



Republic of the Philippines
Department of Education
Region III
SCHOOLS DIVISION OF BULACAN

August 20, 2026

DIVISION MEMORANDUM

No. 362 s. 2026

**DIVISION TRAINING OF POTENTIAL DIVISION COACHES
FOR BULACAN EDUSERVE HUB (BESH)**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary & Secondary School Heads
All Division Office Unit Heads
All Teaching and Non-Teaching Personnel
All Others Concerned

1. The Schools Division of Bulacan recognizes that quality teaching is essential to improving learner achievement and ensuring meaningful educational outcomes. As schools respond to diverse learning needs and evolving educational demands, there is a continuing need for competent education leaders who can provide effective coaching, mentoring, and technical assistance to teachers. Hence, this Office shall conduct the **Division Training of Potential Division Coaches for Bulacan EduServe Hub (BESH)** on August 27, 2026, at a venue to be announced, in a face-to-face modality.
2. The training aims to develop a pool of competent and responsive division-level coaches who can provide quality technical assistance, professional support, and coaching to teachers and school leaders. It is designed to strengthen participants' knowledge, skills, and dispositions in coaching methodologies, communication, reflective practice, evidence-based feedback, and action planning.
3. Specifically, the training intends to enable the participants to:
 - a. discuss the principles and importance of coaching in education;
 - b. differentiate coaching from mentoring, supervision, and evaluation;
 - c. demonstrate effective coaching skills, including active listening, questioning, and constructive feedback;
 - d. apply a structured coaching model in conducting coaching conversations; and
 - e. develop a coaching action plan for implementation in their respective contexts.
 - f. use Bulacan EduServe Hub (BESH) as a coaching platform.
4. The training is aligned with the following professional development priorities:
 - a. Philippine Professional Standards for School Heads (PPSSH)
 - Domain 3 – Focusing on Teaching and Learning
 - Strand 3.2: 3.2.2 – Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.
 - Strand 3.4: 3.4.4 – Mentor fellow school heads in sustaining learner achievement and in attaining other performance



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indicators to promote accountability within and beyond school contexts.

- Domain 4 – Developing Self and Others
 - Strand 4.2: 4.2.2 – Apply professional reflection and learning to improve one’s practice.
 - Strand 4.3: 4.3.4 – Lead in organizing professional networks to provide colleagues opportunities to maximize their potential and enhance their practice.
 - b. Philippine Professional Standards for Supervisors (PPSS)
 - Domain 3 – Fostering a Culture of Continuous Improvement
 - Strand 3.1: Apply appropriate instructional leadership support strategies to help districts, schools, and/or learning centers with continuous improvement.
 - Domain 4 – Developing Self and Others
 - Strand 4.1: Ensure the delivery of different learning and development interventions to support districts and schools.
5. To support the identification of participants’ professional learning needs and establish baseline information for the training, **ALL SCHOOL HEADS AND TEACHERS** shall accomplish the following online assessment tools before the training:
- a. **FOR SCHOOL HEADS:** Self-Assessment Tool for School Heads on Curriculum Practices
<https://forms.gle/BWmxnCRhdtjUb23i9>
 - b. **FOR TEACHERS:** Needs Assessment Form on Coaching and Mentoring of Teachers, School Year 2026–2027
<https://forms.gle/HxM6uTdeSfSS1XG67>
- The results of these assessments shall be used to inform the delivery of the training and identify areas requiring further coaching and professional support.
6. Participants in this training are Education Program Supervisors, Public Schools District Supervisors, and Select School Heads, with the final list to be sent to the participants via email. The session flow shall include the following:

Session	Topic/Activity
Opening Activity	Registration, Pre-Test, and Orientation
Session 1	Building the Foundations of Literacy and Numeracy
Session 2	Coaching 101
Session 3	Coaching Principles and Models
Session 4	Effective Coaching Skills
Session 5	Bulacan EduServe Hub (BESH)
Session 6	The Coaching Framework
Closing Activity	Post-Test, Action Planning, and Participant Feedback



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7. All participants are expected to:
 - a. attend the entire duration of the training and actively participate in all sessions and required activities.
 - b. accomplish the prescribed assessment tools and submit the required outputs within the timelines to be provided by the Training Management Team.
 - c. bring their Training Passport
8. Considering the current weather conditions and in the interest of participants' comfort and well-being, all participants are advised to wear decent, comfortable, and weather-appropriate attire during the duration of the training. Participants are encouraged to wear light and breathable collared clothing. Likewise, participants may opt not to wear school-themed shirts or uniforms if the material may cause discomfort. Nonetheless, proper decorum and professionalism in attire shall still be observed at all times.
9. Expenses to be incurred for meals, snacks, and training supplies of all participants shall be charged against the Division INSET Fund, while transportation expenses shall be charged against school/local funds, subject to the usual accounting and auditing rules and regulations.
10. This Memorandum shall serve as **Travel Authority** for all concerned participants.
11. Immediate dissemination of and compliance with this Memorandum are desired.



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