Republic of the Philippines
Department of Education
REGION I

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. 1
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BY:
DATE:
OCT 12 2026

REGIONAL MEMORANDUM
NEAP-2026- 1345

SUBMISSION OF THE LIST OF QUALIFIED AND ENDORSED COACHES FOR THE NASH TDP AND PDI BATCH 2

To: Schools Division Superintendents
All Concerned Personnel

1. Pursuant to DepEd Memorandum **DM-OULS-2026-397**, titled **"Guidelines on the Conduct of the National Assessment for School Heads (NASH) Targeted Development Program (TDP) and Professional Development Intervention (PDI),"** all Schools Division Offices (SDOs) are directed to identify and endorse qualified coaches for the program participants.

2. Attached to this Memorandum is the Qualification Standards for SDO-Assigned Coaches, as provided in the aforementioned DepEd Memorandum, which shall serve as the basis for identifying and selecting qualified coaches.

3. In assigning coaches, SDOs shall consider the participants' targeted Philippine Professional Standards for School Heads (PPSSH) domains and developmental needs. A **1:1 coach-to-participant ratio** is strongly encouraged to ensure focused and individualized support for leadership growth. However, if coaching capacity is limited, the SDO may adjust the ratio up to a maximum of 1:5 (one coach to five participants), provided that the assigned coach is comfortable accommodating the additional participants and can provide them with appropriate coaching support.

4. The prescribed enclosures may be accessed through the following link: *tinyurl.com/Enclosures-NASHCoaches*. All SDOs are requested to accomplish and submit the following documents:

a. Enclosure 4 – NASH TDP & PDI Coach Endorsement and Acceptance Form;
b. Enclosure 5 – Coaching Contract; and
c. Enclosure 6 – Endorsed List of Coaches for NASH TDP and PDI.

5. The accomplished documents shall be submitted through the following:

Submission deadline: October 14, 2026
Submission link: *tinyurl.com/Coaches-NASHTDPPDI*

6. The SDOs shall ensure that all submitted information is accurate and complete and that the identified coaches have agreed to undertake the required orientation, coaching engagements, monitoring, and other related program activities.

7. For queries or other concerns, please contact the NEAP R1 at neap.region1@deped.gov.ph.

8. Immediate dissemination of this Memorandum is desired.

For the Regional Director:

RHODA T. RAZON
Director III

NEAP/mmc/RM_NASHTDPPDICoaches
October 12, 2026

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CLMD261644

Enclosure 3 – Qualification Standards for SDO-Assigned Coaches

Pending the establishment of a formal certification mechanism for coaches across all governance levels, the following qualified personnel may be designated to serve as **concurrent coaches**. These personnel shall meet the prescribed qualification standards and provide interim technical assistance to support the effective and continuous implementation of the coaching and mentoring process under the NASH TDP and PDI.

Eligible Positions

The following personnel may be designated as coaches:

- **Public Schools District Supervisors (PSDS);**
- **Chief Education Supervisors (CES)** from the Human Resource Development Division (HRDD) and/or NEAP in the Region (NEAP-R); from the School Governance and Operations Division (SGOD) or Curriculum Implementation Division (CID) of the Schools Division Offices (SDOs);
- **Education Program Supervisors (EPS);** and
- **School Principals II to IV (SP II–IV).**
- Other personnel who possess relevant experience in school leadership, having previously served as a school head, and who have passed the Principal's Test, NQESH, or NASH

Qualification Standards

A coach **must**:

1. be a currently designated School Principal II to IV, or have previously served as a full-fledged school head, or possess at least five (5) years of experience in school leadership in a public or private school;
2. have attended and completed a Training of Coaches and Mentors organized by NEAP Central Office, preferably under the School Heads Onboarding Program (SHOP) or School Heads Development Program (SHDP);
3. have demonstrated exemplary performance in school leadership, including contributions to instructional leadership and school management;
4. have a proven track record in mentoring or coaching at the school, district, division, or other appropriate governance level; and
5. be willing and available to participate in the required orientation, training, calibration, and other capacity-building activities and to serve, when necessary, as part of the designated coaching pool.

General Requirements for All Coaches

All coaches **shall**:

1. demonstrate strong communication, facilitation, coaching, and mentoring competencies appropriate to adult and professional learning;
2. exhibit a strong commitment to supporting the professional growth, competency development, and leadership readiness of aspiring and incumbent school heads;
3. undergo the required orientation, training, calibration, and continuous quality assurance activities under the NASH TDP and PDI; and
4. be officially endorsed by the concerned **Schools Division Superintendent (SDS)**, Regional Director, or other authorized official, using the prescribed endorsement template provided in **Enclosure No.6**.

The designation of coaches shall be subject to the availability of qualified personnel, the number of participants requiring coaching support, and the prescribed coach-to-participant ratio, where applicable.

To ensure consistent and effective coaching support, a **Coaching Toolkit** shall be provided to designated coaches. The toolkit shall serve as a reference for facilitating coaching sessions, monitoring participant progress, providing feedback, and documenting coaching engagements and outcomes. The Coaching Toolkit shall be disseminated to designated coaches through their respective Regional Office (RO) and Schools Division Office (SDO) NASH TDP/PDI Focal Persons.