



Republic of the Philippines
Department of Education
National Capital Region
SCHOOLS DIVISION OFFICE
City of Mandaluyong

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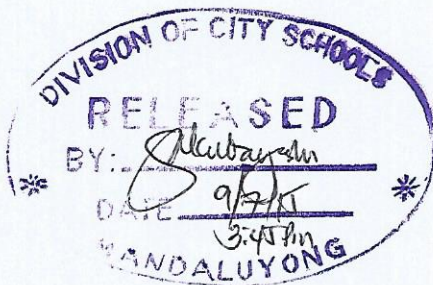
DIVISION MEMORANDUM


TO: Chief Education Supervisor, CID
Education Program Supervisors
Principals, Public and Private Elementary and Secondary Schools
Master Teachers in English

Subject: **CONSULTATIVE MEETING of MASTER TEACHERS (MTs) in ENGLISH,
PUBLIC ELEMENTARY and SECONDARY SCHOOLS**

Date: September 8, 2015

1. To intensify professional assistance to teachers in the beginning and developing categories, a **consultative meeting** of all Master Teachers in elementary and secondary public schools shall be held in Mandaluyong High School, on September 18, 2015 at 1:00 P.M.
2. Agenda
 - a. Monitoring and Supervisory Plan
 - b. Mentoring and Coaching Program
 - c. Validation of Observation Sheet
 - d. Pre and Post Observation
 - e. Action Research
3. MTs are advised to prepare the following:
 - a. Feedback on Mentoring and Coaching in First Quarter
 - b. Copy of School Profile of English Teachers
4. Prompt and widest dissemination of this **Memorandum** is earnestly desired.




NERISSA L. LOSARIA, CESO VI
Officer In-Charge

Office of the Schools Division Superintendent