



Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



**August 20, 2015**

**DIVISION MEMORANDUM**  
No. 520, s. 2015

**TURNOVER CEREMONIES OF CHINESE NATIVE VOLUNTEER TEACHERS AND SCHOOL VISITS TO SPFL-CHINESE MANDARIN IMPLEMENTING SCHOOLS OF REGION VII**

**To: Assistant Superintendent  
Division Supervisors/Coordinators  
Secondary School Heads**

1. Attached is Regional Memorandum No. 492, s. 2015, entitled, "Turnover Ceremonies of Chinese Native Volunteer Teachers and School Visits to SPFL-Chinese Mandarin Implementing Schools of Region VII."
2. This Memorandum also serves as participants' Authority to Travel.
3. Immediate dissemination of this Memorandum is desired.

**ARDEN D. MONISIT, Ed.D.**  
Schools Division Superintendent

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REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
**REGION VII, CENTRAL VISAYAS**  
Sudlon, Lahug, Cebu City



AUG 15 2015

REGIONAL MEMORANDUM

No. 492, s. 2015

**TURNOVER CEREMONIES OF CHINESE NATIVE VOLUNTEER TEACHERS AND SCHOOL VISITS  
TO SPFL-CHINESE MANDARIN IMPLEMENTING SCHOOLS OF REGION VII**

To : Schools Division/City Superintendents/ Officers- In-Charge of:  
Cebu City                      Mandaue City  
Cebu Province                Bohol Province

Attention : Regional & Division SPFL Coordinators, School Heads, and Teachers of the Special Program in Foreign Language (SPFL) – Chinese of:

- |                                  |                                  |
|----------------------------------|----------------------------------|
| 1. Compostela STEC High School   | 5. Cebu City Science High School |
| 2. Mabolo National High School   | 6. Jagobiao National High School |
| 3. Talamban National High School | 7. Biking TechVoc High School    |
| 4. Pardo National High School    | 8. Lourdes National High School  |

1. Per unnumbered DepEd Memorandum from Asec. Elvin Ivan Y. Uy, Assistant Secretary and Officer-in-Charge, Office of the Undersecretary for Programs and Projects, entitled 'SPFL-Mandarin Mentoring & Follow-through Sessions' dated July 29, 2015, which also discussed about the Deployment of Chinese Volunteer Teachers under the Special Program in Foreign Language (SPFL)- Chinese Mandarin, this Office will conduct a formal **Turnover Ceremony of Chinese Native Volunteer Teachers at DepEd Regional Office Conference Room and School Visits to SPFL- Chinese Mandarin Implementing Schools of Region VII on August 24-25, 2015.**


2. Please see enclosures for the itinerary of activities of the two-day Turnover Ceremonies & School Visits, List of Working Committees, and the Schedules for the Follow-through Enhancement sessions & Mentoring Program as agreed by the school principals and teachers of SPFL-Chinese implementing schools last planning conference at ANC on August 10, 2015.

3. Schools Division Superintendents, Division SPFL Coordinators, School Principals, and SPFL-Chinese Mandarin local teachers and everyone involved in the SPFL program, are enjoined to attend in the activity to ensure an effective implementation of the SPFL- Chinese Mandarin Follow-through and Mentoring Program. SPFL- Chinese Mandarin National Coordinator from DepEd Central Office, Ms. Marivic Tolitol and the Philippine Director of the Chinese Institute- Angeles University Foundation (CI-AUF), Dr. Lourdes Nepomuceno and staff are expected to grace the Turnover activity.

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
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Website: <http://www.depedro7.com.ph>

*"E5A 2015: Karapatan ng Lahat, Pananagutan ng Lahat"*

4. To avoid disruption of classes of the participating teachers, School Heads shall assign school personnel or anybody to provide alternative learning materials and activities, such as modules for reading and viewing materials in compliance with **DepEd Order No. 9, s. 2005, entitled *Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith.***
5. Travel and other incidental expenses of the participants and guests incurred during the turnover and school visits in mainland Cebu and Bohol including the, are chargeable against Local funds/ School MOOE/ SEF/ other available funds.
6. Accommodation for two(2) days of two(2) VIP rooms for Central Office and Confucius Institute heads and another room for three(3) Chinese Volunteers at Dormtel, DepEd Ecotech Center will be charged to Regional Funds, subject to the usual accounting and auditing rules and regulations.
7. This Memorandum also serves as **Travel Order**.
8. For immediate dissemination and strict compliance.

  
**JULIET A. JERUTA, Ph. D.**  
Director III  
Officer-in-Charge  
Office of the Regional Director

## GUIDELINES IN THE CONDUCT OF THE FOLLOW-THROUGH AND MENTORING OF LOCAL MANDARIN TEACHERS

1. The mentoring and follow-through sessions shall run from July to March, unless otherwise terminated and agreed by both parties due to valid and justifiable reason.

2. The activities are defined as follows:

- Mentoring is the process of assisting local Mandarin teacher by an assigned Chin volunteer teacher in the conduct of their regular classes. This program should provide opportunities for new and experienced teachers to grow professionally and improve their teaching.

- Follow-through is the gathering of local Mandarin teachers in an agreed schedule which focuses on sharing of teaching approaches and best practices between among the local and Chinese volunteer teachers. This also an opportunity to reflect the teaching of the local Mandarin teachers vis-à-vis appropriateness and quality of learning programs attended.

3. The mentoring and follow-through schedule shall be determined and agreed by both parties.

4. The Chinese volunteer teachers must observe the following:

- Ensure that all schools in the cluster are equally assisted and visited.

- Assist local teachers to teach cultural dances, songs and art side by side the local teacher.

- Assist in the preparation of lessons in consonance with content and performance standards and in preparing multi-media aids in teaching.

5. The medium of instruction during follow-through sessions is Mandarin.

6. To maximize the mentoring of local teachers, pre-conference and post-conference must be held before and after the observation to discuss areas for improvement and come up with materials useful in the teaching-learning process.

7. Local teachers and Chinese Volunteer Teachers are both expected to treat one another professionally and with respect.

8. Attendance is a must.

# TURNOVER CEREMONY OF CHINESE VOLUNTEER TEACHERS

August 24, 2015 at 9:00 A.M.

DepEd Regional Office-7 Conference Room

|  |   |
|--|---|
| INVOCATION   | Mrs. Alice Bordadora<br>Talamban National HS  |
| PHILIPPINE NATIONAL ANTHEM   | Multimedia System   |
| CHINESE NATIONAL ANTHEM  | Multimedia System   |
| WELCOME ADDRESS  | Dr. Juliet A. Jeruta<br>Regional Director   |
| PRESENTATION OF GUESTS & PARTICIPANTS                                      | Dr. Marcelita S. Dignos<br>SPFL Regional Coordinator<br>Asst. Schools Division Supt., LLC |
| GUIDELINES FOR FOLLOW- THROUGH/ MENTORING<br>AND TEACHER VOLUNTEER PROGRAM | Ms. Marivic Tolitol<br>National Coordinator, SPFL-Chinese                                 |
| MESSAGE  | Dr. Lourdes Nepomuceno<br>Director, Confucius Institute- AUF                              |
| TURN-OVER  | Ms. Qin Yeqian/ Emily Laoshi<br>CVT Supervisor  |
| ACCEPTANCE & INSPIRATIONAL MESSAGE   | Dr. Juliet A. Jeruta<br>Regional Director   |
| GETTING TO KNOW THE CVTs   | Mr. Yin, Xiao Chuan<br>Ms. Chen, Danni<br>Ms. Ma, Yin                                     |

LADY OF CERMONY: Ms. Milette D. Naya  
Jagobiao NHS

**NOTE:**

The Turnover is to be done at the Regional Office then will be followed with quick visits to the following schools:

**DAY 1- 9:30- 12:00 NN**

1. Cebu City National Science High School (**where snacks will be served**) - 9:30 -10:30 AM
2. Mabolo National High School (**where lunch will be served**) - 10:30- 12:00 NN
3. Pardo National High School
4. Talamban National High School
5. Jagobiao National High School
6. Compostela Science & Technology

**Day 1- 1:00- 5:00 PM** - Lourdes National High School, Bohol Division

**Day 2- 8:00- 10:00 AM** - Biking Tech-Voc National High School, Bohol Division

**Note:**

- Overnight stay of guests/participants C/O Bohol Division, Lourdes NHS & Biking TechVoc
- Kaoshiong C/O Dr. Marites Patiño, School Principal, CCNSHS
- Tarpaulin for Turnover Program C/O Dr. Ma. Jessica N. Abayon, Talamban NHS
- Chinese Volunteers' Travel Expenses C/O Per Cluster
- Travel Expenses Charged to MOOE (For Bohol School Visit- August 24-25, 2015)
- Registration C/O SEF/ Canteen/ Pta Funds

**CLUSTERING AND SCHEDULES OF MENTORING:**

**Cluster 1**

- |                         |       | <u>Schedule of Mentoring</u> |
|-------------------------|-------|------------------------------|
| 1. Cebu City Science HS | ----- | Every Monday                 |
| 2. Mabolo NHS           | ----- | Every Tuesday & Thursday     |
| 3. Pardo NHS            | ----- | Every Wednesday              |

**Cluster 2**

- |                        |       |                             |
|------------------------|-------|-----------------------------|
| 1. Talamban NHS        | ----- | Every 1st week of the month |
| 2. Jagobiao NHS        | ----- | Every 2nd week of the month |
| 3. Compostela Sci-Tech | ----- | Every 3rd week of the month |

**Cluster 3**

- |                        |       |                                   |
|------------------------|-------|-----------------------------------|
| 1. Lourdes NHS         | ----- | Every 1st & 3rd week of the month |
| 2. Biking Tech-Voc NHS | ----- | Every 2nd & 4th week of the month |

## **SCHEDULES OF FOLLOW- THROUGH SESSIONS:**

- **1st Saturday of every month per individual cluster**
- **3rd Saturday of every month for big group**

| <b><u>Per Individual Cluster</u></b> | <b><u>Big Group</u></b> - <b><u>Venue</u></b> |
|--------------------------------------|---|
| September 5                          | September 19 - Cebu                           |
| October 3                            | October 17 - Bohol                            |
| November 7                           | November 21 - Cebu                            |
| December 5                           | December 19 - Bohol                           |
| January 9                            | January 23 - Cebu                             |
| February 6                           | February 20 - Bohol                           |
| March 5                              | March 19 - Cebu                               |

**NOTE: Schedules may be changed or moved due to urgent matters/activities that may come up**

### **VENUE FOR SATURDAY FOLLOW-THROUGH PER INDIVIDUAL CLUSTER:**

- Cluster 1 - Mabolo NHS
- Cluster 2 - Scheduled School for the week
- Cluster 3 - Alternate

### **VENUE FOR SATURDAY FOLLOW-THROUGH WITH THE BIG GROUP:**

- Mabolo NHS (Cebu)
- Lourdes NHS (Bohol)

### **HOST SCHOOLS FOR THE CHINESE VOLUNTEER TEACHERS:**

- Yin, Xiao Chuan (Male) - Mabolo NHS
- Chen, Danni (Female) - Talamban NHS C/O Engr. Grapa (Week 1)
- Jagobiao NHS C/O Milette & Karie (Week 2)
- Compostela Sci- Tech HS C/O Rhea & Ana (Week 3)
  
- Ma, Yin (Female) - Bohol Division/ Lourdes NHS/ Biking HS