participants to this conference are selected Mentors from Elementary and Secondary, Schools Superintendents and Principals who were trained by NEPP. Participants are allowed to attend **on official business**.

5. The Regional Elementary and Secondary NEPP Coordinators are tasked to identify the mentors, principals and schools division superintendents who will be attending the Conference per allocation below:

	<b>Elementary</b>	<b>Secondary</b>	<b>Total</b>
1. Regional NEPP Coordinators	1 per region	1 per region	34
2. SDS	1 per region	1 per region	34
3. Principals	1 per region	1 per region	34
4. Mentor Participants	6 per region	8 per region	238
			<b>340</b>

6. For Region IX and the ARMM Elementary participants/mentors should come from the USAID-EQuALLS recipient schools.
7. The Regional NEPP Coordinators are also required to bring documented accomplishment reports of mentor participants who will be attending the conference.
8. The conference is free, which includes board and lodging, conference kit with handouts and supplies and materials. Transportation expenses of the participants will be reimbursed from OSEC-NEPP funds upon submission of travel documents subject to the usual accounting and auditing rules and regulations. **Participants are advised to avail of the cheapest mode of transportation.** Management and staff are authorized to travel two days before the conference. First meal of participants will be p.m. snack on November 11 and last meal will be lunch on November 14, 2007.
9. Expenses for the conduct of this activity will be charged to OSEC-NEPP funds subject to the usual accounting and auditing rules and regulations. These include honoraria, board and lodging, travel expenses of the participants, NEPP Resource Persons' Team, Management and Staff, instructional materials, supplies and kits, freight and communication costs and other expenses incident to the activity.
10. For confirmation of attendance, participants should fax the accomplished registration form (Enclosure No. 2) on or before October 31, 2007 at telefax nos. (02) 636-1620; (02) 633-9341. For further clarification and information, please contact Ms. Perla Sunga Intia, Director, NEPP at telefax no. (02) 633-9341 or cellphone no. 0916-6693139 or Ms. Cecilia R. Mendiola, Assistant Manager on Programs at cellphone no. 0906-5573364 and Marcos S. Rodil, Assistant Manager on Operations at cellphone no. 0920-2911589.
11. Immediate dissemination of this Memorandum is desired.

  
**RAMON C. BACANI**  
Undersecretary  
Officer-in-Charge

Encls.: As stated  
Reference: DepED Memorandum: No. 108, s. 2006  
Allotment: 1--(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES  
OFFICIALS

Learning Area, ENGLISH  
TRAINING PROGRAMS

Criteria for the Search for Outstanding Teacher-Mentors

I. Mentoring Performance (40%)

- a. Number of teachers mentored
- b. Frequency of mentor training outside official time (type/s of mentoring that the teacher-mentor is doing)
- c. Initiatives related to NEPP
- d. Extension of mentoring work
- e. Accomplishments of Reports

II. Innovation Pioneered/Undertaken (20%)

- a. Action Research related to mentoring
- b. Publication related to mentoring'
- c. Instructional materials developed
- d. Paper presentation/demo-teaching
- e. Prototype lesson plans prepared
- f. Teaching innovations
- g. Achievements relevant to student/pupil achievement

III. Consultancy and Resource Speakership (10%)

- √ School/district
- √ Division
- √ Regional
- √ National

IV. Professional Development (10%)

- √ Membership in Professional Organization
- √ Attendance in trainings/conferences
- √ Post graduates/units earned

V. Personality Traits (20%)

- √ Leadership potentials
- √ Interpersonal relationship
- √ Sourcing out
- √ Linkages

VI. Interview (10%)

**TOTAL POINTS (100%)**

FIRST NATIONAL CONFERENCE OF MENTORS IN EDUCATION

**CONFIRMATION FORM**

Region: \_\_\_\_\_

Division: \_\_\_\_\_

Allotted Number of Participants: \_\_\_\_\_

<b>Name of Participants</b>	<b>Region/Division/Schools</b>	<b>Contact Number</b>
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Please send or fax two weeks before the conference date to Mr. Marcos S. Rodil at e-mail address: [msrodil@yahoo.com](mailto:msrodil@yahoo.com) or Ms. Cecilia R. Mendiola at telefax nos. (02) 636-1620 or (02) 633-7237.

**Prepared/Submitted by:**

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Regional NEPP Coordinator

**Noted by:**

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Regional Director