



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

Office of the Schools Division Superintendent

September 4, 2023

Division Memorandum  
No. 445, s.2023

To: Assistant Schools Division Superintendent  
CID & SGOD Chiefs  
Education Program Supervisors  
Division Testing Coordinator  
Public Schools District Supervisors/PICDs  
Select School heads -mentors  
Category B- Aspiring School Heads- mentees

**CONDUCT OF COACHING AND MENTORING SESSIONS FOR THE NATIONAL  
QUALIFYING EXAMINATION FOR SCHOOL HEADS 2021 CATEGORY B ASPIRING  
SCHOOL HEADS**

1. Pursuant to DepEd Memorandum No. 046, s. 2023, the NQESH 2021 Category B aspiring school heads shall undergo coaching and mentoring sessions on August 28, 2023 to October 13, 2023 for a minimum of ten (10) hours.
2. The list of coaches/coachees and their respective mentees is attached (**Enclosure 1**) for reference.
3. The mentoring & coaching sessions should cover the five (5) domains of the Philippine Professional Standards for School Heads (PPSSH). The coach and the coachee are encouraged to use the existing SHDP materials available at <https://bit.ly/SHDPMaterials> or any training materials for school heads provided that the topics are aligned to the PPSSH.
4. The coachees shall submit the hard copy and soft copy of the Performance Monitoring and Coaching Form (<https://tinyurl.com/NQESHMCF>) to the Schools Division Office after the mentoring & coaching to receive a Certificate of Completion, which is a requirement for applying for the NQESH. The certificate of completion shall be signed by the Regional Director upon endorsement of the Schools Division Superintendent. Only those who completed the prescribed minimum number of coaching and mentoring sessions ( Section 4.b.7,2029 RPMS MANUAL) Shall be eligible for the said certificate.
5. All PSDSs/PICDs are assigned to monitor the implementation of coaching and mentoring sessions.
6. Enclosed is a copy of DepEd Memorandum No. 046, s.2023.



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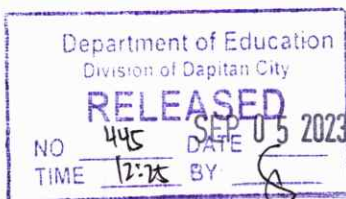




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7. For further inquiries and clarification, you may contact Michelle V. Torres SEPS-HRD- for SHDP/PMCF/RPMS concerns through contact no. 0998 294 5472, Nueva A. Andag- SEPS-SMME- for testing and assessment concerns through contact no. 0905 4174354.
8. For immediate and widest dissemination of this memorandum is desired.

**DANNY B. CORDOVA, EdD, CESO VI**  
OIC- Schools Division Superintendent



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**Endorsement of the Participants**

August 25, 2023

Dir. Ruth L. Fuentes  
Regional Director  
DepEd Region IX

Dear Director Fuentes:

This is to respectfully submit the names of the coaches and mentors and coachees and mentees to the **Coaching and Mentoring for National Qualification Exam for School Heads (NQESH) 2021 Category B Aspiring School Heads** from this Region.

| Name of Mentors/Coaches    | SDO     | Designation | DepEd Email  | Contact No. | Name(s) of Coachee   |
|----------------------------|---------|-------------|--|-------------|----------------------|
| Riza A. Penaso             | Dapitan | SSPI        | riza.penaso@deped.gov.ph   | 9176508067  | Mary Jean S. Lacay   |
| Jofrey B. Malana           | Dapitan | SSPIII      | jofrey.malana@deped.gov.ph   | 09556445894 | Belmor A. Debaloy    |
| Weney P. Amores            | Dapitan | SSPI        | weney.amores@deped.gov.ph  | 9209667374  | Isagani M. Recamara  |
| Camila Jeanette J. Debaloy | Dapitan | ESPIII      | camila.debaloy@deped.gov.ph  | 09174045154 | Caroline D. Osorio   |
| Rizza A. Daboda            | Dapitan | ESPIV       | Rizza.daboda001@deped.gov.ph   | 09104224202 | Pacita E. Balladares |
| JR Simed Joseph B. Saguin  | Dapitan | SSPII       | <a href="mailto:jrsimedjoseph.saguin@deped.gov.ph">jrsimedjoseph.saguin@deped.gov.ph</a> | 9304328233  | Jennie T. Navaja     |
| Marlyn E. Esmade           | Dapitan | ESPIII      | marlyn.esmade@deped.gov.ph   | 09811326241 | Vina S. Baes         |
| Gilyn E. Gallemit          | Dapitan | ESPI        | gilyn.gallemit@deped.gov.ph  | 09463056266 | Wenchor P. Agum      |
| Rey I. Jatico              | Dapitan | SSPI        | rey.jatico@deped.gov.ph  | 09166689204 | Joel Q. Ruiz         |
| Bobbie E. Gurabot          | Dapitan | ESPII       | Bobbie.gurabot@deped.gov.ph  | 09499907636 | Felix G. Solatorio   |



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|                    |         |      |   |                 |                   |
|--------------------|---------|------|---|-----------------|-------------------|
| Lyra L. Balladares | Dapitan | ESPI | lyra.balladares0<br>01@deped.gov.p<br>h | 093886<br>41144 | Menvilou A. Tinnæ |
|--------------------|---------|------|---|-----------------|-------------------|

Thank you very much.

Respectfully yours,

DANNY B. CORDOVA, EdD, CESO VI  
OIC-Schools Division Superintendent  
DAPITAN CITY SCHOOLS DIVISION



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