



January 9, 2020

JAN 09 2020

DIVISION MEMORANDUM
 NO D14 s. 2020

COACHING AND MENTORING FOR EDUCATIONAL LEADERSHIP ON SCHOOL BASED MANAGEMENT

To: Chiefs – CID and SGOD
 Public Schools District Supervisors
 Concerned School Heads

- In compliance to RM 006.s2010 re: Coaching and Mentoring for Educational Leadership on School-Based Management, the following schools are requested to attend this activity on January 21-23, 2019 at El Cielito, Baguio, City. The following are:

Name/s	Position/Designation	Station
Esterio Apolinar	P1	Pulot NHS
Norma Pineda	P1	Abas NHS
Lino Queza/Nida Sulian	P2/ HT2	Suyo NHS
Anicia Bersalona	P1	Licuan IS
Cristine Gandeza	HT1	Velasco ES

- The activity aims to:
 - Build the competency and capability of school heads to help improve school performance;
 - Re-orient the participants on school-based management;
 - Enhance the coaching and mentoring skills of school leaders on SBM.
- Meal and snacks, accommodation, and training materials shall be charged against downloaded HRTD funds, while the transportation expenses and other incidental expenses shall be charged against the school or other local funds subject to the usual accounting rules and regulations.
- The first meal to be served will be dinner of January 20, 2020, and the last meal will be lunch and snack of January 23, 2020.
- Immediate dissemination of the memorandum is highly appreciated.

GLORIA B. BUYA-AO
 Schools Division Superintendent