



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

Office of the Schools Division
Superintendent

FEB 03 2023

MEMORANDUM

No. 040, s. 2023

**RESCHEDULING OF THE DIVISION ORIENTATION ON THE CRAFTING AND
SUBMISSION OF THE SCHOOLS AND DIVISION TECHNICAL
ASSISTANCE AND AGREEMENT (TAPA-1 & TAPA-2)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In reference to the Division Memorandum No. 31, s. 2023, this Office announces the rescheduling of the Division orientation on the Crafting and Submission of the Schools and Division Technical Assistance and Agreement (TAPA-1 & TAPA-2) from February 3, 2023 to February 15, 2023 via Microsoft Teams with the link as follows:

<https://bit.ly/INDICATIVE-ACTIVITIES-ON-THE-CRAFTING-OF-TAPA>

2. Other details pertaining to the aforementioned Memorandum remain the same.

3. Immediate and wide dissemination of this Memorandum is desired.

CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: Division Memorandum No. 31, s. 2023

References: RO Memo No. No.010, s. 2023

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

TECHNICAL ASSISTANCE

MONITORING

ZPLG / DM / RESCHEDULING OF THE DIVISION ORIENTATION ON THE CRAFTING AND SUBMISSION OF THE
SCHOOLS AND DIVISION TECHNICAL ASSISTANCE AND AGREEMENT (TAPA-1 & TAPA-2)

040 / February 1, 2023

NUM-2023-040



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City

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604 040



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

**Office of the Schools Division
Superintendent**

JAN 26 2023

MEMORANDUM

No. 031, s. 2023

**INDICATIVE SCHEDULE ON THE CRAFTING AND SUBMISSION OF THE
SCHOOLS AND DIVISION TECHNICAL ASSISTANCE PERFORMANCE
AND AGREEMENT (TAPA-1 & TAPA-2)**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
All Public Elementary and Secondary School Heads/OICs
Administrative Officer V
All Others Concerned

1. In reference to Office Memorandum No. 10, s. 2023, titled, "Schedule of Activities for 2023 Bottom-Up Technical Assistance (TA) Delivery on School Governance Council (SGC)", this Office organizes relevant activities for all concerned in order to facilitate Division compliance to the submission requirements of the Field Technical Assistance Division of the Regional Office.
2. Please refer to the following schedule of activities with relevant details:

Activities	Date	In-Charge	Personnel Involved
Division Roll-out of the Crafting of TAPA 1 & 2 Contact Report, Project Completion Report, and Notable Practices	Feb. 3, 2023	D-MEPA Committee	PSDS School Heads SBM Coors SGC Coors
Crafting of School-District TAPA-1	Any date between Feb. 3-17, 2023	School Head with the Assigned PSDS	SMEPA SGC
Submission of Signed School-District TAPA-1	Feb. 20, 2023	School Head	School Head
Crafting of District-Division TAPA-2	Feb. 23-24, 2023	D-MEPA Committee	D-MEPA PSDS
Consolidation of Division TAPA-2	March 10, 2023	M&E Section	SEPS-M&E
Submission of Signed Division TAPA-2 to RO	March 17, 2023	SDS/ASDS	SEPS-M&E

3. Attached are the TAPA-1 and TAPA-2 (Contact Report) Templates and the Activity Matrix for the Division Roll-out Activity.



4. For information and strict compliance of all concerned.


CARLEEN S. SEDILLA, CESO V
Schools Division Superintendent

Enclosure: As stated

References: RO Memo No. No.010, s. 2023

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

TECHNICAL ASSISTANCE

MONITORING

ZPLG / DM / INDICATIVE SCHEDULE ON THE CRAFTING AND SUBMISSION OF THE SCHOOLS AND DIVISION
TECHNICAL ASSISTANCE AND AGREEMENT (TAPA-1 & TAPA-2)

031 / January 23, 2023

Activity Matrix
Division Roll-out on the Crafting of TAPA1 & 2 Contact Report,
Project Completion Report, and Notable Practices
February 3, 2023, 9:00 a.m. – 12:00 n.n. (Virtual Platform)

Date and Time	Activity	Participants	Discussant
8:00-9:00 a.m.	Virtual Assembly Attendance link	School Heads	TWG/PMT
9:00 a.m.- 12:00 n.n.	PROGRAM PROPER: 1. Makabayan Song	PSDS	TWG/PMT
	2. Prayer	School Heads	TWG/PMT
	3. Acknowledgement	PSDS	
	4. Statement of Purpose	School Heads	Mrs. Regaele A. Olarte EPS-SGOD
	5. Welcome Remarks	PSDS	Ms. Carleen S. Sedilla CESO V Schools Division Superintendent
	TOPICS ROLL-OUT 1. The School-Division TA Flow (The Before, During, and After Process)	School Heads PSDS	Dr. Zoren Pepito L. Gubalane SEPS-School Management, Monitoring and Evaluation
	2. Basics in the Crafting of TAPA 1 Contact Report and Agreement	School Heads PSDS	Dr. Jennifer R. Joson School Head
	3. Basics in the Crafting of TAPA 2/ District Contact Report and Agreement	School Heads PSDS	Mrs. Alyssa V. Aventurado Public Schools District Supervisor
	4. Basics in the Crafting of TAPA 2/Division Contact Report and Agreement	School Heads PSDS	Dr. Zoren Pepito L. Gubalane SEPS-School Management, Monitoring and Evaluation
	OPEN FORUM	School Heads PSDS	TWG/PMT
	Expected Outputs, Deadlines, and Other Agreements	School Heads PSDS	TWG/PMT
	CLOSING 1. Closing Remarks	School Heads PSDS	Dr. Nerissa R. Lomeda Assistant Schools Division Superintendent
	2. Singing: SDO Hymn	School Heads PSDS	TWG/PMT

Prepared by:

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Senior Education Program Specialist-SMME

Checked and evaluated:

MA. REGAELE A. OLARTE
Education Program Supervisor

Recommending approval:

NERISSA R. LOMEDA, PhD
OIC-Assistant Schools Division Superintendent
Chief Education Supervisor-SGOD

Approved:

CARLEEN S. SEDILLA CESO V
Schools Division Superintendent



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DNCR-F-FTA-009/R0/11162020

TAPA TEMPLATE #1

NAME OF SCHOOL: _____

CONTACT REPORT			
PERIOD/S COVERED BY TECHNICAL ASSISTANCE		1 ST QUARTER (January-March)	TARGET OF TA
		2 ND QUARTER (April-June)	
		3 RD QUARTER (July-September)	
		4 TH QUARTER (October -December)	
		OTHER/S: _____	

PART 1: DESCRIPTION OF THE SCHOOL'S SITUATION

SCHOOL GOVERNING
COUNCIL

STATUS:

-
-
-
-

ISSUES/CONCERNS FOR TA:

-
-
-
-



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Misamis St., Bago Bantay, Quezon City

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TAPA TEMPLATE #1

PART 2: SCHOOL'S TA PLAN, PERFORMANCE, AGREEMENT, AND M&E

OBJECTIVES:

At the end of the TA, the Schools should be able to perform the following or achieve the following:

THIS SECTION TO BE FILLED BY THE SCHOOL TARGETS OF THE SCHOOL					HELP NEEDED FROM THE SDO	ACTIONS TO BE DONE BY THE SDO IN RESPONSE TO THE TECHNICAL ASSISTANCE NEEDS OF THE TARGET RECIPIENT/S			
TARGET RECIPIENT/S OF TA	OBJECTIVES OF THE TARGET RECIPIENT/S	PLANNED ACTIONS OR TASK/S	DEADLINE	STATUS / DATE OF COMPLETION	TA NEEDS (ACCORDING TO PRIORITY)	SUPPORT (YES OR NYESO)	ACCOUNTABLE		STATUS / DATE OF COMPLETION
							OFFICE (SGOD OR CID)	WHEN	



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TAPA TEMPLATE #1

This portion shall be filled up by the school team (SMEA):

1. The school team (SMEA) has to evaluate the issues and concerns exemplified above. Please take note that not all issues are included in the TA Plan, only those which are in the priority list where SDO Muntinlupa can commit themselves to provide the needed TA.

This portion shall be filled-up by the
PSDS concerned.

Prepared and Agreed by:

SCHOOL			SDO Team		
Name:	Position:	Signature	Name:	Position:	Signature



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TAPA TEMPLATE #1

Date Prepared and Agreed by Schools: Jan 2023

Date Prepared and Agreed by Schools
District/SDO: _____



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TAPA TEMPLATE #2

SDO: _____

CONTACT REPORT			
PERIOD/S COVERED BY TECHNICAL ASSISTANCE	X	1 ST QUARTER (January-March)	TARGET OF TA
		2 ND QUARTER (April-June)	
		3 RD QUARTER (July-September)	
		4 TH QUARTER (October - December)	
		OTHER/S: _____	

PART 1: DESCRIPTION OF THE ALL SCHOOL DISTRICTS' SITUATION

A. ACCESS

STATUS:

ISSUES/CONCERNS FOR TA:

-
-
-
-
-

-
-
-
-
-

B. QUALITY

STATUS:

ISSUES/CONCERNS FOR TA:

-

-



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TAPA TEMPLATE #2

•
•

•
•

C. GOVERNANCE

STATUS:

•
•
•
•
•

ISSUES/CONCERNS FOR TA:

•
•
•
•
•



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TAPA TEMPLATE #2

PART 2: SDO'S TA PLAN, PERFORMANCE, AGREEMENT, AND M&E

OBJECTIVES:

At the end of the TA, the SDO should be able to perform the following or achieve the following:

-
-

THIS SECTION TO BE FILLED BY ALL SCHOOL DISTRICTS/SCHOOLS				HELP NEEDED FROM THE SDO	ACTIONS TO BE DONE BY THE SDO IN RESPONSE TO THE TECHNICAL ASSISTANCE NEEDS OF SCHOOL DISTRICTS		
TARGETS OF ALL SCHOOL DISTRICTS/SCHOOLS							
OBJECTIVES OF THE SCHOOL DISTRICTS	PLANNED ACTIONS OR TASK/S	DEADLINE	STATUS / DATE OF COMPLETION	TA NEEDS (ACCORDING TO PRIORITY)	SUPPORT (YES OR No)	ACCOUNTABLE OFFICE	STATUS / DATE OF COMPLETION WHEN
▪					←	•	
▪					←	•	
▪					←	•	



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TAPA TEMPLATE #2

Prepared and Agreed by:

SCHOOL DISTRICTS/SCHOOL Team			SDO Team		
<i>School Districts/ SCHOOLS:</i>	<i>Representative:</i>	<i>Signature</i>	<i>Name:</i>	<i>Position:</i>	<i>Signature</i>

*Date Prepared and Agreed by Schools
 Districts/Schools:* _____

*Date Prepared and Agreed by
 SDO:* _____



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