



MAR 11 2009

DepED MEMORANDUM

No. 89, s. 2009

SECOND 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), this Department, will hold its **Second National Conference of Mentors in the Elementary and Secondary Schools** on April 14-16, 2009 at Waterfront Hotel, Davao City with the theme "Moving Forward Through Effective Mentoring". 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:
- update the participants on the different mentoring activities on milestones;
  - raise awareness on the issues and concerns of mentors in the division and district offices and schools ;
  - allow them to share best mentoring practices;
  - draw up division and regional plans to implement, support and sustain the needs of mentoring in the division, district and school levels; and
  - enhance the mentors' commitment and mentoring skills.

3. The highlights of the activity are the Launching of the Search for Outstanding Teacher-Mentors and the NEPP Website. The criteria for the search is contained in Enclosure No. 1.

4. Participants to this conference are selected Mentors from Elementary and Secondary, Regional NEPP Coordinators, Schools Division Superintendents, Division Education Supervisors 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, education supervisors and schools division superintendents who will be attending the conference per allocation below:

Participants	Elementary	Secondary	Total
1. Regional NEPP Coordinators	1 per region	1 per region	34
2. SDS	1 per region	1 per region	34
3. ES I	5 per region	1 per region	102
3. Principals	4 per region	1 per region	85
4. Mentor Participants	10 per region	5 per region	255
	<b>Total</b>		<b>510</b>

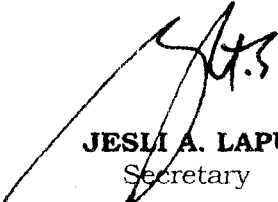
7. The Regional NEPP Coordinators are also required to prepare a presentation of their region's best mentoring practices and documented accomplishment reports of mentor participants who will be attending the conference.

8. The conference is free, which includes board and lodging, conference kit with handouts and supplies and materials. Transportation expenses of the participants in the elementary will be reimbursed from OSEC-NEPP funds upon submission of travel documents subject to the usual accounting and auditing rules and regulations, while for the SDS, ES I, Principals and secondary teacher/mentor participants' transportation expenses will be charged to local funds. **Participants are advised to avail of the cheapest mode of transportation.** Management and staff are authorized to travel two (2) days before the conference. The first meal of participants will be p.m. snack of April 13, 2009 and the last meal will be lunch of April 16, 2009.

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 board and lodging, travel expenses of the participants, honoraria of 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 March 15, 2009 at telefax no.: (02) 636-4879. For further clarification and information, please contact Dr. Rosalina J. Villaneza, Head, NEPP Secretariat at tel. no.: (02) 633-7202, telefax no.: (02) 636-4879 or cellphone no.: 0919-7897011.

11. Immediate dissemination of this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Encls.:  
As stated

Reference:  
DepED Memorandum No. 415, s. 2008

Allotment: 1—(D.O. 50-97)

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

CONFERENCES  
Learning Area, ENGLISH  
OFFICIALS  
SEARCH  
TRAINING PROGRAMS

**Enclosure No. 1 to DepED Memorandum No. 89, s. 2009**

**CRITERIA FOR THE SEARCH FOR OUTSTANDING TEACHER-MENTORS**

1. 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
  
2. 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
  
3. Consultancy and Resource Speakership (10%)
  - a. School/district
  - b. Division
  - c. Regional
  - d. National
  
4. Professional Development (10%)
  - a. Membership in Professional Organization
  - b. Attendance in trainings/conferences
  - c. Post graduates/units earned
  
5. Personality Traits (10%)
  - a. Leadership potentials
  - b. Interpersonal relationship
  - c. Sourcing out
  - d. Linkages
  
6. Interview (10%)

**TOTAL POINTS (100%)**

**Enclosure No. 2 to DepED Memorandum No. 89, s. 2009**

**SECOND 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 Dr. Rosalina J. Villaneza, Head, NEPP Secretariat at e-mail address: [rosevill62@yahoo.com](mailto:rosevill62@yahoo.com) or at telefax no. (02) 636-4879.

**Prepared/Submitted by:**

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Regional NEPP Coordinator

**Noted by:**

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Regional Director