



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OFFICE OF TACURONG CITY

20 August 2026

DIVISION MEMORANDUM

CID-2026- 099

**DISSEMINATION OF REGIONAL MEMORANDUM NEAP-2026-078
RE: CONDUCT OF PHASE 3 – TRAINING OF TRAINERS (TOT) ON ENHANCING
TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND
MENTORING FOR LITERACY AND NUMERACY**

To: Assistant Schools Division Superintendent
Functional Division Chiefs
Education Program Supervisors
Cluster Heads
Elementary and Secondary School Administrators
Public Schools
This Division

1. In reference to Regional Memorandum NEAP-2026-078, titled “*Conduct of Phase 3 – Training of Trainers (ToT) on Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy*”, the Schools Division Office of Tacurong City, through the Curriculum Implementation Division (CID), hereby identifies the following participants to attend **the Conduct of Phase 3 – Training of Trainers (ToT) on Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy**, to be held on **August 23–28, 2026** in **Manuel Resort, Piñan, Zamboanga del Norte**.

2. The participants are as follows:

Name	Designation/Position	Station
Rona L. Bred	Education Program Supervisor	SDO
Ronald A. Pelitro	Education Program Supervisor	SDO
Romulo C. Ventura, Jr.	School Principal I	SDO
Dennis B. Rubin	Master Teacher II	Abang-Suizo IS
John Gil L. Pamposa	School Principal I	Maria A. Montilla MES

3. Participants shall be entitled to service credits or Compensatory Time-Off (CTO), in accordance with DepEd Order No. 53, s. 2003, titled “Updated Guidelines on the Grant of Vacation Credits to Teachers”, should the activities fall on weekends, work suspension, official breaks, or holidays.

4. Transportation expenses, authorized travel-related expenses, and per diem of the participants may be charged against MOOE or local funds, subject to the usual accounting and auditing rules and regulations.



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5. Enclosed are Regional Memorandum NEAP-2026-078 and DepEd-NEAP Advisory for reference and detailed information.
6. For concerns, please contact EPS Rona L. Bred, TEACEP Focal Person at rona.bred@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is desired.

CARLOS G. SUSARNO, PhD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: As stated
Reference: RM NEAP-2026-078
Allotment: None
To be indicated in the Perpetual Index under the following subjects:

**LITERACY
TRAININGS**

**NUMERACY
PROGRAMS**

RAP/DM/CID/ ISSEMINATION OF REGIONAL MEMORANDUM NEAP-2026-078 RE: CONDUCT OF PHASE 3 – TRAINING OF TRAINERS (TOT) ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY/August 20, 2026



Address: Alunan Highway, Poblacion, Tacurong City 9800
Telephone Numbers: (064)-562-4880; 0919-065-6425
Email: tacurong.city@deped.gov.ph
Website: depedtacurong.org



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13 Aug 2026

REGIONAL MEMORANDUM
NEAP-2026-078

**CONDUCT OF PHASE 3 – TRAINING OF TRAINERS (TOT) ON ENHANCING
TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND
MENTORING FOR LITERACY AND NUMERACY**

TO: Schools Division Superintendents
Schools Division TEACEP Focal Persons

1. Pursuant to DM-OULS-2026-157, titled “**Conduct of Enhancing Teaching Quality Through Instructional Coaching and Mentoring for Literacy and Numeracy**,” the NEAP Central Office, in partnership with Bayan Academy, shall conduct **Phase 3: Training of Trainers (ToT) on Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy on 23-28 August 2026 in Zamboanga del Norte**. Details regarding the final venue and other implementation arrangements shall be communicated through a separate memorandum.
2. The activity is conducted under the Teacher Effectiveness and Competencies Enhancement Program (TEACEP) to further enhance the competencies of education leaders and instructional coaches in improving literacy and numeracy outcomes.
3. To facilitate the participation of the identified regional and division personnel, the following funding arrangements shall be observed:
 - a. **Regional Office Personnel** may charge their airfare, other authorized travel-related expenses, and per diem to the Basic Education Curriculum (BEC) 2025/HRDPSLC/local funds, subject to the availability of funds and existing government budgeting, accounting, auditing, and procurement rules and regulations.
 - b. **Schools Division Office (SDO) Personnel** may charge their airfare, other authorized travel-related expenses, and per diem to their respective available local funds/MOOE/Literacy and Numeracy funds, subject to the availability of funds and existing government budgeting, accounting, auditing, and procurement rules and regulations.
4. For reference in the conduct of Phase 3 – Training of Trainers, the following enclosures are attached:
 - Enclosure 1 – List of Participants
 - Enclosure 2 – List of Program Management Team
 - Enclosure 3 – Indicative Program of Activities
 - Enclosure 4 – Meal Provision Guide and Check-in and Check-out Details
5. In the event of a funding shortfall, available local funds may be utilized, subject to existing government budgeting, accounting, auditing, and other applicable rules and regulations. Conversely, any excess funds may be reallocated to related



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activities that directly support the objectives of the program or partnership, consistent with applicable DepEd and government policies.

6. All other provisions of DM-OULS-2026-157 that are not affected by this issuance shall remain in full force and effect.
7. For inquiries and clarifications, contact Arjay C. Raborar, Education Program Specialist II, HRDD-NEAP XII, through email at arjay.raborar@deped.gov.ph.
8. For immediate dissemination and compliance.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encl.: As stated
Reference: As stated
Allotment:
To be indicated in the Perpetual Index
under the following Subject:

TRAINING PROGRAM

ACR/HRDD-NEAP/RM- CONDUCT OF PHASE 3 - TRAINING OF TRAINERS (TOT) ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY
077/August 13, 2026

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Enclosure 1 to Regional Memorandum NEAP-2026-078

List of Participants

	#	NAME	DESIGNATION / POSITION
NORTH COTABATO	1.	RODOLFO B. ORTIZ	EDUCATION PROGRAM SUPERVISOR
	2.	MARY JOY D. BAUTISTA	EDUCATION PROGRAM SUPERVISOR
	3.	ANNIE M. SAMILLANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	4.	TIRSO M. GARAMPIEL	PIC
	5.	LANI F. ANITO	PIC/P-IV
	6.	ROWEL E. OYONG	PIC/P-II
	7.	IAN JOY M. GLIMADA	PRINCIPAL I
	8.	RODELYN C. MARTIN	PRINCIPAL I
	9.	BELINA P. AGAPITO	PRINCIPAL I
	10.	GLYZIEL ANNE P. GRAVILES	SCHOOL PRINCIPAL I
	11.	JULIE S. PASCUAL	PRINCIPAL III
	12.	REXIEL MAE G. ALVAREZ	TEACHER-IN-CHARGE/ T-3
SULTAN KUDARAT	13.	RODOLFO B. BERMUDO JR	EDUCATION PROGRAM SUPERVISOR
	14.	MARY GRACE B. LEYSA	EDUCATION PROGRAM SUPERVISOR
	15.	CHARLIE P. ESTRELLA	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	16.	MARIGOLD G. QUERIMIT	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	17.	RIMA D. MAGDAYAO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	18.	VIVIAN G. SANDIGAN	PRINCIPAL III/PIC
	19.	MARYBETH F. PALMA	PRINCIPAL III
	20.	BENJIE M. UNDAY	PRINCIPAL III/ IPED COORDINATOR
	21.	RENANTE S. GURA	HT II
	22.	CHRISTOPHER D. PITIQUEN	PRINCIPAL I
SOUTH COTABATO	23.	ZYNAFE V. CAJO	EDUCATION PROGRAM SUPERVISOR
	24.	ROSELYN G.DARDO	EDUCATION PROGRAM SUPERVISOR
	25.	RANDY LAPASARAN	PRINCIPAL-II
	26.	CARLITO B. DIONEDAS JR.	SCHOOL HEAD
	27.	MARILIL ORTIZ	SCHOOL HEAD
	28.	BENJIE M. TEJADA	PRINCIPAL - I



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	29.	NIÑO D. JACOB	PIC
	30.	DENNIS L. GALVE	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	31.	JOHN ARNEL SUSCANO	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	32.	LEONARDO DIMOS	PIC
SARANGANI	33.	JOHN JERSON P. CONSTANTINO	EDUCATION PROGRAM SUPERVISOR
	34.	REYNALDO TAGALA	EDUCATION PROGRAM SUPERVISOR
	35.	EZRA LOU Y. TABASONDRA	SCHOOL HEAD
	36.	ERIEL L. NAPILA	DPIC/PRINCIPAL 2
	37.	ARBERT B. LANCHITA	HT-I
	38.	SEPHER E. PAGARAY	PRINCIPAL 1
	39.	RYAN JAMES D. DUEÑAS	HT-II
	40.	NOLI G. CABAYLO	PSDS
	41.	FERNIE L. CABANALAN	PSDS
	42.	FELIX A. BAREÑAN, JR.	PSDS
KIDAPAWAN	43.	NOEL B. WAMAR	EPS
	44.	GINA FE B. PATENIO	EPS
	45.	SHIRLEY S. DUA	PSDS
	46.	MANUELA M. SORUPIA	PSDS
	47.	ABIGAIL S. BANGA	P III
	48.	FERDINAND A. FAILANO JR.	P I
	49.	RAMIL S. JALAPON	P I
TACURONG	50.	RONA L. BRED	EPS
	51.	RONALD A. PELITRO	EPS
	52.	ROMULO C. VENTURA	P-I
	53.	JOHN GIL L. PAMPOSA	HT-II
	54.	DENNIS B. RUBIN	SCHOOL HEAD
KORONADAL	55.	ALVER B. LAJERA	PRINCIPAL II
	56.	LEA AMOR PANALIGAN	PRINCIPAL II
	57.	MARLON NACIONAL	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	58.	NELFA P. LAGUMEN	PUBLIC SCHOOLS DISTRICT SUPERVISOR
	59.	RAYMOND D. PEREZ	PRINCIPAL 1
	60.	FRANCES JOY M. PALETE	OIC-SCHOOL HEAD
	61.	FARNAIDA A. KAWIT	PRINCIPAL 1
	62.	LOVELLA M. ATUP	PRINCIPAL I
	63.	JEORGE LOUIE ANOBA	PRINCIPAL II



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GENSAN	64.	GREGORIO RUALES	EPS	
	65.	KENNETH CARISMA	EPS	
	66.	MARIA ANGELICA FIGUEROA	PSDS	
	67.	DANTE CUADRADO	PSDS	
	68.	LILIBETH DEYPALUBOS	SCHOOL HEAD	
	69.	MARIVIC MIRANDA	SCHOOL HEAD	
	70.	NILA FRENILA	SCHOOL HEAD	



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Enclosure 2 to Regional Memorandum NEAP-2026-078

List of Program Management Team

NAME	DESIGNATION
ARJAY C. RABORAR	EPS -II
JASTIN JAY P. EVANGELISTA	TA-III
PATRICK JAY D. GUITERREZ	TA-II



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Enclosure 3 to Regional Memorandum NEAP-2026-078

Indicative Program of Activities

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	
11:00-11:30							
11:30-12:00		Closing Program					
12:00-1:00		Lunch Break					
1:00-1:30		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		
1:30-2:00							
2:00-2:30							
2:30-3:00							
3:00-3:30	Program Opening	Health Break				Egress	
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						



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Enclosure 4 to Regional Memorandum NEAP-2026-078

MEAL PROVISION GUIDE AND CHECK-IN/CHECK-OUT DETAILS

Enhancing Teaching Quality through Instructional Coaching and Mentoring for
Literacy and Numeracy- Phase 3

August 23-28, 2026 | Zamboanga del Norte

Meals	Day 0 Sunday	Day 1 Monday	Day 2 Tuesday	Day 3 Wednesday	Day 4 Thursday	Day 5 Friday
Breakfast		✓	✓	✓	✓	✓
AM Snack		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	✓
PM Snack	✓	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	✓	

*Check-in: Day 1: 2:00 PM

*Check-out: Day 5: 12:00 PM



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ADVISORY

19 August 2026

*Enhancing Teaching Quality through Instructional Coaching and Mentoring for
Literacy and Numeracy*

In reference to **DM-OULS-2026-157**, titled *Conduct of Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy*, dated April 27, 2026, this Advisory is issued to inform all concerned that the venue for the **Phase 3 Training of Trainers**, scheduled for August 23-28, 2026, will be at **Manuel Resort, Piñan, Zamboanga del Norte**.

For further inquiries and clarifications, please contact **Mr. Alexander Simagala**, NEAP Project Development Officer IV, through email alexander.simagala@deped.gov.ph or neap.pdd@deped.gov.ph.

Immediate dissemination of and compliance with this Advisory are desired.


JOSEPH G. DELA CRUZ
Director IV

National Educators Academy of the Philippines