



Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE

Department of Education  
Division of Marinduque  
**RECORDS SECTION**  
**RELEASED**

Name: \_\_\_\_\_  
Signature: *[Signature]*  
Date: JAN 10 2024 Time: \_\_\_\_\_

Office of the Schools Division Superintendent

January 10, 2024

**DIVISION MEMORANDUM**  
No. 03, s. 2024

**STANDARDIZATION OF DOCUMENTARY REQUIREMENTS FOR THE CONDUCT OF SCHOOL-BASED LEARNING ACTION CELL (SLAC) SESSIONS**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. The Department of Education fully supports the continuing professional development of its teaching personnel based on the principle of lifelong learning and DepEd's commitment to the development of teachers' potential aimed towards their success in the profession. DepEd Order No. 35, s. 2016 states the importance of School-Based Learning Action Cell (SLAC) sessions in creating professional learning communities which is a crucial component in the continuous professional development of teachers in the Department of Education.

2. Further, Regional Memorandum No. 2, s. 2023 reiterates the need for a well-established planning, implementing, monitoring, and evaluation system in the conduct of School-Based Learning Action Cell (SLAC) sessions. This can be attained through the submission of an annual school SLAC plan and other necessary documentary requirements to the Schools Division Office and regular monitoring through the SGOD-Human Resource Development Section.

3. This Office also reiterates that different forms of activities for School-based Learning Action Cell (SLAC) sessions may be conducted. These are, but not limited to, coaching and mentoring, lecture-type, and workshops.

4. The unnumbered Division Memorandum dated January 24, 2023 titled "*Reminders on the Conduct of the School Learning Action Cell and School-Based In-Service Training/Activities during the Five-Day Mid-Year Break*" enumerated the **needed documentary requirements before the conduct of any School-based Learning Action Cell (SLAC) sessions and In-Service Training for Teachers (INSET)**, to wit:

- a. **Letter addressed to the Schools Division Superintendent;**
- b. **Approved Project Design;**
- c. **Approved School-Based Learning Action Cell (SLAC) Plan;**

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



- d. **Approved School Plan for Professional Development (SPPD);**
  - e. **School Memorandum on the Conduct of SLAC and INSET;**
  - f. **Approved Activity Matrix\*** for every monthly conduct of SLAC, to be submitted at least 2 weeks before the approved date of conduct; and
  - g. **Approved Session Guides\*** for every topic of the SLAC, to be submitted at least 2 weeks before the approved date of conduct;
  - h. **Approved Slide Decks\*** for every topic of the SLAC, to be submitted at least 2 weeks before the approved date of conduct;
  - g. **Approved GROW Coaching Form\*\*** for every coaching and mentoring session of the SLAC, to be submitted at least 2 weeks before the approved date of conduct.
- \*Applicable only to lecture, orientation, and workshop types of School-Based Learning Action Cell (SLAC) Sessions*  
*\*\*Applicable only to coaching and mentoring type of School-Based Learning Action Cell (SLAC) Sessions*

5. To facilitate efficient review and quality assurance of the abovementioned documentary requirements, this Office, through the SGOD-Human Resource Development Section, implements the **standardization of documentary requirements for the conduct of School-based Learning Action Cell (SLAC) sessions.**

6. The following documents, which may also be accessed through [bit.ly/SLACTemplatesMdq2023](http://bit.ly/SLACTemplatesMdq2023), are enclosed for reference:

- a. Enclosure 1: Project Design
- b. Enclosure 2: School-Based Learning Action Cell (SLAC) Plan
- c. Enclosure 3: School Plan for Professional Development (SPPD)
- d. Enclosure 4: Activity Matrix
- e. Enclosure 5: Session Guide
- f. Enclosure 6: Slide Deck
- g. Enclosure 7: GROW Coaching Form

7. To ensure timely submission of reports, school heads and/or school LAC leaders shall accomplish the **monthly completion report on the conduct of school-based learning action cell (SLAC) session** through [bit.ly/SLACMonthlyCompletionMdq2023-2024](http://bit.ly/SLACMonthlyCompletionMdq2023-2024) at least three days after the approved date of conduct of the monthly SLAC.

8. For questions and concerns, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through e-mail address [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).

9. Immediate dissemination of and compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
 OIC-Schools Division Superintendent

Encls: as stated

References: DepEd Order No. 35, s. 2016

Regional Memorandum No. 2, s. 2023

Unnumbered Division Memorandum dated January 24, 2023

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

FORMS

MONITORING AND EVALUATION

TRAINING PROGRAMS

/SGOD-HRDS-KDA

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
 SCHOOLS DIVISION OF MARINDUQUE

### PROJECT DESIGN

#### I. PROJECT DESCRIPTION

Project Title : School-Based Learning Action Cell (SLAC) Session and In-Service Training for Teachers

Type of Project : Professional Development Project

Project Proponent : (Name of School Head)

Number of Beneficiaries : (Total No. of Attendees)

Location of Beneficiaries : (School, School Address, District)

Date of Implementation : S.Y. 2023-2024

Area of Project Implementation : (School, District)

Budget Requirement :

Budget Requested :

#### II. BACKGROUND/SITUATIONAL ANALYSIS/RATIONALE

(State here relevant information and legal bases for the conduct of SLAC Sessions. Include the data, research findings and recommendations)

#### III. DESIRED IMPACT AND OUTCOME OF THE PROJECT

**Terminal objective:** At the end of the project, teachers will be able to:

**Enabling objectives:** Specifically, teachers will be able to do the following:

#### IV. PROJECT MATRIX

Target Date	Activity (Please indicated if the activity is in the form of lecture, orientation, practicum, coaching, workshop, etc.)	Topics to be Discussed
		•
		•
		•

#### V. RISK MANAGEMENT PLAN

Possible Risk(s)	Preventive Measures and Strategies	Mechanism to Monitor Risks
Technological-related Risks	Contact the School ICT Coordinator to ensure that equipment to be used are working.	Assign a technical team to maintain a good program flow.
Natural calamities and other priority PPAs that may affect the calendar of activities	Formulate a contingency plan for possible postponement of the conduct of the activity.	Regular monitoring of the weather forecast through the Division/School DRRM Coordinator.

*"DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead."*

Other priority PPAs that may affect the calendar of activities	Formulate a contingency plan for possible postponement of the conduct of the activity.	Close coordination with the Division Planning Officer to prevent conflict of activities.
<i>Add rows for other possible risks, if any.</i>		

#### VI. PROJECT ORGANIZATION AND STAFFING

Name	Position	Role
John M. Chavez	Chief Education Supervisor, CID	Program Owner
Ma. Cecilia S. Manay	Chief Education Supervisor, SGOD	Program Owner
Kyle David V. Atienza	Senior Education Program Specialist, HRDS	Program Manager
Abet R. Faundo	Education Program Specialist II, HRDS	Program Manager
(Name of School Head)	(Position)	Project Manager
(Name of Personnel)	(Position / School LAC Leader)	Learning Manager
(Name of Personnel)	(Position)	Documenter
(Name of Personnel)	(Position)	Secretariat
(Name of Personnel)	(Position)	Welfare Officer
(Name of Personnel)	(Position)	Logistics Officer
(Name of Personnel)	(Position)	Finance Officer
(Name of Personnel)	(Position)	M&E Coordinator

#### VII. DETAILED BUDGET REQUIREMENT

Qty.	Unit	Description	Unit Cost	Amount
<b>Sub-Total</b>				
<b>GRAND TOTAL</b>				

Prepared by:

Checked by:

**[NAME OF SCHOOL HEAD]**

Position

**[NAME OF PSDS]**

Public Schools District Supervisor

Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**

Senior Education Program Specialist, HRDS  
Member, HRDC

Reviewed and Quality Assured by:

Reviewed and Quality Assured by:

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*

**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

**JOHN M. CHAVEZ**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**  
Assistant Schools Division Superintendent  
Chairperson, HRDC

Approved:

**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
 SCHOOLS DIVISION OF MARINDUQUE

**SCHOOL-BASED LEARNING ACTION CELL (SLAC) PLAN**  
 School Year 2023-2024

PHASE	TARGET DATE	ACTIVITY/TOPIC Activity <i>(Please indicated if the activity is in the form of lecture, orientation, practicum, coaching, workshop, etc.)</i>	OBJECTIVES	PERSON IN-CHARGE	MODALITY	RESOURCES		SUCCESS INDICATOR
						Amount	Source of Fund	
Pre-Implementation Phase		Accomplishment of e-SAT for SY 2023-2024	At the end of the activity, teachers should have: a. accomplished the e-SAT for SY 2023-2024; and b. created an Individual Development Plan (IDP) for the current school year.	[NAME OF ICT COORDINATOR] School ICT Coordinator  [NAME OF SCHOOL HEAD] [Position]	Face-to-Face			100% or ____ teachers have accomplished the e-SAT for SY 2023-2024  100% or ____ teachers have created an Individual Development Plan for the current school year.
		Planning and preparation for the monthly	At the end of this activity, the school	[NAME OF SCHOOL LAC LEADER]	Face-to-face			Finalized and approved School Plan for

*“DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead.”*



	conduct of School-Based Learning Action Cell (SLAC) and In-Service Training for Teachers (INSET) for the current school year.	head and school LAC leader should have: <ul style="list-style-type: none"> <li>a. crafted a School Plan for Professional Development (SPPD) for the current school year;</li> <li>b. prepared documentary requirements for the implementation of SLAC and INSET for the current school year; and</li> <li>c. finalized the project matrix of the SLAC and INSET; and</li> <li>d. finalized the activity matrix of monthly conduct of SLAC and midyear INSET.</li> </ul>	School LAC Leader [NAME OF SCHOOL HEAD] [Position]				Professional Development (SPPD)  Fully accomplished documentary requirements for the implementation of SLAC and INSET for the current school year  Finalized and approved project matrix of the SLAC and INSET  Finalized and approved activity matrix of monthly conduct of SLAC and midyear INSET
	Development of session guides and slide decks for monthly SLAC	At the end of the activity, the assigned resource speakers, school LAC leader,	[NAME OF SCHOOL LAC LEADER] School LAC Leader	Face-to-face			Finalized and approved session guides and slide decks for the monthly SLAC

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



		and midyear INSET	and school head should have: a. prepared the session guides and slide decks for the monthly conduct of SLAC and the midyear INSET; and b. submitted the session guides and slide decks to the Schools Division Office, for review and approval.	[NAME OF SCHOOL HEAD] [Position]				and midyear INSET.
Implementation Phase	September 2023	[Session Topic]	At the end of the session, the teachers should have: a.	[NAME OF RESOURCE SPEAKER] [Position]  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]				
	October 2023	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER]				

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



				[Position]  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]				
November 2023	[Session Topic]	At the end of the session, the teachers should have:		[NAME OF RESOURCE SPEAKER] [Position]  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]				
December 2023	[Session Topic]	At the end of the session, the teachers should have:		[NAME OF RESOURCE SPEAKER] [Position]  [NAME OF SCHOOL LAC LEADER]				

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

				School LAC Leader				
				[NAME OF SCHOOL HEAD] [Position]				
	January 2024	In-Service Training for Teachers	At the end of the training, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]				
		[Session Topic No. 1]	At the end of the session, the teachers should have:	[NAME OF SCHOOL LAC LEADER] School LAC Leader				
		[Session Topic No. 2]	At the end of the session, the teachers should have:	[NAME OF SCHOOL HEAD] [Position]				
		[Session Topic No. 3]	At the end of the session, the teachers should have:					
		[Session Topic No. 4]	At the end of the session, the teachers should have:					
		<i>(Add additional session topics, if any)</i>						

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 ● Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

February 2024	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]				
March 2024	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]				
April 2024	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]				

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

				[NAME OF SCHOOL LAC LEADER] School LAC Leader				
				[NAME OF SCHOOL HEAD] [Position]				
May 2024	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]	[NAME OF SCHOOL LAC LEADER] School LAC Leader				
			[NAME OF SCHOOL HEAD] [Position]					
June 2024	[Session Topic]	At the end of the session, the teachers should have:	[NAME OF RESOURCE SPEAKER] [Position]	[NAME OF SCHOOL LAC LEADER] School LAC Leader				

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque

				[NAME OF SCHOOL HEAD] [Position]				
Post-Implementation Phase	July 2024	Monitoring and Evaluation of Monthly SLAC and Midyear INSET	At the end of the activity, the M&E coordinator, school LAC leader, and school head should have: <ul style="list-style-type: none"> <li>a. consolidated results of the Level 1 and Level 2 evaluation forms;</li> <li>b. analyzed the results of the Level 1 and Level 2 evaluation forms;</li> <li>c. recommended ways to improve current teaching practices.</li> </ul>	[NAME OF M&E COORDINATOR] M&E Coordinator  [NAME OF SCHOOL LAC LEADER] School LAC Leader  [NAME OF SCHOOL HEAD] [Position]	Face-to-Face			Consolidated results of Level 1 (End-of-Activity Evaluation) and Level 2 (Pre-Test and Post-Test)  Analysis of results of Level 1 (End-of-Activity Evaluation) and Level 2 (Pre-Test and Post-Test)  Recommendations to improve teaching practices based from the results of the Level 1 and Level 2 evaluation forms.

Prepared by:

Checked by:

**[NAME OF SCHOOL HEAD]**  
Position

**[NAME OF PSDS]**  
Public Schools District Supervisor  
*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**

Senior Education Program Specialist, HRDS  
Member, HRDC

Reviewed and Quality Assured by:

**MA. CECILIA S. MANAY**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Reviewed and Quality Assured by:

**JOHN M. CHAVEZ**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**

Assistant Schools Division Superintendent  
Chairperson, HRDC

Approved:

**LYNN G. MENDOZA, EdD**

OIC-Schools Division Superintendent

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 ● Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
MIMAROPA Region  
SCHOOLS DIVISION OF MARINDUQUE

**SCHOOL PLAN FOR PROFESSIONAL DEVELOPMENT (SPPD)**  
School Year 2023-2024

STRENGTHS	DEVELOPMENT NEEDS	ACTION PLAN		TIMELINE	RESOURCES NEEDED
		Learning Objectives	Intervention		

*Note: You may use the results of the Individual Development Plans of teachers and the results of the e-SAT as bases for accomplishing this form.*

Prepared by:

Checked by:

**[NAME OF SCHOOL HEAD]**  
Position

**[NAME OF PSDS]**  
Public Schools District Supervisor

Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**  
Senior Education Program Specialist, HRDS  
Member, HRDC

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Reviewed and Quality Assured by:

**MA. CECILIA S. MANAY**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Reviewed and Quality Assured by:

**JOHN M. CHAVEZ**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**

Assistant Schools Division Superintendent  
Chairperson, HRDC

Approved:

**LYNN G. MENDOZA, EdD**

OIC-Schools Division Superintendent

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

**ACTIVITY MATRIX**

Session Topic: \_\_\_\_\_  
 Date: \_\_\_\_\_

TIME	TIME ALLOCATED	ACTIVITY	PERSON IN-CHARGE
1:00-1:30PM	30 minutes	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Ecumenical Prayer</li> <li>• MIMAROPA March</li> <li>• Marinduque March</li> <li>• SDO Marinduque Hymn</li> <li>• DepEd Quality Policy Statement</li> <li>• Welcome Remarks</li> <li>• Introduction of Speakers and Members of PMT</li> <li>• Activity Objectives and Matrix</li> <li>• Leveling of Expectations</li> <li>• House Rules</li> <li>• Reminders</li> </ul>	
1:30-1:45PM	15 minutes	Pre-Test	
1:45-2:30PM	45 minutes	LAC Session Proper	
2:30-2:45PM	15 minutes	Health Break	
2:45-3:45PM	45 minutes	LAC Session Proper <i>(continuation)</i>	
3:45-4:00PM	15 minutes	Post-Test	
4:00-4:30PM	30 minutes	<b>Closing Program</b> <ul style="list-style-type: none"> <li>• Insights/Impression</li> <li>• Challenge</li> <li>• Acceptance of Challenge</li> <li>• Ways Forward/Reminders</li> <li>• Awarding of Certificates</li> <li>• Closing Remarks</li> <li>• Community Singing</li> <li>• Evaluation</li> <li>• Photo Opportunities</li> </ul>	

*Note: The activity matrix may be edited accordingly provided that a 15-minute health break is included and that the parts of the opening and closing program are not altered.*

Prepared by: \_\_\_\_\_

Checked by: \_\_\_\_\_

*“DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead.”*



**[NAME OF SCHOOL HEAD]**  
Position

**[NAME OF PSDS]**  
Public Schools District Supervisor

Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**  
Senior Education Program Specialist, HRDS  
Member, HRDC

Reviewed and Quality Assured by:

**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Reviewed and Quality Assured by:

**JOHN M. CHAVEZ**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**  
Assistant Schools Division Superintendent  
Chairperson, HRDC

Approved:

**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
 SCHOOLS DIVISION OF MARINDUQUE

**SESSION GUIDE**

<b>Title of Session</b>	
<b>Name of Resource Speaker</b>	
<b>PPST Covered</b>	You may ask for the assistance of the HRDS staff if PPST covered of the session cannot be identified.
<b>Session Objectives</b>	At the end of the session, the teachers should have: a.
<b>Session Output(s)</b>	
<b>Session Duration</b>	
<b>Key Content</b>	Key content may be presented in bullet form.
<b>Methodologies</b>	Methodologies may be, but not limited to, (1) presentation discussion, (2) case analysis, (3) reflection writing, (4) video showing, (5) individual activity, (6) group activity
<b>Resources Needed</b>	Resources needed may be, but not limited to, (1) slide decks, (2) activity sheets, (3) reflection paper, (4) videos.
<b>References</b>	Please cite your references using APA 7 <sup>th</sup> Edition

<b>Time</b>	<b>Detailed Content Outline</b>	<b>Detailed Description of Methodology/Activities</b>	<b>Learner's Output</b>	<b>Materials (Slide Number)</b>

*Note: Add rows, if needed.*

Prepared by:

Checked by:

**[NAME OF SPEAKER]**  
[Position]

**[NAME OF SCHOOL HEAD]**  
[Position]

Reviewed by:

*“DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead.”*



**[NAME OF PSDS]**  
Public Schools District Supervisor

Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**  
Senior Education Program Specialist, HRDS  
Member, HRDC

Reviewed and Quality Assured by:

**MA. CECILIA S. MANAY**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Reviewed and Quality Assured by:

**JOHN M. CHAVEZ**  
Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**  
Assistant Schools Division Superintendent  
Chairperson, HRDC

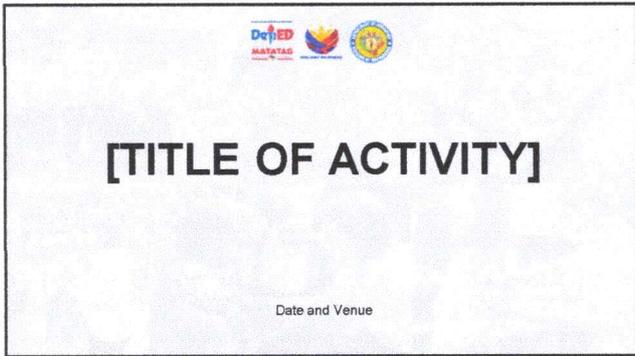
Approved:

**LYNN G. MENDOZA, EdD**  
OIC-Schools Division Superintendent

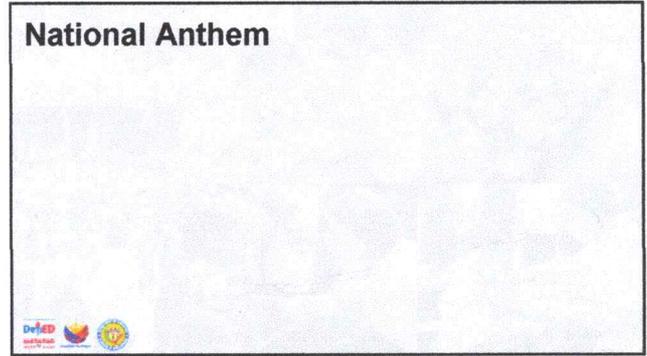
*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



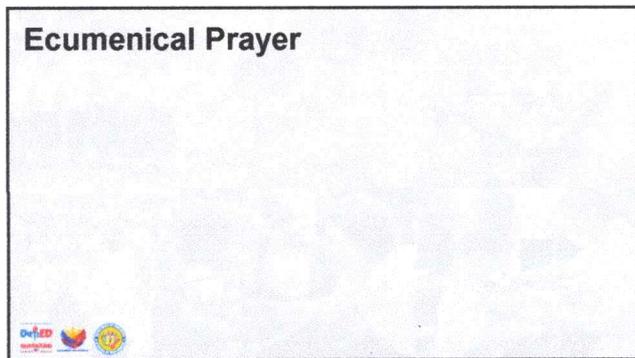
Malusak, Boac, Marinduque  
Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
Facebook Page: DepEd Tayo Marinduque



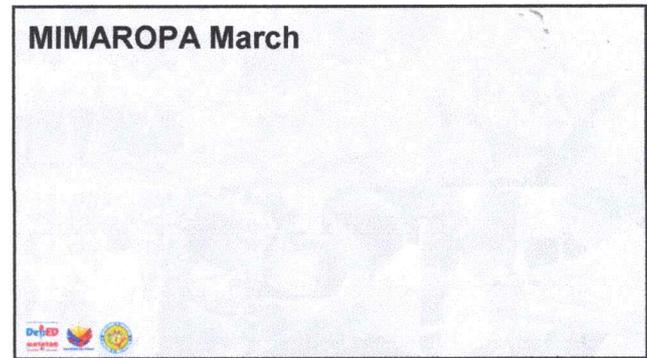
1



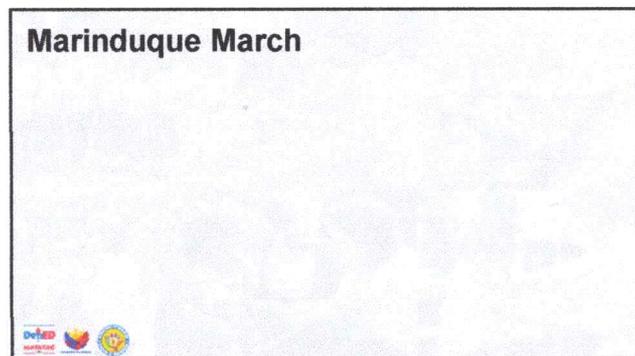
2



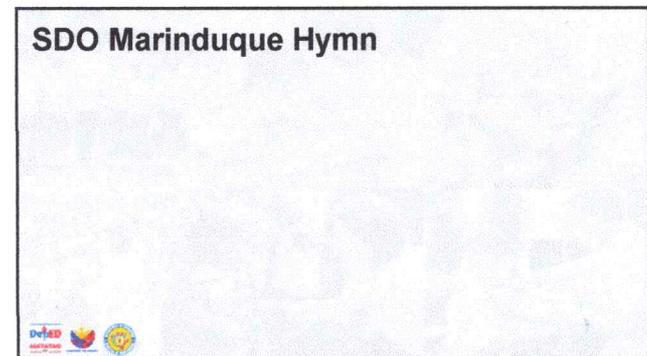
3



4

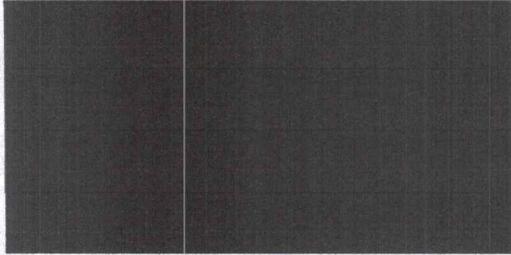


5



6

### DepEd Quality Policy Statement



7

### Welcome Remarks

\*insert photo here

**[NAME]**  
[Position]



8

### Introduction of Resource Speaker

\*insert photo of speaker here

**[NAME]**  
[Position]



9

### Introduction of PMT

\*insert photo of PMT member here

**[NAME]**  
[Position]



10

### Activity Objectives and Matrix

\*insert photo here

**[NAME]**  
[Position]



11

### Leveling of Expectations

\*insert photo here

**[NAME]**  
[Position]



12

### House Rules

\*insert photo here

**[NAME]**  
[Position]



13

### Reminders

\*insert photo here

**[NAME]**  
[Position]



14



**[Session Title]**  
[Name of Resource Speaker]

1

**Session Objectives**



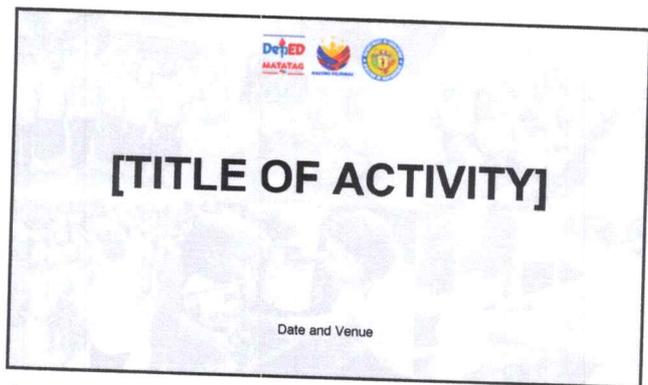
2



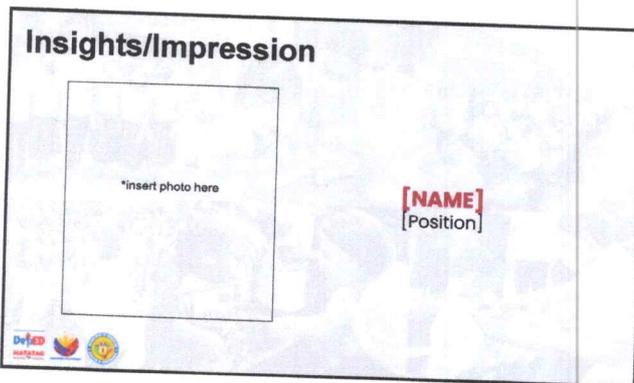
3



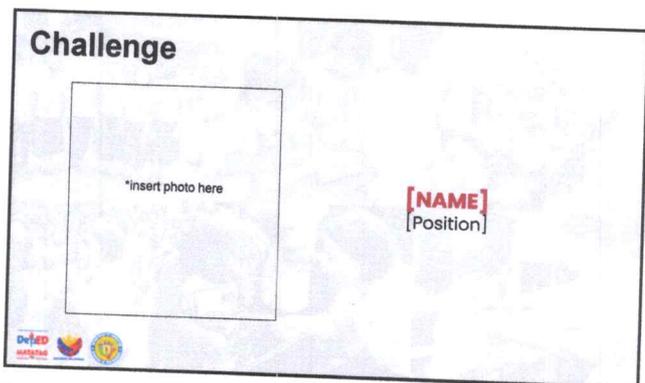
4



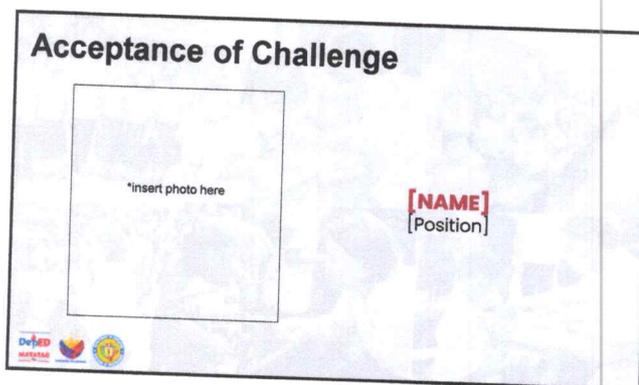
1



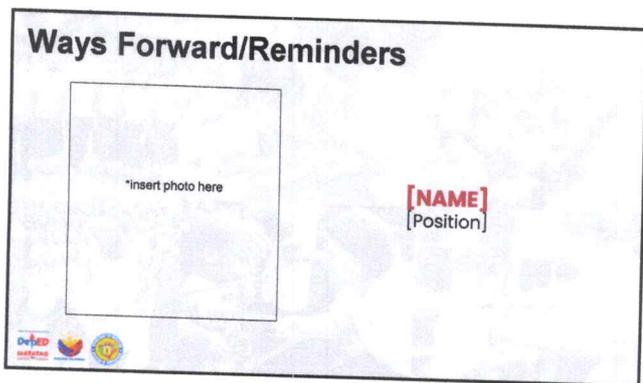
2



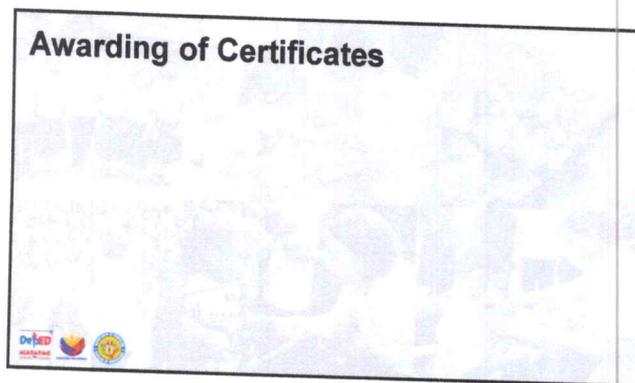
3



4



5



6

### Closing Remarks

\*insert photo here

**[NAME]**  
[Position]



7

### Community Singing



8



Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
 SCHOOLS DIVISION OF MARINDUQUE

**GROW COACHING FORM**

<b>Title of Session</b>			
<b>Name of Coachee</b>		<b>Position</b>	
<b>Name of Coach</b>		<b>Position</b>	
<b>PPST Covered</b>	You may ask for the assistance of the HRDS staff if PPST covered of the session cannot be identified.		
<b>Session Objectives</b>	At the end of the session, the coachee should have:		
<b>Session Output(s)</b>			
<b>Session Duration</b>			
<b>Key Content</b>	Key content may be presented in bullet form.		
<b>Methodologies</b>	Methodologies may be, but not limited to, (1) shadowing, (2) observation, (3) reflective writing.		
<b>Resources Needed</b>			
<b>References</b>	Please cite your references using APA 7 <sup>th</sup> Edition		

GOAL	REALITY	OPTIONS	WAYS FORWARD
<p>What do you want to achieve?</p> <p>Define your objectives here clearly. Ensure that your objectives are SMART.</p> <p>What does success look like for you? Be as specific as possible.</p> <p>Your answers here will set the direction of your coaching and mentoring session.</p>	<p>Where are you now?</p> <p>Evaluate your current situation.</p> <p>What are your current resources and challenges?</p> <p>Be honest and realistic in this self-assessment.</p> <p><i>(This part will be accomplished during the coaching session.)</i></p>	<p>What could you do?</p> <p>What are some potential obstacles that you may face?</p> <p>What options can bridge the gap between reality and goal?</p> <p><i>(This part will be accomplished during the coaching session.)</i></p>	<p>What will you do?</p> <p>What specific actions can you take to move towards the goal (action plan)?</p> <p>What date will you and your coach review your progress and to provide accountability?</p> <p><i>(This part will be accomplished during the coaching session.)</i></p>

Prepared by:

Checked by:

**[NAME OF COACH]**  
 [Position]

**[NAME OF SCHOOL HEAD]**  
 [Position]

*"DepEd Marinduque: Heart of the Philippines.  
 Lead to Excel. Excel to Lead."*



Reviewed by:

**[NAME OF PSDS]**

Public Schools District Supervisor

Initially Assessed and Evaluated by:

**KYLE DAVID V. ATIENZA**

Senior Education Program Specialist, HRDS  
Member, HRDC

Reviewed and Quality Assured by:

**MA. CECILIA S. MANAY**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Reviewed and Quality Assured by:

**JOHN M. CHAVEZ**

Chief Education Supervisor, SGOD  
Co-Chairperson, HRDC

Recommending Approval:

**FELIX M. FAMARAN**

Assistant Schools Division Superintendent  
Chairperson, HRDC

Approved:

**LYNN G. MENDOZA, EdD**

OIC-Schools Division Superintendent

*"DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead."*



Malusak, Boac, Marinduque

Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)

Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611

Facebook Page: DepEd Taysan Marinduque

## PERFORMANCE MONITORING AND COACHING FORM

DATE	DESCRIPTION OF THE COACHING AND MENTORING SESSION	OUTPUT	IMPACT ON JOB OF THE SESSION / ACTION PLAN FOR COACHEE	SIGNATURES (RATER & RATEE)

*Note: The table above shall be accomplished by the coach for every coaching and mentoring session conducted. Add rows, if necessary.*

*“DepEd Marinduque: Heart of the Philippines.  
Lead to Excel. Excel to Lead.”*



Malusak, Boac, Marinduque  
 Email: [deped\\_marinduque@yahoo.com](mailto:deped_marinduque@yahoo.com)  
 Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611  
 Facebook Page: DepEd Tayo Marinduque