



April 29, 2025

Division Memorandum

No. 106, s. 2025

TRAINING WORKSHOP ON THE CRAFTING OF THE DIVISION GUIDEBOOK AND TOOL KITS IN COACHING AND MENTORING

To: Assistant Schools Division Superintendent
Chief Education Supervisors) CES, SGOD
Secondary and Elementary School Principals
Others concerned
This Division

1. In view of the implementation of the Division Coaching and Mentoring Program, this office shall conduct the **"Training Workshop on the Crafting of the Division Guidebook and Tool Kits in Coaching and Mentoring"** on June 2-6, 2025.

2. This training workshop aims to formulate standardized guidelines for Division coaching and mentoring practices and develop tool kit for effective Division coaching and mentoring program.

3. The participants are the following:

Name	Position	School/Office
1. Janet S. Negoso, EdD	PSDS	OSDS-CID
2. Yolibeth L. Litigio	MT-III	Pagadian City Pilot School
3. Gerlee Joy C. Cabrido	MT - I	Campo Islam Elementary School
4. Janice J. Suganob	MT - I	Pagadian City Pilot School
5. Mary Jane C. Cortes	MT - II	Balangasan Central Elementary School
6. Mary Rosary M. Rubio	T -III	Pagadian City Pilot School
7. Rea Christymae A. Duran	T -III	Zamboanga del Sur NHS-SHS
8. Mary Jane V. Fuerzas	HT-III	Zamboanga del Sur NHS-JHS
9. Jessie P. Dolia	T- III	Pagadian City NCHS

4. All participants must bring their own laptop for the whole duration of the training.

5. Expenses for meals, snacks and other incidental expenses incurred relative to this activity shall be charged against Division MOOE funds subject to the usual accounting and auditing rules and policies.

6. Immediate dissemination and compliance of this memorandum is hereby enjoined.

DANNY B. CORDOVA, EdD, CESO V
Schools Division Superintendent

Encl.: As stated,

Reference: DO # 35, s. 2016 and DO #11, s. 2019

Ldj./sgod

/4/29/2025