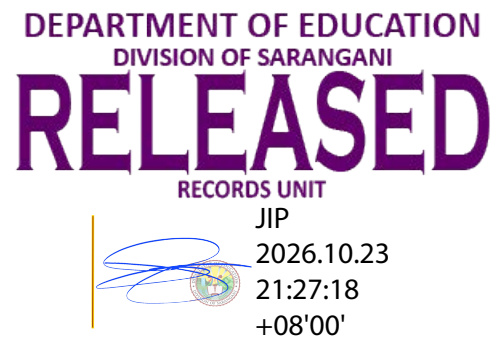




Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



20 Oct 2026

**DIVISION MEMORANDUM**  
CID-2026-208

REITERATION OF THE GUIDELINES ON SCHOOL-BASED INSTRUCTIONAL COACHING, LEARNING ACTION CELL (LAC), AND MASTER TEACHER WORKLOAD ALIGNMENT UNDER THE TEACHER EFFECTIVENESS AND COMPETENCIES ENHANCEMENT PROJECT (TEACEP)

TO: Public Schools District Supervisors  
Public Elementary and Secondary School Heads

1. Pursuant to DM-OULS-2026-404 and its enclosure, all schools are hereby directed to strictly implement the provisions on **School-Based Coaching and Learning Action Cell (LAC) Activities under the Teacher Effectiveness and Competencies Enhancement Project (TEACEP)**. The Department emphasizes that coaching and LAC shall function as complementary professional learning mechanisms to strengthen teacher effectiveness and improve learner outcomes in Literacy and Numeracy.
2. The School Head shall serve as the **Professional Learning Leader**, while the trained Master Teachers in Elementary shall serve as the school's **Instructional Coach**, providing targeted coaching, mentoring, and technical assistance to teachers as mandated under existing DepEd policies.
3. To ensure the effective implementation of TEACEP coaching requirements, School Heads shall review and appropriately arrange the teaching load, class program, and work assignment of Master Teachers in accordance with:
  - a. **DepEd Order No. 012, s. 2024**;
  - b. **DepEd Order No. 24, s. 2025** on the Roles and Functions of Master Teachers;
  - c. **DepEd Order No. 5, s. 2024** on the Rationalization of Teachers' Workload; and
  - d. Other existing curriculum and instructional supervision policies.
4. School Heads are directed to ensure that Master Teachers are provided sufficient time within their work programs to perform their mandated coaching, mentoring, and technical assistance functions. Coaching activities shall not be treated as additional tasks imposed beyond the Master Teacher's allowable workload but shall be intentionally integrated into their official schedules.
5. Consistent with TEACEP requirements, every trained Elementary Master Teacher shall be assigned:
  - a. **A minimum of four (4) teacher-coaches**; and
  - b. **A maximum of six (6) teacher-coaches per coaching session.**



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Master Teachers with seven (7) or more participants in a session shall be considered as conducting a Learning Action Cell (LAC) session rather than a coaching session.

6. For purposes of prioritization, schools shall assign coaches using the following order:

- a. Grades 1–3 Teachers
- b. Kindergarten Teachers
- c. Newly Hired Teachers
- d. Grades 4–6 Teachers
- e. Other teachers as determined by identified instructional needs

This prioritization is intended to support foundational literacy and numeracy learning outcomes while strengthening the capacity of teachers handling early-grade learners.

7. Schools shall implement the continuous professional learning cycle prescribed under TEACEP:

- a. Identification of Professional Learning Needs
- b. Individual Coaching Goal Setting
- c. Coaching and Classroom Application
- d. LAC Sharing and Collective Reflection
- e. Review and Next Coaching Cycle

8. The following outputs shall be prepared and maintained:

**a. For Coaching**

- i. Coaching Plan
- ii. TEACEP GUIDE Tool Observation Notes
- iii. Performance Mentoring and Coaching Form (PMCF)
- iv. Other coaching evidence and teacher progress records

**b. For LAC**

- i. Approved LAC Plan
- ii. LAC Package developed by Bayan Academy
- iii. Attendance Records
- iv. Learning Outputs
- v. LAC Accomplishment Report

9. Master Teachers are encouraged to conduct coaching sessions on a weekly or biweekly basis, subject to school context.

Indicative minimum coaching schedule:

| Timeline      | Expected Output                          |
|---------------|------------------------------------------|
| October 2026  | At least 2 coaching sessions per teacher |
| November 2026 | At least 3 coaching sessions per teacher |
| December 2026 | At least 3 coaching sessions per teacher |
| January 2027  | At least 2 coaching sessions per teacher |

A coaching interaction generally ranges from **30–60 minutes**, while demonstration teaching, co-teaching, collaborative planning, and classroom observations may require longer periods.



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10. For TEACEP verification, Master Teachers shall comply with the following minimum requirements:
- Completion of the required coaching training;
  - Assignment of at least **four (4) teacher-coachees**;
  - Conduct of at least **ten (10) documented coaching sessions**;
  - Submission of a validated coaching portfolio
11. All concerned School Heads shall:
- Determine coaching priorities using TEACEP GUIDE Tool results, learner assessment results, classroom evidence, learner outputs, and teacher needs;
  - Develop and implement the LAC Plan;
  - Facilitate or oversee LAC implementation;
  - Provide schedules, resources, and enabling conditions for coaching;
  - Integrate coaching responsibilities into the Master Teachers' work programs;
  - Monitor coaching implementation and documentation;
  - Ensure compliance with TEACEP requirements and timelines; and
  - Sustain coaching and LAC as embedded school-based professional learning systems rather than compliance activities.
12. Public Schools District Supervisors and Education Program Supervisors shall provide technical assistance and monitor compliance with the implementation of coaching and LAC activities. Schools shall ensure proper documentation and maintenance of all coaching and LAC evidence for validation and monitoring purposes consistent with TEACEP requirements.
13. For reference and guidance, all concerned are advised to access the TEACEP Guidelines and related implementation resources through the following link: <https://bit.ly/TEACEPCoaching>. The repository includes the memorandum, observation and coaching guidelines, forms, templates, and other pertinent documents necessary for compliance, implementation, monitoring, and reporting.
14. Expenses incurred in connection with this activity may be charged against available local/school funds or TEACEP funds, subject to the availability of funds and compliance with existing budgeting, accounting, auditing, procurement, and other applicable government rules and regulations.
15. For inquiries, contact John Jerson P. Constantino, EPS at 09285059602.
16. Wide and immediate dissemination of this Memorandum is desired.

Digitally signed by  
Frinal Nelyn Botes  
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**ATTY. NELYN B. FRINAL, CESO VI**  
Schools Division Superintendent





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Encl.: None

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

LITERACY  
NUMERACY

TEACEP  
COACHING

LAC

JJPC/CID-IMS/MLA – reiteration of the guidelines on school-based instructional coaching, learning action cell (lac), and master teacher workload alignment under the teacher effectiveness and competencies enhancement project

(teacep)

0837/October 20, 2026

