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

Office of the Schools Division Superintendent

08 October 2026

Division Memorandum
No. 489, s. 2026

REITRATION ON THE REGIONAL MEMORANDUM NO. 739, S. 2026 TITLED REGIONAL GUIDELINES AND POLICY ENHANCEMENTS ON SCHOOL-BASED COACHING AND LEARNING ACTION CELL (LAC) ACTIVITIES UNDER THE TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROGRAM (TEACEP)

To: Assistant Schools Division Superintendent
Chief Education Supervisor CID/SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned
This Division

1. This office reiterates Regional Memorandum No. 739, s. 2026 titled "**Regional Guidelines and Policy Enhancements on School-Based Coaching and Learning Action Cell (LAC) Activities under Teacher Effectiveness and Competencies Enhancement Program (TEACEP)** for reference, and guidance of all concerned.

2. The provision of the said Regional Memorandum shall be implemented starting October 2026 in all public elementary school within the Schools Division of Dapitan City.

3. For complete details, please refer to the attached copy of the Regional Memorandum.

4. Immediate dissemination of and strict compliance with this Memorandum are hereby directed.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 489 Date: 10/12/25
Time: 10:05 By:

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DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE IX
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By Mark Ariel Blanco - Releasing Date: 10/6/2026

October 5, 2026

REGIONAL MEMORANDUM
No. 739, s. 2026

REGIONAL GUIDELINES AND POLICY ENHANCEMENTS ON SCHOOL-BASED COACHING AND LEARNING ACTION CELL (LAC) ACTIVITIES UNDER THE TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT (TEACEP)

TO: Schools Division Superintendents
TEACEP Division Focal
District TEACEP Focal
School Heads and Master Teachers
This Region

1. Pursuant to **DM-OULS-2026-404** titled *Guidelines on the School-Based Coaching and Learning Action Cell Activities under the Teacher Effectiveness and Competencies Enhancement Project (TEACEP)*, this Office issues these Regional Operational Guidelines to establish a coherent, streamlined, and sustainable professional learning mechanism across all participating Schools Division Offices (SDOs) and schools in Region IX.

2. The TEACEP framework integrates Coaching/Mentoring and Learning Action Cell (LAC) sessions as complementary mechanisms to strengthen instructional leadership, elevate pedagogical delivery, and improve learner outcomes in **Literacy and Numeracy**. In accordance with Republic Act No. 11713 (Excellence in Teacher Education Act), DepEd Order No. 35, s. 2016 (LAC Policy), DepEd Order No. 5, s. 2024 (Teacher Workload), DepEd Order No. 24, s. 2025 (Master Teacher Roles), and DepEd Order No. 009, s. 2026 (School Calendar), this Memorandum outlines the regional parameters for compliance with TEACEP Performance-Based Conditions (PBC 6 and PBC 7).

3. To prevent duplicate administrative burden, optimize teacher time, and maximize output efficiency, all concerned offices shall enforce the following Regional Policy Enhancements:

a. All coaching, mentoring, technical assistance, and LAC sessions conducted prior to the issuance of this Memorandum during the current calendar/school year shall be fully subsumed and credited as valid entries toward the required cumulative session targets for Master Teachers (MTs) and School Heads (SHs). Provided that such activities utilize the Bayan Academy LAC/Coaching Packages or address topics aligned with the Bayan Academy Package materials, and are supported by appropriate verification records (e.g., activity completion reports, attendance sheets, or coaching notes), they shall count toward TEACEP PBC 6 and PBC 7 requirements. In cases where previously conducted sessions are not aligned with the Bayan Academy

materials, schools may conduct additional or supplementary sessions using the prescribed Bayan Academy Packages to fulfill the missing requirements.

b. To streamline professional requirements and eliminate redundant documentation, the coaching and mentoring activities conducted by Master Teachers and School Heads under TEACEP shall simultaneously serve as the required Means of Verification (MOVs) for the Results-based Performance Management System (RPMS).

c. A single coaching event shall yield one standardized document—the **Performance Mentoring and Coaching Form (PMCF)** supplemented by the **Coaching Plan** and **TEACEP GUIDE Tool Observation Notes**—which shall fulfill **both**:

c.1 TEACEP PBC 7 requirements for Master Teacher Coach certification and School Head portfolio validation; and

c.2 SPMES/RPMS Individual Performance Commitment and Review Form (IPCRF) / Office Performance Commitment and Review Form (OPCRF) Key Result Area (KRA) deliverables on providing technical assistance, coaching, and mentoring to colleagues.

d. Master Teachers (MTs) and School Heads (SHs) shall submit all required evidences of coaching, mentoring, and LAC implementation through an online submission link to be provided directly by **Bayan Academy**. The specific link, access credentials, user instructions, and uploading protocols shall be communicated separately via an official Regional Advisory or Division Memorandum.

4. School Heads and Master Teachers shall maintain the distinct yet complementary roles of Coaching (individualized/small group) and LAC (collective) within a unified continuous professional learning cycle.

Dimension	Instructional Coaching (Master Teacher Led)	Learning Action Cell (LAC) Session (School Head Led)
Core Support	Targeted, developmental instructional support to enhance individual classroom practice.	Collaborative professional learning addressing shared instructional and teaching-learning needs.
Group Size	**1 to 6 coachees** per session. *(Note: Sessions with 7+ participants count as LAC)*	**At least 7 to 15 members** per LAC group
Indicative Duration	30 to 60 minutes per interaction (longer for co-teaching/modeling).	1.5 to 2.0 hours per regular session
Key Output	Coaching Plan, TEACEP GUIDE Observation Notes, PMCF. *(Serves as RPMS/PMES MOV).*	LAC Plan, Attendance, LAC Accomplishment Report.

TEACEP Target	**PBC 7:** 60% MTs certified as Coaches; min. 4 coachees assigned; min. **10 documented sessions** per MT by March 2027.	**PBC 6:** At least 30% teacher participation; **8 TEACEP-recognized LAC sessions** using Bayan Academy Packages by Feb 2027

5. All participating schools shall align their school-based professional learning activities with the following implementation schedule:

Timeline	Activity
September-October 2026	Baseline Data gathering using the TEACEP GUIDE Tool.
November 2026 – February 2027	Targeted Observation Results (as needed).
February 2027	Endline Data Collection and Evaluation

6. All governance levels including school personnel shall carry out the following duties:

a. Regional Office (RO IX - HRDD/CLMD/QAD) shall provide policy oversight, technical assistance to SDOs, and validate division-level compliance reports for TEACEP submission.

b. Schools Division Offices (SDOs) shall provide direct technical assistance, conduct SDO-wide portfolio reviews of Master Teachers, ensure Bayan Academy LAC Package utilization, and submit consolidated progress reports to the Regional Office.

c. School Heads (Professional Learning Leaders) shall lead LAC management, assign Master Teacher workloads ensuring adequate time for coaching without violating teaching load standards, credit prior 2026 sessions, validate MT Coaching Portfolios, ensure dual-alignment with RPMS, and oversee the submission of evidence via the forthcoming Bayan Academy platform.

d. Master Teachers (Instructional Coaches) shall conduct targeted individual/small-group coaching (1-6 coachees), maintain non-evaluative developmental support, complete at least 10 documented sessions per MT across 4+ assigned coachees, build a unified Coaching Portfolio fulfilling both TEACEP PBC 7 and RPMS IPCRF KRAs, and upload portfolio evidence via the designated Bayan Academy link once communicated.

e. Teachers (Coachees/LAC Participants) shall actively participate in coaching cycles, apply agreed Literacy and Numeracy strategies in classroom delivery, maintain reflective output, and participate in school LACs.

7. For detailed procedures, step-by-step coaching approaches, specific responsibilities, M&E mechanisms, and standardized templates, **all other provisions shall be referred to the attached Enclosure of DM-OULS-2026-404**(*Guidelines on the Conduct of School-Based Coaching and Learning Action Cell Activities under TEACEP*).

8. Master Teachers shall submit their validated **Coaching Portfolio** (containing Coaching Plans, TEACEP GUIDE Observation Notes, and PMCFs) to the School Head on or before **February 28, 2027**. SDO Validation Teams shall conduct division-level reviews to certify Master Teacher Coaches in accordance with PBC 7 criteria.

9. A Regional Orientation shall be held to properly cascade policies, clarify operational mechanisms, and align all implementation details across SDOs and participating schools. The schedule, platform details, target participants, and administrative guidelines for this orientation shall be communicated separately in a forthcoming Regional Advisory.

10. For more information and inquiries, all concerned may contact the Chief of Curriculum and Learning Management Division Dr. Eugenio B. Penales, DepEd Regional Office IX, Regional Center, Balintawak, Pagadian City or to Marie Concepsion L. Celesio, and Bryan O. Telempros, TEACEP Focal through mobile number 09452953554 and 099895392095 or at email address marieconcepcion.celesio@deped.gov.ph and bryan.telempros@deped.gov.ph.

11. For the information and guidance of all concerned.

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RONELO AL K. FIRMO, PHD, CESO IV
Regional Director

CLMD/EBP/mclc/RM
243/October 1, 2026