



Republic of the Philippines
Department of Education
 NEGROS ISLAND REGION
 SCHOOLS DIVISION OF SAGAY CITY

October 14, 2025

DIVISION MEMORANDUM
 No. 639, s. 2025

I-TEACH: A TECH-DRIVEN CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD) ECOSYSTEM FOR TEACHERS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors – CID & SGOD
 Public Schools District Supervisors
 Public Elementary School Heads
 All Others Concerned

- SDO Sagay City shall support the development of **I-TEACH (Innovative Tech-driven Ecosystem for Advancing Continuous Holistic professional development) Capstone Project** which seeks to transform traditional mentoring and supervision into a growth-oriented, collaborative, and data-informed practice. The project shall be piloted in Sagay National High School – Senior High School from January to March 2026.
- Enclosed with this Memorandum is the Project Management Team (PMT) with its key roles and functions.
- All expenses related to the implementation of the activity are chargeable against Division MOOE/local funds and other sources of funds subject to the usual accounting and auditing rules and regulations.
- It is understood that in the conduct of this activity there shall be no discrimination in the provision of such partnership on account of age, school, gender, civil status, disability, religion or other similar factors, personal circumstances that run counter to the principles of equal opportunity.
- Immediate and wide dissemination of this Memorandum is desired.

DANNIE CLARK M. UGUIL, CESE
 OIC - Schools Division Superintendent



Enclosure : As stated
 Reference : None
 Allotment : N/A
 No. of Pages : 5

To be indicate in the **Perpetual Index** under the following subjects:

CURRICULUM COACHING AND MENTORING PROFESSIONAL DEVELOPMENT

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(Enclosure No. 1 to Division Memorandum No. 639, s. 2025)

ITEACH PROJECT MANAGEMENT TEAM

Position / Role	Name / Designation	Key Responsibilities
Institutional Partner	Dannie Clark M. Uguil, CESE OIC-Schools Division Superintendent SDO–Sagay City	Provides overall policy direction, institutional oversight, and ensures that the I-TEACH project aligns with DepEd’s professional development goals.
Assistant Institutional Partner	Mark Anthony J. Tan , PhD OIC - Assistant Schools Division Superintendent (ASDS), SDO–Sagay City	Assists in providing leadership and supervision, ensures cross-division coordination, and supports the implementation of project strategies.
Project Leader / Scholar	Jordan T. Beleganio Capstone Project Proponent	Leads overall project planning, execution, and evaluation; prepares reports; coordinates with partners and stakeholders; and ensures alignment with PMDP standards.
Chief, Curriculum and Instruction Division (CID)	Alma M. Mirasol, PhD CID Chief	Ensures that the I-TEACH framework complements DepEd’s instructional supervision and mentoring standards; provides guidance on integrating the project into the teaching-learning process.
Chief, School Governance and Operations Division (SGOD)	Ma. Theresa Q. Bingcang, PhD SGOD Chief	Oversees operational and logistical support, facilitates coordination among DepEd units, and monitors implementation progress.
Public Schools District Supervisor (PSDS)	Marilyn B. Gamboa, PhD Public Schools District Supervisor District 10	Supervises the implementation of the I-TEACH Project within schools under the district; ensures coordination between school heads, mentors, and division offices; and monitors the progress of mentoring activities.
Social Mobilization and Partnerships Unit (SMU)	James P. Sabio SEPS Social Mobilization Unit	Establishes partnerships with SUNN, LGUs, and private stakeholders; mobilizes community and institutional support for I-TEACH; assists in documentation of MOA execution and partnership activities.
Training and Capacity-Building Coordinator	Junmarl Alconga, SEPS Decelyn Doliten, EPS II Human Resource Training & Development	Organizes mentoring and learning sessions, facilitates capacity-building workshops, and oversees participant engagement.
Monitoring and Evaluation (M&E) Officer	Nova B. Zamora, PhD SEPS Monitoring & Evaluation	Develops M&E tools, gathers performance data, and prepares evaluation reports to assess effectiveness and outcomes.



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Position / Role	Name / Designation	Key Responsibilities
Planning and Research Unit	Araceli Craus, PhD SEPS Planning & Research Unit	Shall ensure that project implementation and evaluation are grounded in evidence-based practices; conduct data validation and research documentation; and recommend policy integration strategies based on project findings.
Data Analyst	Alfie Silva Master Teacher 1 - HBIS Statistician	Analyzes quantitative and qualitative data using descriptive and inferential statistics; supports interpretation and reporting.
ICT and Systems Development Specialist	Jonah A. Uypico Information Technology Officer SDO–Sagay City	Leads system configuration, platform administration, and data analytics integration; ensures security, accessibility, and system functionality.
DepEd–SDO Sagay IT Programming Team	Marjorie Joy. D. Beleganio MT 1 – Sagay NHS Elmer Catubig Teacher III Bato NHS Maritel Dawa, PhD Teacher III Vito NHS Jomel Nuyad MT 1 Bato NHS	Develop, maintain, and troubleshoot the I-TEACH platform; ensure data synchronization, report generation, and technical continuity within the division.
External Technical Partners	IT Programmers, State University of Northern Negros (SUNN)	Serves as official technology partner for system design, programming, and interface development of the I-TEACH platform, including Virtual Learning Circles (Gamified), Virtual Coaching and Mentoring, and Performance Dashboards with AI analytics. SUNN’s IT Department will collaborate with the SDO–Sagay City ICT Unit in ensuring the system’s scalability, data security, and usability. Comply provisions stipulated in the Memorandum of Agreement (MOA).



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Position / Role	Name / Designation	Key Responsibilities
Finance and Logistics Officer	Jossie R. Rebusquillo Accountant IV SDO Sagay City	Manages financial transactions, logistical requirements, and procurement; ensures fiscal accountability and documentation.
Project Co-Lead	Freddie B. Digno Principal III, Sagay National High School	Coordinates school-level implementation, supervises teacher participation, and facilitates mentoring and professional learning activities.
Content Specialists	Vladimir Katalbas, Jr., MT1 Rhodora Amuan, MT1 Rogelio Lapulapu, MT2 Marjorie Joy D. Beleganio, MT1 Rhona Parreño, MT1 Cecilia Singayan, MT1 Danilo Aloquina, Jr., HT2 Jonah B. Garganera, HT IV	Design and deliver content for Virtual Learning Circles (VLCs) , develop learning modules, and lead reflective discussions to strengthen professional learning.
Documentation and Communication Officer	Aerobelle L. Pasamanero EPS II Monitoring and Evaluation	Documents project milestones, prepares communication briefs, and disseminate reports through division and PMDP channels.
Support Staff	Jennifer Joy G. Dublin Administrative Aide VI	Provide logistical, clerical, and technical assistance during orientations, mentoring sessions, and evaluation processes.

Roles and Core Functions

- Strategic Leadership and Coordination** – The PMT provides direction, approves implementation schedules, and ensures compliance with DepEd and PMDP requirements.
- System and Technical Management** – The ICT Unit, in collaboration with the DepEd-SDO IT Programming Team and SUNN, maintains and enhances the I-TEACH platform.
- Instructional Design and Content Development** – Master Teachers design and facilitate Virtual Learning Circle (VLC) content to promote reflective practice and continuous improvement.
- Monitoring, Evaluation, and Data Analytics** – The M&E Officer and Data Analyst track participation metrics, performance improvements, and impact measures to inform decisions.
- Partnership and Social Mobilization** – The SMU establishes formal linkages with SUNN, LGUs, and potential donors, mobilizing technical and community support.



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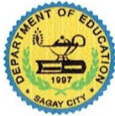


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6. **Capacity Building and Mentoring** – The Training Coordinator leads online and in-person sessions to equip teachers and mentors with digital mentoring skills.
 7. **Documentation and Financial Management** – Documentation and Finance Officers ensure that all activities, reports, and expenditures are transparent and well-accounted for.
 8. **Sustainability and Institutionalization** – The PMT develops a long-term plan to embed I-TEACH into DepEd’s regular professional development framework and policy structures.
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Coordination and Communication Mechanism

The PMT will hold **bi-weekly meetings** during implementation and **monthly review sessions** thereafter. Reports will be submitted to the SDS and ASDS, while PMDP mentors will receive progress updates for monitoring. A dedicated **Google Workspace and MS Teams channel** will serve as the collaboration hub for coordination, data sharing, and task tracking. Internal circulars and online dashboards will ensure transparency and engagement among all members.



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