



Republic of the Philippines  
Department of Education  
National Capital Region  
**SCHOOLS DIVISION OFFICE**  
City of Mandaluyong

Tel. no. 533-49-31 / 35 Fax. no. 532-71-17  
E-Mail Address: [depedmandaluyong@gmail.com](mailto:depedmandaluyong@gmail.com)  
Official Website: [depedmandaluyong.wordpress.com](http://depedmandaluyong.wordpress.com)

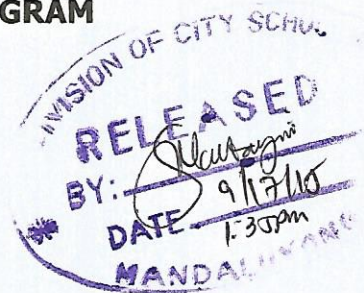


September 17, 2015

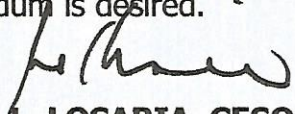
**MEMORANDUM**

**ICT-EPP TEACHERS COACHING PROGRAM**

**To: Chief Education Supervisor (SGOD)  
Chief Education Supervisor (CID)  
Education/District Supervisors  
SGOD Officials  
CID Officials  
Principal, Public Elementary Schools**



1. In support with the implementation of K to 12 Basic Education Curriculum in EPP Grade 4, a coaching program entitled "ICT-Teacher to Coach" (ICT-T2C) focused on ICT Skills will commence this October 1, 2015 until December 15, 2015.
2. In line with this, in order to identify the needs for coaching an online survey was conducted to all EPP teacher in the division. This will be followed by an assessment through an actual manipulation of the computer.
3. The coaches will be two ICT teachers, who volunteered the program with the understanding that the coaching sessions will be beyond the official time.
4. The initial hands-on assessment and sessions will be monitored by Mrs. Marife V. Arias, EPS-ICT, and Ms. Jovy D. Balbuena, EPS-EPP.
5. The coach and coachee will receive certificate of completion.
6. Prompt and wide dissemination of this memorandum is desired.

  
**NERISSA L. LOSARIA, CESO VI**  
Officer In-Charge  
Office of the Schools Division Superintendent