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

Office of the Schools Division Superintendent

10 November 2026

DIVISION MEMORANDUM
NO. 544, 2026

REITERATION OF REGIONAL MEMORANDUM NO. 737, S. 2026 ON THE CONDUCT OF THE EXPANSION TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY

To: Assistant Schools Division Superintendent
Chief Education Supervisors CID & SGOD
Education Program Supervisors
Public Schools District Supervisors/PICDS
Public Elementary and Secondary School Heads
Master Teachers
All Others Concerned

1. This Office reiterates Regional Memorandum No. 737, s. 2026 on the conduct of the Expansion Training on Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy to ensure the participation of designated personnel from this Division.

2. The activity shall be conducted on November 13–17, 2026, at Manuel's Resort, Pinan, Zamboanga del Norte.

3. Participants shall consist of identified Untrained Master Teachers, selected School Heads without Master Teacher.

School Heads shall facilitate the participation of concerned personnel and ensure attendance for the entire duration of the training. Participants are required to bring their laptops and other necessary materials,as well as their personal maintenance medicines, if applicable.

4. Travel and other incidental expenses shall be charged against OSEC 9-26-04166 and OSEC 9-26-02558, subject to existing 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.

5. 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. Furthermore, Technical Assistants (TAs) who are authorized to render services during weekends or holidays shall be entitled to claim overtime pay for the actual services rendered, provided that such work is within the period and scope covered by the approved Travel Authority. The payment of overtime shall be subject to existing government accounting and auditing rules, applicable policies, and the availability of funds.

6. Attached are the following documents for reference;
   a. Copy of Endorsement of Participants
   b. Regional Memorandum No. 737, s. 2026

7. Immediate dissemination of and compliance with this Memorandum is directed.

JAY S. MONTEALTO, CESO V
Schools Division Superintendent

Department of Education
Division of Dapitan City
RELEASED
No. 544 Date: 1/11/26
Time: 9:21 By:

ENDORSEMENT OF PARTICIPANTS AND PMT MEMBERS

Date: November 3, 2026

FROM: **JAY S. MONTEALTO, CESO V**
Schools Division Superintendent

FOR: **RONELO AL K. FIRMO, PhD CESO IV**
Officer-in-Charge
Office of the Regional Director

THRU: **MARIETTA R. ANHAW**
Chief, HRDD

SUBJECT: ENDORSEMENT OF PARTICIPANTS ON THE EXPANSION TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY

The Schools Division Office of Dapitan City respectfully endorses the following individuals to participate in the EXPANSION TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY.

Class 1, November 14-17, 2026

NO	NAME	DESIGNATION	SEX	AGE	ROLE Participant/ Welfare Officer
1	Elisa C. Acabal	Master Teacher 1	F	59	Participant
2	Maria Fe B. Busico	Master Teacher 1	F	59	Participants
3	Judelyn P. Amistoso	Master Teacher 1	F	53	Participant
4	Roderick R. Luna	Master Teacher 1	M	32	Participants
5	Gina C. Elopre	Head Teacher	F	55	Participants

Class Managers, Welfare Officer

NAME	DESIGNATION	SEX	AGE	ROLE Participant/ Welfare Officer
Mary Chris S. Balladares	SEPS	F	36	Class Manager
Joyce S. Martillano	Nurse	F	49	Medics

NAME	DESIGNATION	SEX	AGE	ROLE Participant/ Welfare Officer
Helen T. Calaguian	EPS	F	60	Resource Speaker
Jocelyn E. Acorin	SP IV	F	57	Resource Speaker
Genelyn M. Dabodabo	SP IV	F	54	Resource Speaker
Gilyn E. Gallemit	SP IV	F	39	Resource Speaker
Love J. Abelo	SP III	F	35	Resource Speaker
Eldie D. Robaro	SP I	F	57	Resource Speaker
Liezl Y. Ombay	SP 1	F	42	Resource Speaker

Republic of the Philippines
Department of Education
REGIONAL OFFICE IX, ZAMBOANGA PENINSULA

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE IX
RELEASED
9133
By Mark Ariel Blanco - Releasing Date: 10/6/2026

Office of the Regional Director

October 5, 2026

REGIONAL MEMORANDUM
No. 737, s. 2026

CONDUCT OF THE EXPANSION TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY

To: **Schools Division Superintendents**
Assistant Schools Division Superintendents
All Others Concerned
This Region

1. In line with the continuing implementation of the Department of Education's initiatives to strengthen teaching quality, instructional leadership, and support mechanisms for literacy and numeracy, this office, through the Human Resource Development Division (HRDD) in coordination with Curriculum Learning and Management Division (CLMD), shall conduct the Expansion Training on Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy for Master Teachers and Select School Leaders in Region IX.

2. The training shall employ practice-oriented learning strategies, including input sessions, case analysis, collaborative learning, coaching simulations, reflective practice, development of coaching tools, and action planning. The sessions shall focus on strengthening instructional leadership, practicing instructional coaching and mentoring, and developing school- or district-based application plans.

3. The activity shall be conducted face-to-face from November 13 to 17, 2026, in Zamboanga del Norte. The specific venue and additional logistical details shall be communicated through a separate memorandum.

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. Enclosed are the following, for reference:

Enclosure 1	Distribution of Attendees
Enclosure 2	Training Matrix, Meal Provision and Accommodation Details

6. Expenses relative to the conduct of this activity shall be charged against OSEC 9-26-04166 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.

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. Furthermore, Technical Assistants (TAs) who are authorized to render services during weekends or holidays shall be entitled to claim overtime pay for the actual services rendered, provided that such work is within the period and scope covered by the approved Travel Authority. The payment of overtime shall be subject to existing government accounting and auditing rules, applicable policies, and the availability of funds.

8. For more information and/or clarifications, please contact the HRDD Chief, Dr. Marietta R. Anhaw through marietta.anhaw@deped.gov.ph.

9. For the information, guidance and compliance of all concerned.

Firmo Ronelo Al Kahano 2026.10.05 16:25:11 +08'00'

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

HRDD/MRA/jbm/RM
135/October 4, 2026

Enclosure 1

DISTRIBUTION OF ATTENDEES

Particulars	No of Pax
CO	2
RO	20
RP	70
Master Teachers and Supervisors from SDOs	248
Total	**1340**

Enclosure 2

A. Training Matrix

INDICATIVE PROGRAM OF ACTIVITIES

Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy- Phase 4 Rollout Training

Time	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
8:00–8:30	Arrival and Registration	Management of Learning				
8:30–9:00		**Session 3** Reading Learner Data: Literacy and Numeracy in Context	**Session 7** Instructional Design for Coaching: K-3 and 4-6	**Session 11** Full Coaching Cycle Simulation	**Session 16** Facilitation of Coaching-Informed LAC Sessions	**Session 20** M&E System and Online Community of Practice (COP) Onboarding
9:00–9:30						
9:30–10:00						
10:00–10:30		**Health Break**				**Session 21** Post-Test
10:30–11:00		**Session 4** Diagnosing Instruction Using TEACEP GUIDE Tool Observation Data	**Session 8** Differentiation and Inclusive Coaching: GEDSI and SEL	**Session 12** Monitoring Coaching Progress	**Session 17** System Integration: Embedding Coaching and LAC in School Structures	**Session 22** Commitment, and End-of-Program Evaluation **Closing Program**
11:00–11:30						
11:30–12:00						
12:00–1:00		**Lunch Break**				
1:00–1:30	**Program Opening** **Pre-requisite Session** Inter-rating Consistency and Evidence-based Defense	**Session 5** Connecting Data to Coaching Priorities	**Session 9** Lesson Redesign Workshop and Coaching Focus Synthesis	**Session 14** From Coaching Data to LAC Agenda	**Session 18** SAP Orientation and Coaching Action Planning	**Egress**
1:30–2:00						
2:00–2:30						
2:30–3:00						
3:00–3:30		**Health Break**				
3:30–4:00	**Session 1** Orientation and Toolkit Overview	**Session 6** The Instructional Coaching Cycle	**Session 10** Communication and Feedback in the Post-Conference	**Session 15** The TEACEP LAC Package: Overview and Module Groups	**Session 19** Workplace Application Plan (WAP Completion	
4:00–4:30						
4:30–5:00	**Session 2** Pre-Test					
5:00–5:30	**Daily Evaluation**					

B. MEAL PROVISION

Meals	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

C. ACCOMMODATION DETAILS

The participants are required to check-in on the afternoon of Day 0 and check-out before noon time on Day 5. 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.