October 14, 2026

DIVISION MEMORANDUM
No. 513 s. 2026

ENHANCING INSTRUCTIONAL COACHING THROUGH THE BESH SYSTEM: ENHANCING PSDS AND EPS CAPACITY FOR EVIDENCE-INFORMED COACHING

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Concerned Education Program Supervisors
Public Schools District Supervisors
Concerned Division Office Unit Heads
All Others Concerned

1. The Schools Division of Bulacan shall conduct the three-day training titled **Enhancing Instructional Coaching Through the BESH System: Enhancing PSDS and EPS Capacity for Evidence-Informed Coaching** on November 10–12, 2026, at Swiss-Belhotel Blulane, Binondo, Manila.

2. This activity aims to strengthen the capacity of Public Schools District Supervisors (PSDS) and Education Program Supervisors (EPS) in providing systematic, evidence-informed instructional coaching to school heads and teachers through the BESH System. It seeks to enhance participants' competencies in analyzing classroom observation results, learner assessment data, lesson plans, and learner outputs; conducting reflective coaching conversations; providing evidence-based feedback; and planning, documenting, and monitoring appropriate coaching interventions, particularly in literacy and numeracy.

3. The training shall cover the foundations of instructional coaching and the roles of PSDS and EPS, navigation and utilization of the BESH System, analysis of instructional evidence, implementation of the coaching cycle, development of appropriate coaching interventions, and preparation of coaching action plans. Through presentations, demonstrations, case analyses, coaching simulations, workshops, and collaborative activities, participants shall develop practical outputs that can be applied in their respective districts and learning areas.

4. Enclosures 1, 2 & 3 consist of the list of participants, training matrix and PMT of the activity.

5. Expected outputs include a District/Division Instructional Coaching Plan and an individual or district-level BESH Utilization and Coaching Action Plan. These outputs shall identify priority instructional needs, appropriate coaching interventions, target timelines, evidence sources, and monitoring mechanisms to support the sustained application of learning.

6. The PMT shall oversee the preparation, coordination, implementation, documentation, and evaluation of the activity. All participants are expected to actively participate in the sessions and accomplish the required outputs to ensure the effective application of the competencies developed during the training.

7. Expenses for food and accommodation shall be charged against the Division INSET Fund, while transportation expenses shall be charged against local/school funds, subject to the availability of funds and existing budgeting, accounting, and auditing rules and regulations.

8. This Memorandum shall serve as the **Travel Authority** of all participants attending the said activity.

9. Immediate dissemination of and compliance with this Memorandum are directed.

CECILIA E. VALDERAMA, PhD, CESO VI
Schools Division Superintendent

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

Enclosure No.1 to Division Memorandum No. 513, s. 2026

LIST OF PARTICIPANTS
ENHANCING INSTRUCTIONAL COACHING THROUGH THE BESH SYSTEM:
ENHANCING PSDS AND EPS CAPACITY FOR EVIDENCE-INFORMED COACHING
November 10-12, 2026

NO.	NAME	DESIGNATION
1	Cecilia E. Valderama, PhD, CESO VI	Schools Division Superintendent
2	Maria Celina. L. Vega, CESO VI	ASDS
3	Jaime T. Tugade, PhD, CESE, RGC	OIC-ASDS
4	Rainelda M. Blanco, PhD	Chief Supervisor, SGOD
5	Cecilia S. Custodio, PhD	Chief Supervisor, CID
6	Racquel I. Climaco	Administrative Officer IV
7	Eleseo E. Godoy, PhD	Education Program Supervisor, Values
8	Victoria O. Madrigal	Administrative Assistant V
9	Jay- Arr C. Tayao, DBA, EdD	Education Program Supervisor, SGOD
10	Jay-Arr V. Sangoyo, PhD	Education Program Supervisor, English
11	Anastacia N. Victorino, EdD	Education Program Supervisor, Filipino
12	Francisco B. Macale	Education Program Supervisor, Mathematics
13	Virgilio L. Laggui, PhD	Education Program Supervisor, Araling Panlipunan
14	Marilene G. Ramos, EdD	Education Program Supervisor, LRMDS
15	Ma. Lourdes J. Patag	SEPS II/MNE
16	Cristian Paul M. De Guzman	SEPS II/HRD
17	Edrian Christian Reyes	Technical Assistant II
18	William C. Ortega	PSDS, Pulilan District
19	Paul C. Candelaria	PSDS, Paombong District
20	Lourdes T. Villena, PhD	PSDS, Hagonoy West District
21	Charito N. Laggui, PhD	PSDS, Hagonoy East District
22	Gilbert M. Agapito	PSDS, Calumpit North District
23	Alexander C. Cruz, PhD	PSDS, Calumpit South District
24	Racquel D. Salazar, PhD	PSDS, Bulakan District
25	Anabell R. Palomo, PhD	PSDS, Plaridel District
26	Priscilla SM. Nabvarro, EdD	PSDS, Bustos District
27	Ma. Lorena B. Cardena, PhD	PSDS, DRT District
28	Ana-Liza Villanueva, PhD	PSDS, San Ildefonso North District
29	Daniel V. Ortega, EdD	PSDS, San Ildefonso South District
30	Ma. Nina P. Avendano, PhD	PSDS, San Rafael West District
31	Marisa V. Ortega	PSDS, San Rafael East District
32	Rafael C. Rubio, PhD	PSDS, San Miguel Central District

33	Leonora V. Bergado, EdD	PSDS, San Miguel North District
34	Edelmira S. Dorega, PhD	PSDS, San Miguel South District
35	Alexander I. Adonis, PhD	PSDS, Marilao North District
36	Priscila P. Iliscupidez, PhD	PSDS, Marilao South District
37	Dulce Regina F. Flores, PhD	PSDS, Obando District
38	Jonar C. David, EdD	PSDS, Bocaue District
39	Lorelina G. Sierra, EdD	PSDS, Balagatas District
40	Ma. Neriza F. Fanuncio, EdD	PSDS, Guiguinto District
41	Esperanza F. Peres, EdD	PSDS, Pandi North District
42	Teresita B. Alquiza, PhD	PSDS, Pandi South District
43	Guillermo J. Flores, EdD	PSDS, Angat District
44	Cecilia P. Buenaventura, EdD	PSDS, Sta. Maria Central District
45	Marilou V. Cruz, PhD	PSDS, Sta. Maria East District
46	Carlito Dela Cruz, EdD	PSDS, Sta. Maria West District
47	Nora G. Manalo, PhD	PSDS, Norzagaray West District
48	Maximo C. Herrera, EdD	PSDS, Norzagaray East District
49	Revelyn L.Maniego, PhD	PSDS,Secondary
50	Dante S. Liongson, PhD	PSDS, Secondary

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Enclosure No. 2 to Division Memorandum No. 53 s. 2026

TRAINING MATRIX
ENHANCING INSTRUCTIONAL COACHING THROUGH THE BESH SYSTEM: ENHANCING PSDS AND EPS CAPACITY FOR EVIDENCE-INFORMED COACHING
November 10-12, 2026

DAY 1- NOVEMBER 10, 2026

TIME	SESSION/ ACTIVITY	PERSON/S INVOLVED
8:30AM- 9:00AM	Arrival and Registration	PMT- Leonora V. Bergado, EdD
9:01AM- 9:20AM	Opening Program	PMT Cristian M. de Guzman
9:21AM- 9:30AM	Welcome Remarks	**Jaime T. Tugade, PhD, CESE, RGC** OIC-ASDS
9:31AM- 10:00AM	Session Overview	**Maria Celina L. Vega, CESO VI** ASDS
10:01AM- 10:30AM	Inspirational Message	**Cecilia E. Valderama, PhD. CESO VI** Schools Division Superintendent
10:31AM- 10:45AM	Health Break	
10:46AM- 12:00NN	The BESH System in Instructional Coaching	**Jay- Arr C. Tayao, DBA, EdD** Education Supervisor, SGOD
12:01PM- 1:00PM	Lunch	
1:01PM- 5:00PM	Continuation; The BESH System in Instructional Coaching	**Jay- Arr C. Tayao, DBA, EdD** Education Program Supervisor, SGOD
5:01PM-5:30PM	End of Day Evaluation and Announcement	**PMT**
5:31PM-6:00PM	Personal Time	
6:00PM onwards	Dinner	

DAY 2- NOVEMBER 11, 2026

TIME	SESSION/ ACTIVITY	PERSON/S INVOLVED
6:00AM- 8:00AM	Breakfast	
8:00AM- 8:15 AM	Management of Learning	Eddis 5
8:16AM- 12:00NN	Understanding Instructional Coaching: Roles, Responsibilities and Competencies of School Heads, PSDS and Education Supervisors	**Rowena R. Hibanada, PhD** Director, Global Citizenship Education Cooperation Centre Philippines Philippine Normal University
12:01PM- 1:00PM	Lunch	
1:01PM- 5:15PM	Designing Appropriate	**Rowena R. Hibanada, PhD**

	Coaching Intervention and Developing an Instructional Plan	Director, Global Citizenship Education Cooperation Centre Philippines Philippine Normal University
5:16PM-6:00PM	End of Day Evaluation and Announcement	**PMT**
6:01PM onwards	Dinner	

Day 3- November 13, 2026

TIME	**SESSION/ ACTIVITY**	**PERSON/S INVOLVED**
6:00AM- 8:00AM	Breakfast	
8:00AM- 8:15 AM	Management of Learning	Eddis 1
8:16AM- 12:00NN	BBM3- Coaching and Support Spine • Tools • Activities	**Leonora V. Bergado, EdD** PSDS
12:01PM- 1:00PM	Lunch	
1:01PM-2:00PM	Reflection	**Cristian M. de Guzman** **SEPSII/HRD**
2:01PM-2:30PM	Post Training Evaluation and Closing Program	**PMT**
2:31PM	Home Bound	

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Enclosure No.3 to Division Memorandum No, __ s. 2026

PROGRAM MANAGEMENT TEAM
ENHANCING INSTRUCTIONAL COACHING THROUGH THE BESH SYSTEM: ENHANCING PSDS AND EPS CAPACITY FOR EVIDENCE-INFORMED COACHING
November 10-12, 2026

NAME	DESIGNATION	ROLE
Maria Celina L. Vega, CESO VI	Assistant Schools Division Superintendent	Program Lead
Leonora V. Bergado, EdD	PSDS	Attendance
Jay-Arr C. Tayao, DBA, EdD	Education Supervisor, SGOD	Technical Logistics
Cristian M. de Guzman	SEPS II/ HRD	Opening Program, Certificates/ ACR
Ma. Lourdes J. Patag	SEPS II/ SMME	Evaluation
Racquel I. Climaco	AO IV	Logistics, Financial
Edrian Christian Reyes	Technical Assistant II	PPT Presentation, Recording, Documentation