



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF NUEVA VIZCAYA

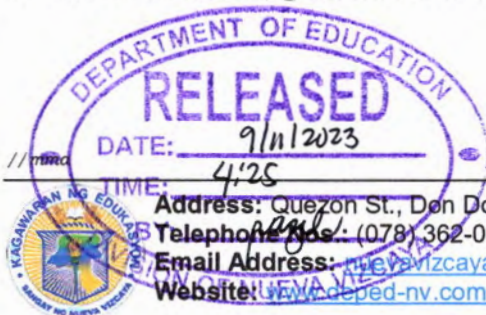
11 September 2023

DIVISION MEMORANDUM  
No. 313, s. 2023

**DIVISION SEMINAR-WORKSHOP ON COACHING PROGRAM:  
The Project COACH-Championing Outstanding Attributes via Coaching**

To: Assistant Schools Division Superintendent  
School Governance and Operations Division Chief  
Curriculum Implementation Division Chief  
Public Schools District Supervisors/District In-Charge  
Public Elementary and Secondary School Heads  
SDO Unit Heads  
All others concerned

1. In view of DO 2 s 2015 regarding the RPMS Cycle specifically Phase 2: Performance Mentoring & Coaching, PRIME-HRM:Performance Management and all other professional development endeavors, this Office announces the conduct of **Division-Workshop on Coaching Program: the Project COACH at SDO Conference Hall, Bayombong, Nueva Vizcaya on September 27, 2023 at 8:30 in the morning.**
2. The expected attendees in the seminar-workshop on coaching program are specified as follows:
  - 20 SDO personnel  
2 Chiefs : SGOD & CID  
SGOD: 4SEPS, 1Div. Engr, 2PDO DRRM & YFU, 1Nurse in-Charge, 1Dentist  
OSDS : 5 BALITA Unit Heads, 1 Records, 1 HRMO  
CID : 23 PSDS  
2 Training Assistants: HRDS EPS-II and SGOD AA-VI
  - Schools: 23 Master Teachers (1 per district)  
46 School Heads (1 elementary, 1 secondary per district)
3. The activity aims to strengthen the conduct of Coaching Program to all employees for performance improvement and management along their expected deliverables. The district/school attendees are expected to cascade and demonstrate the coaching in their LAC sessions or other training sessions as possible.
4. The meals and snacks of the participants shall be charged against HRTD Funds while the travel expenses shall be charged against local funds subject to usual accounting guidelines, rules, and procedures.
5. For information, guidance and compliance.



**ORLANDO E. MANUEL PhD., CESO V**  
Schools Division Superintendent

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