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LEARNING AND DEVELOPMENT CENTER

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

August 29, 2026

The Superintendent

Schools Division Office

Department of Education



SUBJECT: *Invitation to Join the Training Program "Instructional Supervision in Education: Frameworks for Coaching, Mentoring, and Technical Assistance"*

Dear Superintendent,

Greetings of Peace and Prosperity!

The **Cognitio Learning and Development Center**, a professional learning and development institution, respectfully requests the endorsement and dissemination of our upcoming professional development program:

INSTRUCTIONAL SUPERVISION IN EDUCATION

Frameworks for Coaching, Mentoring, and Technical Assistance

The **16-hour synchronous virtual training** will be conducted on **September 26–27, 2026** via **Google Meet** and is designed for **Aspiring Master Teachers, Master Teachers, and Emerging Instructional Supervisors**. The program focuses on strengthening competencies in instructional supervision, evidence-based classroom observation, coaching, mentoring, and Technical Assistance, 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, training matrix, standards alignment, and participant entitlements**, are attached to this letter.

We would greatly appreciate your support in **sharing this learning opportunity with interested and qualified educators and instructional leaders** 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

MEMORANDUM		Date: 9/3/2026	Released/Records: quen
To:	☒ PSDS/DICs	☒ Elem/Sec School Heads	
	☒ Private Schools	☒ Others:	
For:	☒ Information	☒ Dissemination	
	☒ Guidance	☐ Strict Compliance	
ORLANDO E. MANUEL PhD., CESO V Schools Division Superintendent			
By:	☐ ASDS ☐ CID Chief ☐ SGOD Chief ☐ AO ☒ Atty	Signature:	



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TRAINING OVERVIEW

Training Details	Information
Training Title	INSTRUCTIONAL SUPERVISION IN EDUCATION: Frameworks for Coaching, Mentoring, and Technical Assistance
Date	September 26-27, 2026
Platform	Google Meet
Duration	16 Training Hours
Target Audience	Aspiring Master Teachers, Master Teachers, and Emerging Instructional Supervisors
Target Participants	Aspiring Master Teachers, Master Teachers, Emerging Instructional Supervisors
Registration Fee	Php 500.00
Registration Form	https://forms.gle/tSGNTDhGfyrgoVCZ8

WHY JOIN THE TRAINING?

Strengthen Instructional Supervision.

Gain a deeper understanding of modern approaches to instructional supervision and move beyond traditional, inspection-focused practices toward developmental and collaborative supervision.

Improve Classroom Observation Practices.

Learn how to gather objective, factual, and evidence-based classroom observation data aligned with appropriate standards and indicators.

Develop Effective Coaching and Feedback Skills.

Enhance your ability to conduct meaningful post-observation conferences, ask reflective questions, and provide actionable, growth-focused feedback using the **GROW Coaching Model**.

Provide Targeted Technical Assistance.

Learn how to identify teacher development needs and translate classroom observation findings into a contextualized **Technical Assistance (TA) Plan** aligned with institutional learning goals.

Connect Supervision with Teacher Development.

Strengthen your capacity to differentiate **coaching, mentoring, and technical assistance** and determine the appropriate form of professional support for teachers.

Apply Learning Through Practice.

Participate in simulations, capstone presentations, peer critique, and expert discussions that allow you to apply supervisory concepts to realistic educational contexts.

For further details, feel free to contact us:

Email: info@cognitiolearning.com

Facebook Page: *Cognitio Learning and Development Center*

**INVEST IN BETTER SUPERVISION.
EMPOWER BETTER TEACHING.
BUILD STRONGER SCHOOLS.**

Organized by:

COGNITIO LEARNING AND DEVELOPMENT CENTER