



Republic of the Philippines
Department of Education
Negros Island Reion
SCHOOLS DIVISION OF SAGAY CITY

JAN 08 2026

DIVISION MEMORANDUM

No. 019, s. 2026

ORIENTATION ON THE IMPLEMENTATION OF ITEACH CAPSTONE PROJECT

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

1. The field is hereby informed that the Orientation on the iTEACH Capstone Project will be conducted on January 9, 2026 (Friday), at 8:00 A.M., at Sagay National High School, Media Arts Building.
2. The objectives of the activity are the following:
 - a. To provide a comprehensive orientation to the Public School District Supervisor (PSDS), School Heads, Highly Proficient Teachers, and Proficient Teachers on the rationale, features, and implementation framework of the iTEACH Capstone Project; and
 - b. To familiarize the participants with the coaching and mentoring processes, including the standardized templates, tools, and documentation requirements, to ensure effective, consistent, and quality implementation of coaching and mentoring practices.
3. The participants of this activity are the Public School District Supervisor of District 2-A, as well as the Principal and Senior High School Teachers of Sagay National High School.
4. All expenses related to the implementation of the activity shall be chargeable against School MOOE, local funds and other available sources of funds, subject to the usual accounting and auditing rules and regulations.
5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of participation or partnership based on age, school, gender, civil status, disability, religion or other similar factors, consistent with the principles of equal opportunity and inclusivity.
6. Immediate and wide dissemination of this Memorandum is desired.

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



Enclosure : None
Reference : None
Allotment : N/A
No. of Pages : **1**

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

CURRICULUM

COACHING AND MENTORING

ORIENTATION

FN: Djkl_ksk/CT

