



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

31 Jul 2026

REGIONAL MEMORANDUM
NEAP-2026-074

**REGIONAL TRAINING ON ENHANCING TEACHING QUALITY THROUGH
INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND
NUMERACY - PHASE 4**

TO: Schools Division Superintendents
Schools Division TEACEP Focal Person

1. Pursuant to DM-OULS-2026-157, titled "*Conduct of Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy*," this Office, through the Human Resource Development Division (HRDD) in collaboration with the Curriculum and Learning Management Division (CLMD), announces the **Regional Training on Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy - Phase 4**, to be conducted on the schedule indicated below:

	Division	Date	Participants
Batch 1	Cotabato	September 9-13, 2026	Elementary Master Teachers
Batch 2	Koronadal City, Tacurong City, and Sultan Kudarat		
Batch 3	Sarangani and General Santos City		
Batch 4	South Cotabato and Kidapawan City		

2. The training aims to strengthen school-based instructional leadership by enhancing the instructional coaching and mentoring competencies of Elementary Master Teachers, thereby improving the quality of teaching and learning and contributing to better literacy and numeracy outcomes among learners.

3. The allocation of participants per Schools Division Office is provided in **Enclosure 1**. All Schools Division Offices, through their respective TEACEP Focal Persons, are directed to submit the endorsed list of participants and the Program Management Team (PMT) using the prescribed templates attached as **Enclosures 2 and 3**. The duly accomplished endorsement forms shall be submitted via email to neap.ro12@deped.gov.ph on or before **August 28, 2026**.

4. All participants are required to register through the online form available at the NEAP SOCCSKSARGEN Training Hub (<https://sites.google.com/deped.gov.ph/neapsoccksargenregion/home>) by clicking the "Registration" button. Registration shall be completed on or before **September 4, 2026, until 5:00 p.m.**



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5. To ensure a productive and meaningful training, participants are required to bring the following:
 - a. laptop, extension cord, and internet back-up
 - b. presentable attire for five days, preferably smart casual
 - c. personal medicine maintenance
6. Onsite registration and attendance shall commence at 1:00 p.m. on Day 1. The first meal to be served is p.m snacks on Day 1, while the last meal will be lunch on Day 5.
7. 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 Service Credits to Teachers," should the activities fall on weekends, work suspension, official breaks, or holidays.
8. Board and lodging, as well as supplies and materials, shall be charged to the RO-HRD fund under OSEC-12-26-04165, while the transportation expenses shall be charged to their respective SDOs through the downloaded HRD Fund/local fund, subject to the usual accounting and auditing rules and regulations.
9. For inquiries and clarifications, contact Arjay C. Raborar, Education Program Specialist II, NEAP-XII, via email at arjay.raborar@deped.gov.ph.
10. For immediate dissemination and compliance.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Encl.: As stated
Reference: As stated
Allotment: OSEC-12-26-04165
To be indicated in the Perpetual Index
under the following Subject:

TRAINING

ACR/HRDD-NEAP/RM-REGIONAL TRAINING ON ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL COACHING AND MENTORING FOR LITERACY AND NUMERACY -PHASE 4
073/July 31, 2026

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Enclosure 1 to Regional Memorandum NEAP-2026-074

ALLOCATION OF PARTICIPANTS PER SDO

SDO/Office	Participants	RP	PMT	Total
Cotabato	310	12	12	334
General Santos City	120	7	4	131
Kidapawan City	50	7	2	59
Koronadal City	45	7	2	54
Sarangani	170	10	6	186
South Cotabato	175	10	6	191
Sultan Kudarat	175	10	6	191
Tacurong City	40	5	2	47
Regional Office		2	20	22
	1085	70	60	1215



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Enclosure 2 to Regional Memorandum NEAP-2026-074

ENDORSEMENT FORM
Participants

Date:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Through:

EMILY F. ENOLPE
CES, HRDD-NEAP

Director Atty. Escobarte,

Respectfully submitting the list of qualified participants to attend the
**CONDUCT OF ENHANCING TEACHING QUALITY THROUGH INSTRUCTIONAL
COACHING AND MENTORING FOR LITERACY AND NUMERACY – PHASE 4.**

No.	Name	Sex	Position	Office/Station	Email Address	Specialization
1						
2						
3						
4						
5						

(Add rows as necessary)

Prepared by:

Chief, CID

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent



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Enclosure 3 to Regional Memorandum NEAP-2026-074

ENDORSEMENT FORM
PMT

Date:

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Through:

EMILY F. ENOLPE
CES, HRDD-NEAP

Director Atty. Escobarte,

Respectfully endorsed for your consideration and approval is the following **Program Management Team (PMT)** from the Schools Division Office who shall oversee, coordinate, monitor, and provide technical assistance during the **Conduct of Enhancing Teaching Quality through Instructional Coaching and Mentoring for Literacy and Numeracy – Phase 4**.

No.	Name	Sex	Position	Office/Station	Email Address	Specialization
1						
2						
3						
4						
5						

Add rows as necessary

Prepared by:

Chief, CID

Recommending Approval:

Assistant Schools Division Superintendent

Approved:

Schools Division Superintendent