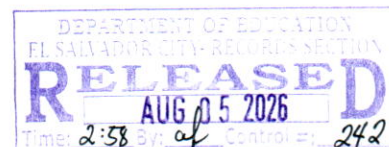




Republic of the Philippines
Department of Education
REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



August 3, 2026

DIVISION MEMORANDUM
NO. 242, s. 2026

**CONDUCT OF PHASE 2 (PRACTICE PHASE - JOB-EMBEDDED LEARNING)
MENTORING AND COACHING FOR NASH PDI PARTICIPANTS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
All Education Program Supervisors
All Public Elementary & Secondary School Heads
All Others Concerned

1. With reference to Advisory dated July 28, 2026 (Updates on NASH PDI Phase 2 and Phase 3 Implementation) and DM-OULS-2026-090 (Guidelines on the Conduct of the National Assessment for School Heads Professional Development Intervention), this Office announces the conduct of **Phase 2: Practice Phase – Job-Embedded Learning** for qualified participants who have completed Phase 1 (E-Learning).
2. Phase 2 emphasizes SDO-facilitated job-embedded learning and professional practice anchored on the participant's Individual Development Report (IDR), which aims to translate prior learning into concrete, school-based leadership actions through the development of the Workplace Application Plan (WAP).
3. To provide systematic coaching and mentoring as the primary support mechanism, all NASH PDI participants shall undergo the structured coaching and mentoring sessions at the Diamond Building, running from August 5, 2026, to September 11, 2026. These sessions will take place twice a week for a duration of two (2) hours per session.
4. See the following enclosures for guidance and reference:
Enclosure 1 - Names of NASH PDI Participants and Assigned Coaches
Enclosure 2 – Schedule of Coaching and Mentoring
5. This Memorandum shall serve as the Official **Authority to Travel** for the participants.
6. This Office shall adhere to the Equal Opportunity Principle (EOP) in the steps undertaken for this purpose. Hence, all decisions and actions shall be based on guidelines set forth, with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

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7. Immediate and wide dissemination of this Memorandum is desired.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be included in the **Perpetual Index**
under the following subjects

COACHING

MENTORING

SGOD/HRD/cvg

RE: CONDUCT OF PHASE 2 (PRACTICE PHASE –
JOB-EMBEDDED LEARNING) MENTORING AND
COACHING FOR NASH PDI PARTICIPANTS

LIST OF NASH PDI PARTICIPANTS AND ASSIGNED COACHES

	Name	Position	Coach	Position
1	Salvador T. Bendijo II	Head Teacher II	Anabelle M. Mamaclay	Education Program Supervisor
2	Raphy B. Buma-at	Master Teacher I	Analyn G. Fabria	Education Program Supervisor
3	Nilo L. Lomongo	Head Teacher III	Lorna H. Estrosas	Education Program Supervisor
4	Rolly A. Molina	Head Teacher I	Ma. Lou Lea C. Nob	Principal II
5	Bob T. Paquinol	Head Teacher I	Helen Sumagang-Palasan	Principal III
6	Jessica Marie B. Ramos	Head Teacher III	Melanie M. Ligutom	Education Program Supervisor

SCHEDULE OF COACHING AND MENTORING

	Name	Coach	Dates	Time
1	Salvador T. Bendijo II	Anabelle M. Mamacay	August 5, 2026 August 7, 2026 August 11, 2026 August 13, 2026	3:00 PM – 5:00 PM
2	Raphy B. Buma-at	Analyn G. Fabria	August 18, 2026 August 20, 2026 August 25, 2026 August 27, 2026	
3	Nilo L. Lomongo	Lorna H. Estrosas	September 1, 2026 September 3, 2026 September 8, 2026 September 10, 2026	
4	Rolly A. Molina	Ma. Lou Lea C. Nob	August 6, 2026 August 7, 2026 August 12, 2026 August 14, 2026	3:00 PM – 5:00 PM
5	Bob T. Paquinol	Helen Sumagang-Palasan	August 19, 2026 August 20, 2026 August 26, 2026 August 28, 2026	
6	Jessica Marie B. Ramos	Melanie M. Ligutom	September 2, 2026 September 4, 2026 September 9, 2026 September 11, 2026	



Republika ng Pilipinas

Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

ADVISORY

28 July 2026

UPDATES ON NASH PDI PHASE 2 AND PHASE 3 IMPLEMENTATION

1. This advisory has reference to **DM-OULS-2026-090**, with the subject **Guidelines on the Conduct of the National Assessment for School Heads (NASH) Professional Development Intervention (PDI)** dated March 06, 2026.

2. Following the successful completion of Phase 1 (E-Learning), qualified NASH PDI participants are expected to proceed to Phase 2 upon receipt of their Phase 1 Certificate of Participation.

3. Phase 2: Practice Phase - Job-embedded Learning is facilitated by the Regional Offices (ROs) and Schools Division Offices (SDOs) in strict accordance with the guidelines stipulated in DM-OULS-2026-090.

4. Requirements by Participant Category:

a) Meeting PPSSH Standards in Three (3) Domains

- **Completion Criteria:** Participants shall complete the program upon satisfactory completion of Phase 2, submission of validated outputs, and accomplishment of the end-of-program evaluation.
- **Output Submission:** All required outputs, including the Modified PMCF and signed Workplace Application Plan (WAP), must be submitted to the RO/SDO in either soft or hard copy.
- **Certification Process:** The RO shall issue a **Certificate of Participation** for Phase 2 and endorse the list of eligible participants to the NEAP Central Office (NEAP-CO) for the issuance of the official **Certificate of Completion**.

b) With Developmental Areas

- **Phase Progression:** Participants must finish Phase 2 and receive a **Certificate of Participation** from the RO. They will then proceed to Phase 3: Application Phase (Workplace Application), which runs for six (6) months.
- **Output Submission:** All required outputs, including the Modified PMCF, signed Workplace Application Plan (WAP), signed Workplace Application Accomplishment Report must be submitted to the RO/SDO in either soft or hard copy.
- **Support:** Coaching and mentoring support will be continuously provided throughout Phase 3 implementation.

- **Certification Process:** After Phase 3, the RO shall endorse the list of eligible participants to NEAP-CO for the issuance of the Certificate of Completion, provided they have satisfactorily completed Phases 1, 2, and 3, including all required validations, certifications, and the end-of-program evaluation.

5. ROs and SDOs shall use **DM-OULS-2026-090 Enclosure 10** (List of Participants for NEAP Issuance of Certificate of Completion) when endorsing the list of qualified completers to NEAP-CO. The softcopy of the said enclosure was also uploaded in the drive mentioned below. Kindly email to neap.od@deped.gov.ph and pdd.pdi@deped.gov.ph.

6. The Program Evaluation for both categories shall be posted in the **NASH PDI Hub - One Central Space for All NASH PDI Materials** through this link: <https://tinyurl.com/NASHPDI-Program-Eval>. The RO and SDO focals shall ensure that only those who will be given a Certificate of Completion shall accomplish the Program Evaluation.

7. To ensure a data-driven approach in tracking the Phase 2 and Phase 3 progress of the participants, the **NASH PDI Data Monitoring** will be shared to ensure effective tracking of participants' progress and program implementation. All NASH PDI RO and SDO focals are only given access to the data monitoring hub through their respective DepEd email addresses.

8. To facilitate the issuance of Certificate of Participation for Phases 2 and 3 by ROs with the assistance of SDOs, you may download these templates through this link: <https://tinyurl.com/Cert-Templates>.

9. For any questions or concerns, you may coordinate with **Ms. Jessica Kristel A. Abeleda** and **Ms. Jufael P. Pulvosa** of NEAP-PDD, through email at pdd.pdi@deped.gov.ph.



MICHAEL JOSEPH P. CABAATAN

Director III

Officer-In-Charge

National Educators Academy of the Philippines