



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

Office of the Schools Division
Superintendent

FEB 29 2024

MEMORANDUM
No. 053 s. 2024

**RECONFIGURATION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM
(DFTAT) FOR THE MONITORING AND TA PROVISION TO SCHOOLS IN THE
IMPLEMENTATION OF PROGRAMS AND OTHER INITIATIVES**

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

1. With adherence to the attached DepEd-NCR Memorandum No.111, s. 2024, dated February 12, 2024, this Office informs the field of the above-captioned subject. This is to ensure continuous improvement and provide sustainable support to schools toward attaining educational priorities and school performance. This will further strengthen the provision of relevant, need-based, and timely technical assistance to all schools in the Division.

2. The composition of the Technical Assistance Team is patterned from the Regional Office structure, as follows:

A. Core Team

Overall Chairperson:	Schools Division Superintendent
Co-Chairperson:	Assistant Schools Division Superintendent
Core Team Leaders:	1. Chief of the School Governance and Operations 2. Chief of the Curriculum Implementation 3. Administrative Officer V
Members:	- Public Schools District Supervisors - Education Program Supervisors - Senior Education Program Specialists - Unit Heads

B. Division Field Technical Assistance Team (DFTAT).

The specific composition of the team depends on the type of need for TA. The head of the functional Division/Unit where the need for TA is logged shall be responsible for identifying the members of the TA composite team.

NUM-2024-053



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

(02) 805-9935, (02) 805 - 9940

sdomuntinlupa@gmail.com



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Team Leaders: Functional Divisions/Units
Members: - Public Schools District Supervisors
- Education Program Supervisors
- Senior Education Program Specialists
- Unit/Section Heads
- Planning Officer
- Education Program Specialist II
- Project Development Officers

3. The role of the composite team/s as TA providers is deemed crucial to ensure effective program implementation, which eventually leads to the achievement of improved learning outcomes, and likewise, identify best practices, and initiatives in the SDO. The team shall be assigned to schools in SDO-Muntinlupa where the TA is needed, and shall conduct the monitoring as scheduled.

4. Immediate dissemination of this Memorandum is desired.

For:

EVANGELINE P. LADINES CESO V
Schools Division Superintendent

By:


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge, Office of the Schools Division
Superintendent

Enclosure: As stated

References: As stated

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

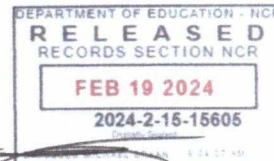
TECHNICAL ASSISTANCE

MONITORING

EVALUATION

ZLG/ DM / RECONFIGURATION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) FOR THE MONITORING AND TA PROVISION
TO SCHOOLS IN THE IMPLEMENTATION OF PROGRAMS AND OTHER INITIATIVES

053 / February 26, 2024



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

February 12, 2024

REGIONAL MEMORANDUM

No. **111**, s. 2024

To: ROP Division Chiefs
All Others Concerned

**RECONFIGURATION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE
TEAM (RFTAT) FOR THE MONITORING AND TA PROVISION TO SDO IN THE
IMPLEMENTATION OF PROGRAMS AND OTHER INITIATIVES**

1. To ensure continuous improvement and provide sustainable support, the Field Technical Assistance Division (FTAD) this Office shall reconfigure the Regional Field Technical Assistance Team (RFTAT). This will further strengthen the provision of relevant, need-based, and timely technical assistance to Schools Division Offices (SDO) in the National Capital Region.
2. The Technical Assistance (TA) Teams Composition are:

A. Core Team

Overall Chairman: Regional Director
Co-Chairman: Assistant Regional Director
Team Leader: Chief, Field Technical assistance Division
Members:

- Chief, Policy Planning & Research Division (PPRD)
- Chief, Curriculum & Learning Management Division (CLMD)
- Chief, Human Resource Development Division (HRDD)
- Chief, Quality Assurance division (QAD)
- Chief, Education Support Services Division (ESSD)
- Chief, Finance Division (FD)
- Chief, Administrative Division (AD)



Address: 6 Misamis St., Bago Bantay, Quezon City
Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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B. Regional Field Technical Assistance Team (RFTAT)

Team Leaders: Functional Division Chiefs
Members: - Education Program Supervisors
- Education Program Specialists
- Program Coordinators
- Technical Personnel

3. The role of the composite teams as TA providers is deemed crucial to ensure effective programs implementation which eventually leads to the achievement of improved learning outcomes, likewise, identify best practices, and initiatives in the SDO. The teams shall be assigned to several SDOs in DepEd National Capital Region and shall conduct the monitoring as scheduled. The list of the teams and its members is in Enclosure No. 1.
4. The terms and references of the Regional Field Technical Assistance Teams (RFTATs) are in Enclosure No. 2.
5. Immediate dissemination of this memorandum is desired.

JOCELYN DR. ANDAYA
Director IV



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Email address: ncr@deped.gov.ph
Website: depedncr.com.ph

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Enclosure No. 1

Terms and References of the RFTATs

1. The Regional Field Technical Assistance Team composed of 8 members- Education Program Supervisors, Education Program Specialists, Program Coordinators, and Technical Personnel from each Functional Division, shall take the lead in the monitoring of the implementation of programs, interventions, and initiatives in the Schools Division Office, including the validation of SBM level of practice once the moratorium is lifted and the new policy is issued.
2. Forge collaboration with potential partners in the conduct of advocacy and provide technical support to SDOs, develops plans and strategies to help schools achieve targets including but not limited to SBM level of practice, improved learning outcomes and school operation and performance.
3. Provide Technical Assistance, conduct Coaching Sessions and provide guidance to SDOs and focal persons to be able to address bottlenecks, lags, issues, and concerns in the implementation of programs and initiatives.
4. Analyze results of Regional Monitoring & Evaluation Adjustments (RMEA) and utilize it in the planning and in preparing the Technical Assistance Plans and need-based interventions.
5. Appraise the concerned SDO or focal person on the status of programs implementation, progress and the intervention needed to achieve targets.
6. Orient TA providers in the SDO on the appropriate utilization of tools and templates not only for TA provision but for documenting evidence of best practices.
7. Observe impartial assessment or evaluation of MOVs and validation of documents in all principles or dimensions under School-Based Management.
8. Prepare a consolidated report on the validation process conducted and submit to the Regional Director segmented data including supporting documents.
9. Plan for the Recognition of Schools with SBM Level 3 and ensure status and or results are communicated to partners and stakeholders to propel convergence, likewise, consolidate notable accomplishment for the issuance of the FTAD Milestone Article.



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10. Conduct an Exit Conference with SDO DFTAT and focal person after the monitoring and schedule Benchmarking activities with the participation SMME coordinators and other concerned from other SDO.



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Enclosure 2

Regional Field Technical Assistance Teams (RFTATs)

Chairman: **JOYCE DR. ANDAYA**
Regional Director

/Co-Chairman: **CRISTITO A. ECO**
Assistant Regional Director

TEAM	SDOs	Team Leader & Assistant Team leaders	Members
A	Manila Makati San Juan TaPat	Dr. Lilia A. Recero Atty Joylyn P. Dulnuan	Ms Minerva Generoso - Finance Dr. Rea B. Eden - HRDD Ms Nerissa Z. Lauan - PPRD Dr. Andrew E. Tan - CLMD Dr. Leonila C. Mustapha - LRPO Dr. Gina Cruz - ESSD Dr. Lydia L. Martin - QAD
B	Quezon City Malabon Valenzuela Navotas	Dr. Micha G. Pacheco Dr. Marina C. Espino	Mr. John Christian Pelayo - Finance Dr. Christian T. Espanol - HRDD Mr. Vergel Jairus J. Emas - PPRD Dr. Maricar A. Bangit - CLMD Dra. Connie P. Gepanayao - ESSD Dr. Louie C. Duterte - QAD Mr. Al-Nemery M. Gangco-Pau
C	Mandaluyong Marikina Pasig Paranaque	Dr. Hajji R. Palmero Ms Juliet J. Icamen	Mr. Romar Roentgent I. Blanco - Finance Mr. Donray V. Salvador - HRDD Dr. Charito A. Villanueva - CLMD Dr. Merlino M. Mateo - ESSD Dr. Jingle A. Lim - FTAD Dr. Herbert D. Virtucio- QAD Mr. Mohammad Khalid B. Gunting
D	Caloocan Pasay	Dr. Roger R. Morillos Ms Joan R. Pedroche	Mr. Joey B. San Buenaventura - Finance



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	Las Pinas Muntinlupa		Dr. Rodolfo J. Colocar- HRDD Mr. Marco B. Realista - PPRD Dr. Dennis Mendoza – CLMD Dr. Maria Laarni Carla B. Paranis - FTAD Engineer Epifanio Macaraeg Jr - ESSD Mr. Alfredo G. Desamparo – QAD
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Note:

Schedule of RFTAT orientation and monitoring shall be in a separate Memorandum.



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