



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

17 August, 2026

DIVISION MEMORANDUM

No. 403, s. 2026

**TRAINING ON ENHANCING TEACHING QUALITY THROUGH
INSTRUCTIONAL COACHING AND MENTORING FOR
LITERACY AND NUMERACY – PHASE 2**

TO: Assistant Schools Division Superintendent
Chief Education Supervisors CID and SGOD
Education Program Supervisors
Public Schools District Supervisors/PICDs
Elementary School Heads
All others Concerned

1. Pursuant to Regional Memorandum No. 505, s. 2026, titled "Training on the Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy – Phase 2," this Office announces the participation of identified personnel from this Division in the said regional training.
2. The activity aims to enable Master Teachers to:
 - A. Strengthen competencies in instructional coaching, mentoring, and developmental feedback;
 - B. Implement evidence-based classroom observations and ensure inter-rater consistency;
 - C. Design and apply targeted literacy and numeracy interventions; and
 - D. Formulate actionable implementation plans to enhance teaching quality and improve learner outcomes
3. The activity shall be conducted through asynchronous and face-to-face clustered implementation following the schedule below:

* **Asynchronous Sessions** through DepEd LMS Portal - Starting August 8, 2026 onward (DepEd LMS Guide Tool will be provided)



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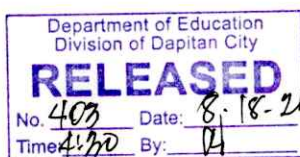
*** Face to Face Sessions** by Batch- **Batch 1- August 30-31, 2026,**
Batch 2 September 1-2, 2026 venue will announce in a separate advisory

4. Participants are required to bring their laptop computers for use during workshops and presentations, as well as their personal maintenance medicines, if applicable.
5. Expenses relative to the conduct of this activity shall be charged against OSEC-9-26-01068 and OSEC 9-26-02558, subject to the usual accounting and auditing rules and regulations. Expenses of participants, including travel and incidental expenses not covered by the regional allocation, shall be charged against local funds, subject to the availability of funds and usual accounting and auditing procedures.
6. Enclosed are the following, for reference:

Enclosure 1 : List of Participants, PMTs, Resource Speakers
Enclosure 2 : Training Matrix, Meal Provision and Accommodation Details
7. In cases where sessions fall on a Saturday, Sunday, or holiday, participants, PMT members, Trainers, and TWG shall be entitled to **compensatory time-off or service credits**, subject to existing DepEd and Civil Service Commission (CSC) rules and regulations.
8. School Heads are requested to facilitate the participation of their respective personnel and ensure that appropriate learning continuity measures are in place during their attendance in the training.
9. Immediate dissemination of and compliance with this Memorandum are desired.

For clarification and inquiries, please coordinate:

Helen T. Calaguian
EPS/ Division TEACEP Focal
Contact No.: 09202909567



JAY S. MONTEALTO, CESO V
Schools Division Superintendent



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Enclosure 1:

LIST OF PARTICIPANTS ON THE ENHANCING TEACHING QUALITY
THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY
AND NUMERACY – PHASE 2

Cluster C, Batch 1, August 30–31, 2026

NAME	DESIGNATION	SEX	AGE	ROLE Participant/ Welfare Officer
Michelle V. Torres	SEPS-HRDS	F	49	PMT
Analisa A. Bagarinao	EPS	F	41	Participant
Lindo O. Adasa Jr.	EPS	M	56	Participant
Juvy S. Pestanas,	SP II	M	53	Participant
Nelia P. Tangcalagan	SP IV	F	57	Participant
Ofelia A. Cabanlit	SP III	F		Participant
Windrell B. Mongcupa,	T II/TIC	M	38	Participant
Menvilou A. Tinnae	HT	F		Participant
Glenn L. Betongga	HT	M		Participant
Glenda Paguia	HT	F		Participant
Ma. Luisa P. Laput	Master Teacher III	F	59	Participant
Arlene C. Rendon	Master Teacher III	F	52	Participant
Sarah A. Desuacido	Master Teacher III	F	58	Participant
Sharon A. Daganasol	Master Teacher III	F	47	Participant
Maria Fe G. Florida	Master Teacher III	F	55	Participant
Lorena Zafra	Master Teacher I	F		Participant
Genevieve C. Bael	Master Teacher III	F	52	Participant
Marilyn P. Cagaanan	Master Teacher II	F	54	Participant
Ma. Jeanie R. Quiminguin	Master Teacher II	F	54	Participant
Elaine M. Bantilan	Master Teacher II	F	42	Participant
Ma. Fe M. Navarro	Master Teacher II	F	52	Participant
Rola O. Saguin	Master Teacher I	F	52	Participant
Leomel F. Alcanchin	Master Teacher I	F	43	Participant
Leonora A. Empeynado	Master Teacher I	F	46	Participant
Marlon Eguia	Master Teacher I	M	54	Participant
Ally A. Malacat	Master Teacher II	F	42	Participant
Teresita J. Cainta	Master Teacher I	F	46	Participant
Louida C. Empeynado	Master Teacher I	F	49	Participant
Aileen A. Cagatan	Master Teacher II	F	46	Participant



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Cluster C, Batch 2, September 1-2, 2026

NAME	DESIGNATION	SEX	AGE	ROLE Participant/ Welfare Officer
Michelle V. Torres	SEPS-HRDS	F	49	PMT
Vicente Jose V. Suarez II, EMD	CID Chief	M	46	Participant
Gwilym C. Elumba	Nurse	M		PMT
Marlyn E. Esmade	EPS	F	52	Participant
Julie Ann G. Lacay	SP I	F	40	Participant
Mary Ann Z. Cagatan	Head Teacher III	F	50	Participant
Reyna Amor D. Ruiz	Master Teacher III	F	53	Participant
Lorena O. Balladares	Master Teacher III	F	59	Participant
Ma. Gracia R. Adrias	Master Teacher II	F	53	Participant
Jerlina O. Enguito	Master Teacher II	F	42	Participant
Judith C. Estoque	Master Teacher I	F		Participant
Andrew L. Estoque	Master Teacher I	M	48	Participant
Josefa S. Jumud	Master Teacher II	F	52	Participant
Sharon N. Acaylar	Master Teacher II	F	46	Participant
Anita T. Saguin	Master Teacher I	F	56	Participant
Edgardo P. Jamilar, Jr.	Master Teacher I	M	37	Participant
Alleth D. Galicia	Master Teacher I	F	42	Participant
Janeth P. Saldon	Master Teacher I	F	46	Participant
Noel Ian C. Decipolo	Master Teacher I	M	32	Participant
Honorio Maryola O. Agum	Master Teacher I	F	53	Participant
Loreto S. Eguia	Master Teacher I	M	49	Participant
Doris Bation	Master Teacher II	F	60	Participant
Maria Fe C. Engcol	Master Teacher I	F	51	Participant
Irene B. Cimafranca	Master Teacher II	F	51	Participant
Maria Katrina Jean T. Cadano	Master Teacher I	F		Participant
Ritchel Rife	Master Teacher 1	F		Participant
Julieta Tibon	Master Teacher 1	F		Participant



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Enclosure 2:

A. Training Matrix

Schedule of Training Matrix

Asynchronous Sessions	Onsite Sessions			LAC Sessions
August 8, 2026	Time	Day 1	Day 2	
Program Opening Training Onboarding, Contextualization, and Course Overview [Optional synchronous delivery % NEAP] Pre-Test Pre-Training Materials Review Familiarization with the TEACEP GUIDE Tool and TEACEP GUIDE Materials Session 2 Assessment as the End in Mind: Why Observation Matters Session 3 Preparing for the Delivery of LAC Sessions on Inter rating Consistency, Evidence-based Defense, Developmental Feedback, and Coaching Priorities Session 4 Orientation and Onboarding to the TEACEP Monitoring and Evaluation System [Pre-recorded videos via DepEd LMS]	8:00 am – 8:30 am	Management of Learning		Session 12 Workshop for Inter-rating Consistency and Evidence-based Defense (2 hours) Session 13 Developmental Feedback, Coaching Priorities, Implementation Planning (2 hours)
	8:30 am – 9:00 am	Session 5 TEACEP GUIDE Purpose, Ethical Use, and Tool Structure (Breakout)	Session 8 Domain 3 - Diversity of Learners (Indicators 13 and 14) (Breakout)	
	9:00 am – 9:30 am			
	9:30 am – 10:00 am			
	10:00 am - 10:30 am	Health Break		
	10:30 am – 11:00 am	Session 6 Domain 1 - Content Knowledge and Pedagogy (Indicators 1,3, 4, and 6) (Breakout)	Session 9 Domain 4 - Curriculum and Planning (Indicators 18) (Breakout)	
	11:00 am -11:30 am			
	11:30 am – 12:00 pm			
	12:00 pm – 1:00 pm	LUNCH		
	1:00 pm – 1:30 pm	Continuation of Session 6	Session 10 Domain 5 - Assessment and Reporting (Indicators 20 and 21) (Breakout)	
	1:30 pm – 2:00 pm			
	2:00 pm – 2:30 pm			
	2:30 pm – 3:00 pm	Session 7 Domain 2 – Learning Environment (Indicators 8, 10, and 12) (Breakout)	Health Break	
	3:00 pm – 3:30 pm			
	3:30 pm – 4:00 pm		Session 11 Integrated Observation Practice Across the Five Domains: Synthesis, Reflection, and LAC Session Reminders (Breakout)	
	4:00 pm – 4:30 pm			
	4:30 pm – 5:00 pm			
	5:00 pm – 5:30 pm			



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B. MEAL PROVISION

Batch 1				Batch 2		
Meals	Day 0	Day 1	Day 2	Day 0	Day 1	Day 2
Breakfast		✓	✓		✓	✓
AM Snack		✓	✓		✓	✓
Lunch	✓ PMTs and RPs Only	✓	✓		✓	✓
PM Snack		✓	✓		✓	✓
Dinner	✓	✓	✓	Participants only	✓	✓

C. ACCOMODATION DETAILS

The participants are required to check in on the afternoon of Day 0 and check out before noon time of Day 2. The standard hotel check in time is 2:00pm and check out time is 12:00pm. Function room(s) shall be available as standby areas for participants who arrive early.