



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAR 21 2022

MEMORANDUM

No. 062, s. 2022

CREATION OF THE DIVISION DROP-OUT REDUCTION COMPOSITE TEAM

TO: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Pursuant to Regional Memorandum NCR No. 102, s. 2022 (see attached) on strengthening technical assistance for Learners at-Risk of Dropping Out, Drop-out Reduction Composite Team is hereby constituted, composed of the following:

Chairperson : **Nerissa Roxas-Lomeda, PhD**
OIC-Assistant Schools Division Superintendent

Co-Chairperson : **Madeline Ann L. Diaz**
CID Chief
Drop-out Reduction Program Coordinator

Members : **Dr. Lilirosa B. Palce**
Education Program Supervisor, EsP

Mark Joseph C. Fernandez
Public Schools District Supervisor

Sue Ann R. Yago
Project Development Officer II

Dr. Yaledegler C. Maligaya
Public Schools District Supervisor

Joseph Nilo
Education Program Specialist II

2. The composite team shall:

- a. Coordinate with schools on the effective implementation of school-initiated and Division-initiated drop-out reduction interventions.
- b. Monitor and guide schools in assisting learners at-risk of dropping out.



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- c. Prepare and submit reports to the region (FTAD) to serve as inputs to program and policy directions.
- d. Perform other tasks as required by higher offices in relation to drop-out reduction

3. The team shall have the following roles and responsibilities:

Chairperson:

- a. Provide direction to the operations of the team.
- b. Oversee and manage the activities of the team.
- c. Resolve problems and issues affecting the team
- d. Facilitate policy or program formulation based on data
- e. Ensure implementation of policy or program on drop-out reduction

Co-Chairperson:

- a. Assist the Chairperson in managing the activities of the team
- b. Utilize data gathered in the policy or program formulation to reduce drop-out rate
- c. Assist the Chairperson in ensuring implementation of policy or program on drop-out reduction

Member:

- a. Collaborate with DORP Coordinators at the school level.
- b. Consolidate school data on learners at risk of dropping out.
- c. Analyze data and submit report to the Chairperson, through the Co-Chairperson.

4. Incidental expenses to be incurred for the DORP M&E and conduct of technical session at the schools shall be charged to the division/school MOOE subject to the usual accounting rules and regulations.

5. Immediate and wide dissemination of the Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd – NCR Memorandum No. 102, s. 2022

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

ASSIGNMENT

CLASSES

DATA

MLD/CID- CREATION OF THE DIVISION DROP-OUT REDUCTION COMPOSITE TEAM
062 /March 18, 2022

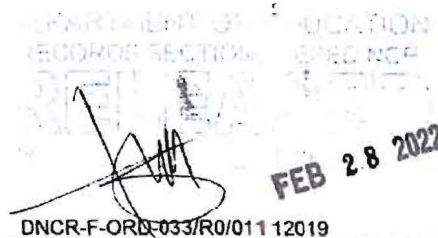


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REGIONAL MEMORANDUM

NCR No. **102**, s. 2022

TO : **Assistant Regional Director**
Functional Division Chiefs and Unit Heads
Schools Division Superintendents
Assistant Schools Division Superintendent
Members of the Regional Field Technical Assistance Team
Members of the Division Field Technical Assistance Team
All Others Concerned

FROM : **WILFREDO E. CABRAL**
Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development

SUBJECT : **Addendum to Regional Memorandum No. 33, s. 2022 - Technical Assistance for Learners At-Risk of Dropping Out (TALA)**

Date : February 24, 2022

1. Relative to Regional Memorandum No. 33, s. 2022, this Region, through the Field Technical Assistance Division, shall establish **Mechanism in the Creation of the Division Drop-out Reduction Composite Team** to ensure the successful implementation of TALA Project.
2. Enclosure No. 1 is the Terms of Reference for the Division Drop-out Reduction Composite Team.
3. Immediate dissemination and compliance are highly desired.



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Enclosure No. 1 is the Terms of Reference for the Division Drop-out Reduction Composite Team.

Terms of Reference

1. The Composite Team shall have the following members:
 - a. Chairperson (Schools Division Superintendent)
 - b. Co-Chairperson (Division Focal Person on Drop-out Reduction)
 - c. Members (five (5) Education Program Supervisors/ Specialists from SGO-D and CID)
 - d. District Coordinators (Public School District Supervisors)
2. The composite Team shall:
 - a. Coordinate with the schools on the effective implementation of school-initiated and Division-initiated drop-out reduction interventions.
 - b. Monitor and guide schools in assisting learners at-risk of dropping out.
 - c. Prepare and submit reports to the region, specifically, Field Technical Assistance for monitoring and inputs for program and policy directions.
 - d. Do other task as required by higher offices in relation to drop-out reduction.
3. The specific roles and responsibilities of the members of the team are as follows:

Chairperson

- a) Provide direction to the operations of the team.
- b) Oversee and manage the activities of the team.
- c) Resolve problems and issues affecting the team.
- d) Facilitate policy or program formulation based on the data.
- e) Ensure implementation of policy or program on drop-out reduction.

Co- Chairperson

- a) Assist the Chairperson in managing the activities of the team.
- b) Utilize data gathered in the policy or program formulation to reduce drop-out rate.
- c) Assist the Chairperson in ensuring implementation of policy or program on drop-out reduction.

Members

- a) Collaborate with the district coordinators.
- b) Consolidate data of learners at risk in the districts.
- c) Analyze data and submit report to the Chairperson.



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District Coordinators

- a) Identify the situation of the districts/ schools on their needs, plans, strengths, and weaknesses.
- b) Monitor the learners at-risk in the district.
- c) Consolidate the data on learners at-risk.
- d) Submit report to the members of the composite team.
- e) Provide feedback, especially those coming from clients in the school for continuous improvement.

ftad



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REGIONAL MEMORANDUM

NCR No. 033, s. 2022

TO : Assistant Regional Director
 Functional Division Chiefs and Unit Heads
 Schools Division Superintendents
 Assistant Schools Division Superintendent
 Members of the Regional Field Technical Assistance Team
 Members of the Division Field Technical Assistance Team
 All Others Concerned

FROM : Office of the Regional Director

SUBJECT : Technical Assistance for Learners At-Risk of Dropping Out (TALA)

Date : January 24, 2022

- Article XIV of the 1987 Philippine Constitution stipulates that, the state shall protect and promote the right of every citizen to quality basic education at all levels and take appropriate steps to make such education accessible to all. In fact, Article 28 of the United Nations Convention on the Rights of the Child (November 1989) provides that States Parties recognize the right of the child to education. Relevant to that, the school shall (a) make primary education compulsory and available free to all; (b) take appropriate measures such as offering free education and financial assistance in case of need; and (c) take measures to encourage regular school attendance and reduce drop-out rate.
- In adherence to the aforementioned references, schools shall ensure to deliver curriculum that is flexible to meet the learning needs of a diverse studentry, and make it relevant to their immediate environment, social and cultural needs as stipulated in Republic Act (RA) 9155 (Governance for Basic Education Act of 2001).
- Moreover, the adoption of 2030 Agenda for Sustainable Development in September 2015 recognized the vital role of education through the SDG 4 which aims to "ensure inclusive and equitable quality education and promote lifelong learning opportunities for all".
- In view of these, Department of Education – National Capital Region, through the Field Technical Assistance Division, will carry out the **Technical Assistance**



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for Learners At-Risk of Dropping Out (TALA) Project to ensure the achievement of quality basic education. This project aims to:

- a. provide technical assistance to SDOs in reducing drop-out rate through their respective drop-out reduction program;
 - b. assist SDOs in assisting schools to encourage learners at risk of dropping out to continue attending school; and
 - c. document the experiences and challenges of SDOs in reducing drop-out rate as input for program improvement.
5. TALA Project has four components: (1) Establishment of database of learners at risk; (2) Provision of technical assistance; (3) Quarterly Monitoring; and (4) Documentation of best practices.
6. To carry out the said components, the following activities shall be conducted:

Date/ Time	Activities	Participants	Venue/ Link
January 28, 2022	Submission of Report on Learners At Risk for the 1 st Semester (1 st and 2 nd grading) of SY 2021-2022	Division Drop-out Reduction Focal Persons	Google Form Link: https://bit.ly/reportlars1stsem
January 28, 2022	Submission of Division Drop-out Reduction Program	Division Drop-out Reduction Focal Persons	Google Form Link: https://bit.ly/sdodorp
February 1, 2022 9:00 - 11:00 AM	Focus Group Discussion	16 Division Drop-out Reduction Focal Persons 1 teacher and 1 Principal from the following SDOs: 1. SDO Manila 2. SDO Quezon City 3. SDO Muntinlupa 4. SDO TaPat	Google Meet Link: https://bit.ly/fgdorp
February 18, 2022 9:00 AM- 11:30 AM	Technical Assistance Session with DFTAT	16 Division Drop-out Reduction Focal Persons 16 Member of DFTAT (1 member only for each SDO)	Google Meet Link: https://bit.ly/tadropoutreduction



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April 8, 2022	Submission of Report on Learners At Risk for the 3rd Grading of SY 2021-2022	Division Drop-out Reduction Focal Persons	Google Form Link: https://bit.ly/reportlars3rdgrading
June 24, 2022	Submission of Report on Learners At Risk for the 4th Grading of SY 2021-2022	Division Drop-out Reduction Focal Persons	Google Form Link: https://bit.ly/reportlars4thgrading
July 4, 2022	Submission of Report and Documentation of drop-out reduction initiatives in the SDO	Division Drop-out Reduction Focal Persons	Google Form Link: https://bit.ly/dropoutreductioninitiatives

7. Enclosure No. 1 is the template on the Report on Learners at Risk.
8. Enclosure No. 2 is the Analysis Report on Learners At-Risk (LARs) (1st Semester, SY 2021-2022)
9. Enclosure No. 3 is the template on Division Drop-out Reduction Program.
10. Expenses relative to the conduct of this activity shall be charged against MOOE Funds subject to the usual accounting and auditing procedures.
11. For clarifications and other concerns, please contact Maria Laarni Carla C. Paranis, Education Program Supervisor, Field Technical Assistance Division, through mobile number 09190659239 or email address marialaarnicarla.paranis@deped.gov.ph.
12. Immediate dissemination and compliance is highly desired.

WILFREDO E. CABRAL

Regional Director, DepEd NCR and
Officer-In-Charge, Office of the Undersecretary
Human Resource and Organizational Development



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