



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

Office of the Schools Division  
Superintendent

October 5, 2026

**DIVISION MEMORANDUM**  
NO: 830 s. 2026

**INVITATION TO JOIN THE TRAINING PROGRAM ON INSTRUCTIONAL SUPERVISION**

TO: Assistant Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
Teacher III-VI, MT 1 & 2  
All Others Concerned

1. This Office hereby disseminates official invitation from Princess Angel Canutal, Learning and Development Officer, Cognitio Learning and Development Center, content of which is self-explanatory.
2. Participation to the said summit is **voluntary** and expenses will be charged against **personal funds**.
3. Please see attached invitation for more details.
4. For your information.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent

WDB/JAAL/SGOD/MCC/ict

## Invitation to Join the Training Program on Instructional Supervision

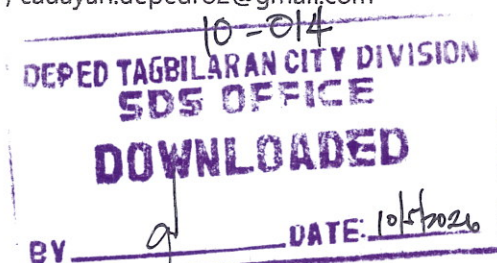
**From** Cognitio Learning and Development Center <info@cognitiolearning.com>

**Date** Mon 10/5/2026 10:09 AM

**To** DEPED ILOCOS NORTE <ilocos.norte@depd.gov.ph>; DEPED ILOCOS SUR <ilocos.sur@depd.gov.ph>; DEPED La Union <la.union@depd.gov.ph>; DEPED PANGASINAN 1 <pangasinan1@depd.gov.ph>; DEPED PANGASINAN 2 <pangasinan2@depd.gov.ph>; DEPED ALAMINOS CITY <alaminos.city@depd.gov.ph>; DEPED BATAK CITY <batak.city@depd.gov.ph>; DEPED CANDON CITY <candon.city@depd.gov.ph>; DEPED DAGUPAN CITY <dagupan.city@depd.gov.ph>; DEPED LAOAG CITY <laoag.city@depd.gov.ph>; DEPED SAN CARLOS CITY (REG. 1) <sancarlos.city1@depd.gov.ph>; DEPED SAN CARLOS CITY (REG. 6) <sancarlos.city6@depd.gov.ph>; DEPED CITY OF SAN FERNANDO (REG. 3) <sanfernando.city3@depd.gov.ph>; DEPED URDANETA CITY <urdaneta.city@depd.gov.ph>; DEPED VIGAN CITY <vigan.city@depd.gov.ph>; DEPED BATANES <batanes@depd.gov.ph>; SDO CAGAYAN <sdo.cagayan@depd.gov.ph>; DEPED ISABELA <isabela@depd.gov.ph>; quirino.depdro2@gmail.com <quirino.depdro2@gmail.com>; cauayan.depdro2@gmail.com <cauayan.depdro2@gmail.com>

 2 attachments (382 KB)

Invitation to Join the Training Program on IS.pdf; TRAINING MATRIX IS.pdf;



You don't often get email from info@cognitiolearning.com. [Learn why this is important](#)

Dear Superintendent,

Greetings of Peace and Prosperity!

On behalf of **Cognitio Learning and Development Center**, we respectfully request your assistance in disseminating the attached invitation for our upcoming professional development program, “**Instructional Supervision for Improved Teaching and Learning: Lesson Coaching, Lesson Implementation, and Classroom Observation**,” scheduled for **October 17-18, 2026** via Google Meet.

We would greatly appreciate your support in sharing this learning opportunity with interested Teachers III-VII and Master Teachers I-V within your division.

Thank you very much for your time and continued support. Please see the attached program details for your reference.

Respectfully,

**PRINCESS ANGEL CAÑUTAL**

*Learning and Development Program Officer*  
**Cognitio Learning and Development Center**



October 5, 2026

**The Superintendent**  
*Schools Division Office*  
Department of Education

**SUBJECT:** *Invitation to Join the Training Program "Instructional Supervision for Improved Teaching and Learning: Lesson Coaching, Lesson Implementation, and Classroom Observation"*

Dear Superintendent:

Greetings of Peace and Prosperity!

The **Cognitio Learning and Development Center**, a professional learning and development institution, respectfully requests your assistance in disseminating our upcoming professional development program:

**INSTRUCTIONAL SUPERVISION FOR IMPROVED TEACHING AND LEARNING:**  
*Lesson Coaching, Lesson Implementation, and Classroom Observation*

The **16-hour synchronous virtual training** will be conducted on **October 17-18, 2026** via **Google Meet** and is designed for **Teachers III-VIII and Master Teachers I-V**. The program focuses on strengthening participants' competencies in **lesson coaching, effective lesson implementation, and evidence-based classroom observation** to support improved teaching practices and learner outcomes, aligned with relevant **PPST and PPSSH indicators**.

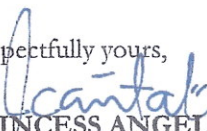
In this regard, we respectfully request your assistance in disseminating this professional development opportunity to qualified personnel within your jurisdiction who may benefit from the program.

For your reference, the complete training details, including the program overview, learning outcomes, and participant entitlements, are attached to this letter.

We would greatly appreciate your support in sharing this learning opportunity with interested and qualified educators within your Schools Division.

Thank you for your continued commitment to professional learning and development.

Respectfully yours,

  
**PRINCESS ANGEL CAÑUTAL**  
Learning and Development Program Officer  
[info@cognitiolearning.com](mailto:info@cognitiolearning.com)



# cognitio

LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines  
DTI No.: 8258401 | TIN: 771-203-429

## TRAINING OVERVIEW

| Training Details    | Information                                                                                                                            |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Training Title      | <b>Instructional Supervision for Improved Teaching and Learning: Lesson Coaching, Lesson Implementation, and Classroom Observation</b> |
| Date                | 2-Day Synchronous Virtual Training via Google Meet                                                                                     |
| Platform            | Google Meet                                                                                                                            |
| Duration            | 16 Training Hours                                                                                                                      |
| Target Participants | Teachers III-VII and Master Teachers I-V                                                                                               |
| Registration Fee    | Php 500.00                                                                                                                             |
| Registration Form   | <a href="https://forms.gle/hc8f8WLaZ78xbyhP8">https://forms.gle/hc8f8WLaZ78xbyhP8</a>                                                  |

## WHY JOIN THE TRAINING?

### **Strengthen Instructional Supervision Practices.**

Gain a deeper understanding of instructional supervision as a developmental process that supports teachers in improving their instructional practices and ultimately enhancing learner outcomes.

### **Develop Effective Lesson Coaching Skills.**

Learn how to provide purposeful, supportive, and actionable coaching that helps teachers reflect on their lessons, identify areas for improvement, and strengthen their classroom practices.

### **Improve Lesson Implementation.**

Enhance your ability to examine and support effective lesson planning and implementation, including the alignment of learning objectives, teaching strategies, learning activities, assessment, and learner engagement.

### **Conduct Evidence-Based Classroom Observation.**

Develop skills in gathering objective and relevant classroom observation evidence to identify strengths, areas for improvement, and instructional practices that contribute to effective teaching and learning.

### **Provide Meaningful Feedback and Technical Assistance.**

Learn how to use classroom observation findings to conduct constructive post-observation conversations, provide actionable feedback, and recommend appropriate technical assistance based on identified needs.

### **Apply Standards to Instructional Supervision.**

Strengthen your ability to connect lesson coaching, lesson implementation, and classroom observation with relevant **PPST** and **PPSSH** indicators to support standards-based professional growth.

### **Produce Practical Supervision Outputs.**

Apply the concepts through guided activities and practical exercises that allow you to develop **lesson coaching strategies, classroom observation tools, evidence-based feedback, and instructional supervision action points** that can be adapted to your school context.

For further details, feel free to contact us:

**Email:** [info@cognitiolearning.com](mailto:info@cognitiolearning.com)

**Facebook Page:** *Cognitio Learning and Development Center*

*Organized by:*

**COGNITIO LEARNING AND DEVELOPMENT CENTER**



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LEARNING AND DEVELOPMENT CENTER

San Roque, Iriga City, Camarines Sur, 4431 Philippines

DTI No.: 8258401 | TIN: 771-203-429

## TRAINING MATRIX

### TRAINING OVERVIEW

| Parameter       | Details                                                                                                                         |
|-----------------|---------------------------------------------------------------------------------------------------------------------------------|
| Training Title  | Instructional Supervision for Improved Teaching and Learning: Lesson Coaching, Lesson Implementation, and Classroom Observation |
| Delivery Mode   | 2-Day Synchronous Virtual Training via Google Meet                                                                              |
| Duration        | 16 Training Hours                                                                                                               |
| Date            | October 17-18, 2026                                                                                                             |
| Target Audience | Teachers III-VII and Master Teachers I-V                                                                                        |

### DESCRIPTION

Instructional supervision is a critical component of school leadership because the quality of teaching directly influences the quality of learning experiences provided to learners. Effective supervision goes beyond checking lesson plans or conducting classroom observations. It involves a continuous cycle of professional support in which teachers are coached before instruction, supported in the implementation of lessons, observed using relevant evidence, and engaged in reflective conversations that lead to instructional improvement.

The training presents instructional supervision as a **developmental and evidence-informed process** rather than simply an evaluative activity. It focuses on lesson coaching, classroom observation, evidence gathering, and post-observation dialogue to help instructional leaders provide targeted support based on teachers' actual instructional needs.

Anchored on the **Philippine Professional Standards for Teachers (PPST)** and the **Philippine Professional Standards for School Heads (PPSSH)**, the training develops participants' capacity to support lesson planning and implementation, examine classroom practice, gather objective evidence, provide constructive feedback, and design appropriate instructional support actions.

### STANDARDS ALIGNMENT MATRIX

| Session                                                                                        | PPST Target Indicators                                                                                                                                                                                                  | PPSSH Target Indicators                                                                                                                                     |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Session 1:<br><i>Lesson Coaching:<br/>Preparing Teachers<br/>for Effective<br/>Instruction</i> | <b>PPST 4.1.2:</b> Plan, manage and implement developmentally sequenced teaching and learning processes to meet curriculum requirements through various teaching contexts.<br><br><b>PPST 4.2.2:</b> Set achievable and | <b>PPSSH 3.1.2:</b> Assist teachers in the review, contextualization and implementation of learning standards to make the curriculum relevant for learners. |

|                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                               | <p>appropriate learning outcomes that are aligned with learning competencies.</p> <p><b>PPST 4.4.2:</b> Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice.</p> <p><b>PPST 7.4.2:</b> Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.</p>                                                                                                                                                                                                                                           | <p><b>PPSSH 3.2.2:</b> Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.</p> <p><b>PPSSH 3.2.3:</b> Engage school personnel such as master teachers, head teachers and department heads in providing technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.</p>                                                                  |
| <p>Session 2:<br/><i>Lesson Implementation: Examining Teaching and Learning in Action</i></p> | <p><b>PPST 4.1.2:</b> Plan, manage and implement developmentally sequenced teaching and learning processes to meet curriculum requirements through various teaching contexts.</p> <p><b>PPST 4.5.2:</b> Select, develop, organize and use appropriate teaching and learning resources, including ICT, to address learning goals.</p> <p><b>PPST 5.1.2:</b> Design, select, organize and use diagnostic, formative and summative assessment strategies consistent with curriculum requirements.</p> <p><b>PPST 5.2.2:</b> Monitor and evaluate learner progress and achievement using learner attainment data.</p> | <p><b>PPSSH 3.1.2:</b> Assist teachers in the review, contextualization and implementation of learning standards to make the curriculum relevant for learners.</p> <p><b>PPSSH 3.2.2:</b> Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.</p> <p><b>PPSSH 3.4.2:</b> Utilize learning outcomes in developing data-based interventions to maintain learner achievement and attain other performance indicators.</p> |
| <p>Session 3:<br/><i>Observation: Evidence-Based Observation and Feedback</i></p>             | <p><b>PPST 4.4.2:</b> Participate in collegial discussions that use teacher and learner feedback to enrich teaching practice.</p> <p><b>PPST 5.2.2:</b> Monitor and evaluate learner progress and achievement using learner attainment data.</p> <p><b>PPST 7.4.2:</b> Develop a personal professional improvement plan based on reflection of one's practice and ongoing professional learning.</p>                                                                                                                                                                                                              | <p><b>PPSSH 3.2.2:</b> Provide technical assistance to teachers on teaching standards and pedagogies within and across learning areas to improve their teaching practice.</p> <p><b>PPSSH 3.3.2:</b> Use validated feedback obtained from learners, parents and other stakeholders to help teachers improve their performance.</p> <p><b>PPSSH 3.4.2:</b> Utilize learning outcomes in developing data-based</p>                                                                                                      |

|  |  |                                                                                        |
|--|--|----------------------------------------------------------------------------------------|
|  |  | interventions to maintain learner achievement and attain other performance indicators. |
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## EXPECTED LEARNING OUTCOMES

By the end of this training program, participants will be able to:

1. **Explain** the principles, processes, and purposes of instructional supervision in supporting improved teaching and learning.
2. **Apply** appropriate coaching approaches to support teachers in planning and implementing effective lessons.
3. **Analyze** classroom evidence to examine the quality of lesson implementation and learner engagement.
4. **Provide** constructive, evidence-based feedback that supports teacher reflection and improvement.
5. **Develop** appropriate instructional support actions based on identified teaching and learning needs.

## TIMELINE

### DAY 1 | Lesson Coaching and Lesson Implementation

| Time          | Module / Session                                                                               | Core Topics and Content                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Responsible Person |
|---------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 08:00 – 08:30 | Registration and Orientation                                                                   | Plenary check-in, netiquette, technical orientation, and diagnostic pre-assessment.                                                                                                                                                                                                                                                                                                                                                                                        | Training Team      |
| 08:30 – 10:30 | <b>SESSION 1</b><br><br>Lesson Coaching:<br>Preparing Teachers<br>for Effective<br>Instruction | <ul style="list-style-type: none"> <li>• Purpose and principles of lesson coaching as part of instructional supervision</li> <li>• Clarifying learning objectives and instructional intentions</li> <li>• Analyzing lesson plans and identifying areas requiring clarification or support</li> <li>• Questioning, probing, and feedback techniques during lesson coaching conversations</li> <li>• Anticipating learner needs and possible classroom challenges</li> </ul> |                    |
| 10:30 – 10:45 | <b>Health Break</b>                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | All                |

|               |                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|---------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 10:45 – 12:00 | SESSION 1<br>Workshop                                                                | <ul style="list-style-type: none"> <li>• Development of a <b>Lesson Coaching Guide / Pre-Observation Conference Template</b></li> <li>• Application of coaching questions and feedback techniques</li> </ul>                                                                                                                                                                                                                                                  |  |
| 12:00 – 01:00 | <b>Lunch Break</b>                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 01:00 – 03:30 | SESSION 2<br><br>Lesson Implementation:<br>Examining Teaching and Learning in Action | <ul style="list-style-type: none"> <li>• Key elements of effective lesson implementation</li> <li>• Alignment of learning outcomes, teaching strategies, learner activities, and assessment</li> <li>• Translation of objectives, content, pedagogy, assessment, classroom management, and learning resources into practice</li> <li>• Learner engagement and participation</li> <li>• Instructional strengths and areas requiring further support</li> </ul> |  |
| 03:30 – 04:30 | SESSION 2 –<br>Workshop                                                              | <ul style="list-style-type: none"> <li>• Lesson Implementation Analysis</li> <li>• Development of an <b>Instructional Evidence Map</b></li> </ul>                                                                                                                                                                                                                                                                                                             |  |
| 04:30 – 05:00 | Plenary Synthesis                                                                    | Debriefing, key takeaways, and Day 1 online evaluation.                                                                                                                                                                                                                                                                                                                                                                                                       |  |

**DAY 2 | Classroom Observation, Feedback, and Instructional Support**

| Time | Module / Session | Core Topics and Content | Responsible Person |
|------|------------------|-------------------------|--------------------|
|------|------------------|-------------------------|--------------------|

|               |                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                       |               |
|---------------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 08:00 – 08:30 | Management of Learning (MOL)                                                                              | Day 1 concept recap and key learnings synthesis.                                                                                                                                                                                                                                                                                                                                                                      | Training Team |
| 08:30 – 10:30 | <b>SESSION 3</b><br><i>[Part 1]</i><br><br>Classroom Observation: Evidence-Based Observation and Feedback | <ul style="list-style-type: none"> <li>• Purpose and protocols of systematic classroom observation</li> <li>• Observation protocols and evidence collection</li> <li>• Distinguishing objective evidence from interpretations, assumptions, and evaluative judgments</li> <li>• Identifying patterns in classroom practice</li> <li>• Examining instructional strengths and priority areas for improvement</li> </ul> |               |
| 10:30 – 10:45 | <b>Health Break</b>                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                       | All           |
| 10:45 – 12:00 | <b>SESSION 3 – Workshop</b>                                                                               | <ul style="list-style-type: none"> <li>• Classroom Observation and Feedback Tool</li> <li>• Gathering objective, specific, and usable evidence</li> <li>• Analysis of observation findings</li> </ul>                                                                                                                                                                                                                 |               |
| 12:00 – 01:00 | <b>Lunch Break</b>                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                       | All           |
| 01:00 – 02:30 | Post-Observation Conference and Feedback                                                                  | <ul style="list-style-type: none"> <li>• Conducting reflective post-observation conversations</li> <li>• Evidence-based feedback</li> <li>• Identifying priority areas for improvement</li> <li>• Formulating appropriate follow-up support based on instructional needs</li> </ul>                                                                                                                                   |               |
| 02:30 – 04:00 | Culminating Output: Instructional Supervision Action Plan                                                 | <ul style="list-style-type: none"> <li>• Participants develop a School-Based Instructional Supervision Cycle consisting of:</li> <li>• Lesson Coaching Plan</li> </ul>                                                                                                                                                                                                                                                |               |

|               |                                          |                                                                                                                                                                                                                               |                                |
|---------------|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
|               |                                          | <ul style="list-style-type: none"> <li>• Lesson Implementation Focus</li> <li>• Classroom Observation Evidence Guide</li> <li>• Post-Observation Feedback Plan</li> <li>• Instructional Support / Follow-Up Action</li> </ul> |                                |
| 04:00 – 04:30 | Presentation, Reflection, and Open Forum | Presentation of outputs, sharing of insights, expert feedback, and interactive Q&A                                                                                                                                            |                                |
| 04:30 – 05:00 | Training Closing                         | Post-test, overall course evaluation, virtual awarding of certificates, and closing remarks.                                                                                                                                  | Participants and Training Team |

## PARTICIPANT ENTITLEMENTS AND INCLUSIONS

Upon successful completion of the 16-hour virtual training program, all registered participants will receive a learning package:

### 1. Official Certifications

- Digital Certificate of Participation*: Awarded to participants who complete all three modules, submit the required outputs, and achieve at least 80% attendance in synchronous Google Meet sessions. Reflects 16 Training Hours in Instructional Supervision.
- Certificate of Appearance and Attendance*: Issued for official documentation.

### 2. Digital Resource Kit

- Complete Presentation Slides*: Unlocked PDF copy of all presentation slides, lecture notes, and reference guides used across Modules 1 to 3.
- Lecture Recording*: Access to lecture during the entire training.
- Other learning resources*.

### 3. Post-Training Support and Community

- Cognitio L&D Priority Email Updates*: Subscription to exclusive email notifications regarding upcoming professional development offerings, national training opportunities, webinars, and updated policy guidelines.
- Cognitio Alumni Learning Community*: Admission to Cognitio's exclusive online professional network for continuous peer-mentoring, resource-sharing, and updates.

CONTACT US:

**PRINCESS ANGEL CAÑUTAL**

*Learning and Development Program Officer*

[info@cognitiolearning.com](mailto:info@cognitiolearning.com)