



Office of the Secretary

NOV 08 2007

DepED MEMORANDUM

No. 453 , s. 2007

IMPLEMENTING GUIDELINES ON THE CONDUCT OF THE MENTORS DIVISION
QUARTERLY/DISTRICT MONTHLY CIRCLE MEETINGS OF THE NATIONAL
ENGLISH PROFICIENCY PROGRAM (NEPP)

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

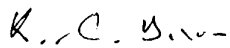
1. Pursuant to DepED Memorandum No. 400, s. 2007 entitled ***“Sustaining National English Proficiency Program (NEPP) Mentoring in Elementary and Secondary Schools Through Division Quarterly/District Monthly Circle Meetings”***, the following Implementing Guidelines are hereby issued on the conduct of the said meetings:

- a. The holding of Division Quarterly/District Monthly Circle Meetings will be initiated by the National English Proficiency Program (NEPP) Coordinator. A copy of the year's quarterly schedule will be furnished the Bureau of Elementary Education (BEE) or Bureau of Secondary Education (BSE) through NEPP;
- b. The Division Quarterly/District Monthly Circle Meetings will be led by a team of 5 composed of the following:
 - One (1) NEPP Representative
 - One (1) BEE Representative
 - One (1) BSE Representative
 - One (1) NEPP Coordinator – BEE
 - One (1) NEPP Coordinator – BSE
- c. They will conduct Enrichment Session based on the subject/topic requirements by the Mentoring Program.

2. The suggested, activities, contents and purpose of the Circle Meetings are as follows:

- a. to continue the professional growth of the concerned teachers through demonstration lesson, inputs from invited guests from any of the above team, NEPP-Central Office or Division and Regional Supervisors;
- b. give time to share best practices;
- c. address issues and concerns in relation to mentoring and teaching; and
- d. create an environment which fosters solidarity in the common aim to raise standards of teaching/learning.

3. For the conduct of the Quarterly/District or Division Circle Meeting a reimbursement expense of not more than Thirty Thousand Pesos (PhP30,000.00) will be charged against NEPP-OSEC Funds. All concerned are requested to send the Official Receipts (ORs) and Attendance Sheets to NEPP c/o Mr. Rodolfo E. Yaba.
4. For more information, please contact **Ms. Perla Sunga Intia**, NEPP Director and Chief, MPPD-TS and **Mr. Rodolfo E. Yaba**, NEPP staff at tel. no. (02) 636-1620 and (02) 632-1361-70, locals 2048 and 2166.
5. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-in-Charge

Reference:

DepED Memorandum: (No. 400, s. 2007)

Allotment: 1—(D.O. 50-97)

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

CHANGE
ELEMENTARY EDUCATION
Learning Area, ENGLISH
MEETINGS
SECONDARY EDUCATION
TEACHERS
TRAINING PROGRAMS

Model: Addendum DM 400
10-23-07
Computer used: sally