



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

Office of the Schools Division
Superintendent

APR 17 2024

MEMORANDUM

No. 119, s. 2024

ACCESS TO DEPED-NCR FIELD TECHNICAL ASSISTANCE PORTAL

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

1. In line with the DepEd-NCR Advisory No. 081, dated March 12, 2024, citing Regional Memorandum No. 060, s. 2024, Schedule of 2024 Field Technical Assistance Division Activities, this Division instructed all the concerned Supervisors (PSDS & EPS), SEPS, Unit Heads, School Heads, and Project Managers to access the DepEd-NCR Field Technical Assistance Portal, through this link: <https://bit.ly/WEBTAPortal>.

2. The said portal has 4 major access categories which can be seen upon the opening of the portal from left to right directions as follows:

- Monitoring Tools
- Program Projects and Activities (PPA)
- Resources
- SDO Online Submission and Registration

3. Upon clicking the DO Online Submission and Registration icon, users will be led to specific sub-access tabs as follows:

Access Icons	Access Description	Access Intended for:
1. TA Project/Activity Completions Report	An online version of the traditional Project Completion Report (PCR)	Supervisors, School Heads, SEPS, Unit Heads, Project Managers
2. CoRe TAPA-SDO	An online version of the TAPA-2	Supervisors, SEPS, Unit Heads, Project Managers
3. CoRe TAPA-School	An online version of the TAPA-1	School Head, Project Managers
4. Feedback on TA Provided	TA Provider may give feedback to the TA Receiver	All concerned
5. TA Report	Submission of relevant reports on School Governance Council (SGC), PCR, and Notable Practices	All concerned

NUM-2024-119



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 805-9935, (02) 805 - 9940
sdomuntinlupa@gmail.com

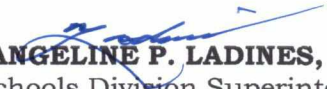


6417 028

119-2024-509

2. Relative to this, a virtual orientation is scheduled to all concerned on May 26, 2024, 2:00 P.M. The meeting link will be shared to the concerned participants. For clarifications and concerns, please contact Dr. Zoren Pepito L. Gubalane of the SGOD-School Management Monitoring and Evaluation (SMME).

4. For information and compliance of all concerned.


EVANGELINE P. LADINES, CESO V
Schools Division Superintendent

Enclosure: As stated

References: As stated

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

TECHNICAL ASSISTANCE

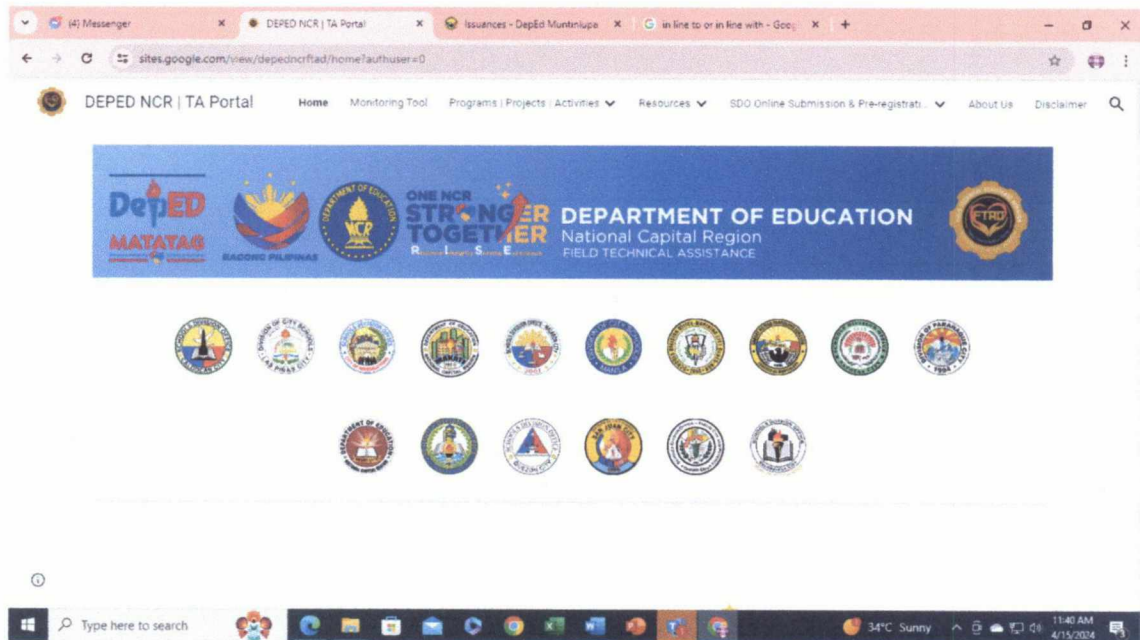
MONITORING

REPORT

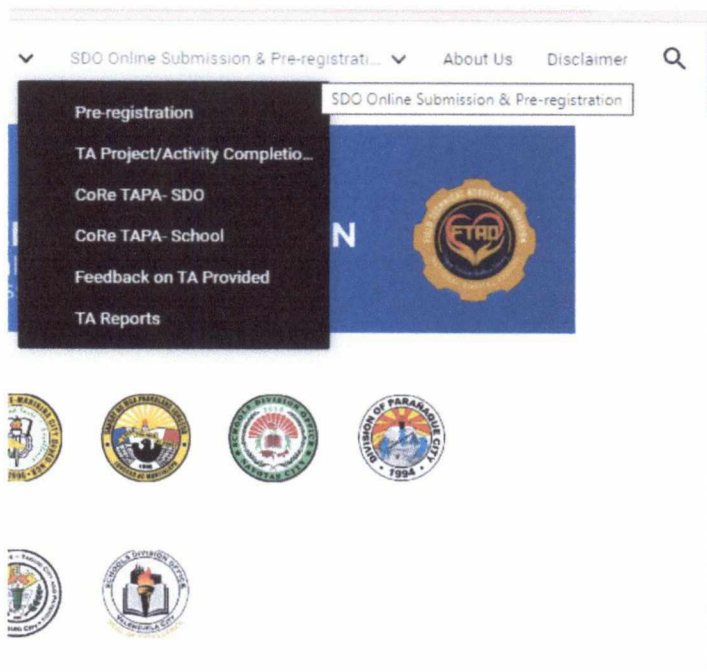
ZPLG / DM / Access To DepEd NCR Field Technical Assistance Portal

119 / April 15, 2024

1. Front Page of the DepEd NCR Portal

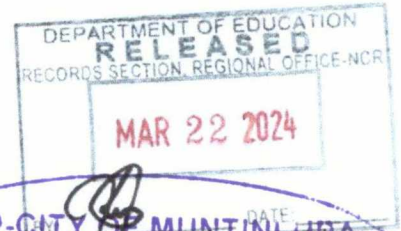


2. Upon clicking the access icon "SDO Online Submission & Pre-Registration"





Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



Received _____
Date _____
Time _____
JOCELYN DR ANDAYA
Admin Aide VI
04/26/24
7:50am

Advisory No. **081**, s. 2024
March 12, 2024

**REGIONAL MEMORANDUM NO. 060, s. 2024 SCHEDULE OF
2024 FIELD TECHNICAL ASSISTANCE DIVISION ACTIVITIES**

Due to the DM-OUPS-2024-01-01704 entitled *Regulatory Functions Pursuant to DepEd Order 88, s. 2010* signed by Atty. Revsee A. Escobedo, Undersecretary for Operations and Wilfredo E. Cabral, Regional Director, Officer-in-Charge of the Undersecretary, Human Resource and Organizational Development, re: Conduct of Ocular Inspection to All Private Schools in the National Capital Region and Constitution of of the Regional and Division Task Force, signed by Jocelyn DR. Andaya, Director IV, the following activities will be moved to later dates:

ACTIVITY	FROM	TO
Workshop on the Adjustment of Web-Based TA Portal	Quarter 1 March 20-22, 2024 8:00AM-5:00PM Host: SDO-Marikina, SDO-Navotas, SDO-Makati	Quarter 1 April 22-24, 2024 8:00AM-5:00PM Host: SDO-Marikina, SDO-Navotas, SDO-Makati
Quarterly TA Program Implementation Review (PIR)	Quarter 1 March 20, 2024 8:00AM-5:00PM Host: SDO-Marikina	Quarter 1 April 22, 2024 8:00AM-5:00PM Host: SDO-Marikina

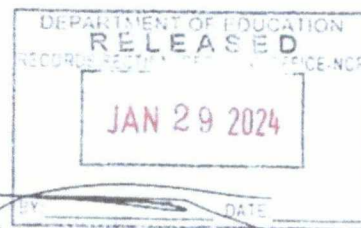
All other provisions in the previous Memorandum shall remain.

For information and guidance of all concerned.


JOCELYN DR ANDAYA
Director IV



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



January 16, 2024

REGIONAL MEMORANDUM

No. 060, s. 2024

**To: Schools Division Superintendents
RO Personnel
All Others Concerned**

SCHEDULE OF 2024 FIELD TECHNICAL ASSISTANCE DIVISION ACTIVITIES

1. The Field Technical Assistance Division (FTAD), this Region acknowledges the continuous collaboration and support from the dedicated personnel of the RO and SDO in the successful implementation of all programs, projects, and activities.
2. In our commitment to provide relevant, timely, and needs-based technical assistance (TA) to the SDO, and to ensure effective monitoring of the TA interventions, FTAD shall conduct the activities outlined in detail in Enclosure No. 1.
3. The list of participants, Resource Persons/Facilitators, and the Technical Working Group (TWG) and other details are in Enclosure No. 2. All concerned are required to fill-up the pre-registration and attend consistently all activities as scheduled.
4. To streamline the processes, submission of reports, pre-registration, download of updated TA tools and templates (*TA Contact Report Templates# 1&2, TA-Project Completion Report Template, and others*), and other resources shall be accessed through the **Web-Based TA Portal (WeBTAP)**.
5. For clarifications and concerns, please contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.
6. For information and compliance.

JOCELYN DR ANDAYA
Director IV



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

Doc. Ref. Code	RO-ORD-FC06	Rev	00
Effectivity	01.26.23	Page	1 of 5



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure No. 1: SCHEDULE OF 2024 FTAD ACTIVITIES

Activities	Date / Time/ Venue/ Host	Documents/ Resources Needed	Deadline for Submission/ Uploading of Reports, Videos, among others & Pre-registration thru WeBTAP	Date for the Pework with the Resource Persons/ Facilitators/ TWG
INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)				
Orientation- Workshop of School Governance Council (SGC) Tools (AC-24-5821- GASS-008)	February 1, 2024 Varela Hall, DepEd NCR 8:00 AM-5:00 PM <i>Host: to be announced in the FTAD SGC Portal</i>	- MOV to be submitted in the link provided by the BHROD-SED - Laptop - pocket WIFI - extension cord	January 25, 2024 5:00 PM <i>Please ensure to bring the documents and resources needed on the day of the activity</i>	January 26, 2024 8:30 AM
Orientation- Workshop on the Technical Assistance Processes and Templates/Tools (AC-24-5821- GASS-007)	February 5-6, 2024 DepEd NCR Conference Hall 8:00 AM-5:00 PM <i>Host: to be announced in the FTAD SGC Portal</i>	- Laptop - pocket WIFI - extension cord	January 25, 2024 5:00 PM <i>Please ensure to bring the resources needed on the day of the activity</i>	January 26, 2024 8:30 AM
Quarterly TA Program Implementation Review (PIR)	March 20, 2023 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	1ST QUARTER - Accomplished SDO's TA Contact Report signed by the SDS - TA-Project Activity Completion Report signed by the SDS 1-page SDO's TA Accomplishments , Emerging, & Notable Practices camera-ready for	March 4 2024 5:00 PM	March 5, 2024 8:30 AM



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

		posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ Laptop ○ pocket WIFI ○ extension cord		
June 24, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	2nd QUARTER ○ Reviewed and adjusted SDO's TA Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ extension cord	June 6, 2024 5:00 PM	June 7, 2024 8:30 AM	
September 25, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in</i>	3rd QUARTER ○ Reviewed and adjusted SDO's TA Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS	September 9, 2024 5:00 PM	September 10, 2023 8:30 AM	



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

	the FTAD SGC Portal	○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ extension cord		
	November 4, 2023 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	4th QUARTER ○ SDO's TA Contact Report for 4th Quarter signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ extension cord	October 16, 2024 5:00 PM	October 17, 2024 8:30 AM
Workshop on the Preparation of Journal on TA Accomplishment	June 27-28, 2024 8:00 AM-5:00 PM Venue: TBA	1st ISSUANCE ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices	June 6, 2024 5:00 PM	June 7, 2024 8:30 AM



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Reports & Notable Practices (AC-24-5821-GASS-010)	<i>Host: to be announced in the FTAD SGC Portal</i>	(1 st -2 nd Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs ○ 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1 st -2 nd Quarters) ready for posting in portal/social media submitted by the SDOs ○ laptop ○ pocket WIFI ○ extension cord		
	November 7-8, 2024 8:00 AM-5:00 PM Venue: TBA <i>Host: to be announced in the FTAD SGC Portal</i>	2nd ISSUANCE ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices (3 rd -4 th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs ○ 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (3 rd -4 th Quarters) ready for posting in portal/social media submitted by the SDOs ○ laptop ○ pocket WIFI ○ extension cord	October 16, 2024 5:00 PM	October 17, 2024 8:30 AM



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Cascading of CI Methodology on PPAs Development in the SDO (AC-24-5821-GASS-009)	February 26-March 1, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR	- o Work and Financial Plan (WFP) downloaded from PMIS - o Project Proposal - o laptop - o pocket WIFI - o extension cord	February 12, 2024 5:00 PM	February 9, 2024 8:30 AM
Technical Assistance (TA) Summit	November 22, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR	- o 2-page SDO's TA Accomplishments, Emerging, & Notable Practices (1st-4th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs - o 2-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1st-4th Quarters) ready for posting in portal/social media submitted by the SDOs	October 21, 2024 5:00 PM	October 22, 2024 8:30 AM
Learning Engagement on TA Initiatives Adopted in the SDOs	Quarter 1: March 21, 2024 Quarter 2: June 25, 2024 Quarter 3: September 26, 2024 Quarter 4: November 5, 2024 8:00 AM-12:00 PM Varela Hall, DepEd NCR	- o TA-Project/Activity Completion Report - o SDO Intervention initiatives	Quarter 1: March 7, 2024 Quarter 2: June 10, 2024 Quarter 3: September 11, 2024 Quarter 4: October 21, 2024 5:00 PM	Quarter 1: March 8, 2024 Quarter 2: June 11, 2024 Quarter 3: September 12, 2024 Quarter 4: October 22, 2024 8:30 AM



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

Learning Engagement on Resolving Gaps, Issues, Concerns, and Interventions on Dropout Reduction	March 21, 2024; June 25, 2024; September 26, 2024; & November 5, 2024 1:00 PM-5:00 PM Varela Hall, DepEd NCR	○ Report of Children-At-Risk - Dropout - Absenteeism ○ Dropout Reduction Intervention	Quarter 1: March 7, 2024 Quarter 2: June 10, 2024 Quarter 3: September 11, 2024 Quarter 4: October 21, 2024 5:00 PM	Quarter 1: March 8, 2024 Quarter 2: June 11, 2024 Quarter 3: September 12, 2024 Quarter 4: October 22, 2024 8:30 AM 8:30 AM
Monitoring and Validation of School-Based Management (SBM) Level of Practice	June 5-21, 2024	○ Monitoring and Validation Tool		
Field Visit and Benchmarking of Best SBM Implementer in SDO	March 15, 2024; & June 14, 2024	○ Report on Turned-around Schools with Level 3	March 1, 2024 5:00 PM	March 4, 2024 8:30 AM
WEB-BASED TA PROGRAM				
Workshop on the Development of Web-Based TA Portal	February 7-9, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Pilot-run on the Utilization of Web-Based TA Portal	February 14, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	January 29, 2024 5:00 PM	January 30, 2024 8:30 AM



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Workshop on the Adjustment of Web-Based TA Portal	Quarter 1: March 20-22, 2024 Quarter 2: June 24-26, 2024 Quarter 3: September 25-27 Quarter 4: November 4-6, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	Quarter 1: March 12, 2024 Quarter 2: June 13, 2024 Quarter 3: September 18, 2024 Quarter 4: October 23, 2024 5:00 PM	Quarter 1: March 5, 2024 Quarter 2: June 7, 2024 Quarter 3: September 10, 2024 Quarter 4: October 14, 2024 8:30 AM
Workshop on the Digitization of TA Templates	February 12-13, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Workshop on the Finalization of Digitized TA Templates	February 15-16, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Orientation cum Workshop on the Utilization of Web-Based TA Portal	February 19, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR Host: SDO-Quezon City	○ Laptop ○ pocket WIFI ○ extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

**Enclosure No. 2: PARTICIPANTS, RESOURCE PERSONS/FACILITATORS,
 EDITORIAL STAFF, TECHNICAL WORKING GROUP**

ACTIVITY	PARTICIPANTS								
	RFTA/ FTAD Personnel	SDS/ ASDS	CHIEF		PSDS	SBM Coordinator/ SEPS-SMME	School Head	TOTAL per SDO	TWG
			CID	SGOD					
INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)									
Orientation- Workshop on the Technical Assistance Processes and Templates	✓	✓		✓	✓	✓	✓	5	✓
Orientation- Workshop of School Governance Council (SGC) Tools	✓			✓	✓	✓	✓	4	✓
Quarterly TA Program Implementation Review	✓			✓	✓	✓		3	✓
Workshop on the Preparation of Journal on TA Accomplishment Reports & Notable Practices	✓							-	✓
Cascading of CI Methodology on PPAs Development in the SDO	✓		✓	✓		✓		3	✓
Technical Assistance (TA) Summit	✓	✓	✓	✓	✓	✓	✓	6	✓
Learning Engagement on TA Initiatives	✓		✓	✓		✓		3	✓



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Adopted in the SDOs									
Learning Engagement on Resolving Gaps, Issues, Concerns, and Interventions on Dropout Reduction	✓		✓	✓		✓		3	✓
Monitoring and Validation of School-Based Management (SBM) Level of Practice	✓								
Field Visit and Benchmarking of Best SBM Implementer in SDO	✓					✓		1	
WEB-BASED TA PROGRAM									
Workshop on the Development of Web-Based TA Portal	✓								✓
Pilot-run on the Utilization of Web-Based TA Portal	✓	✓		✓		✓		3	✓
Workshop on the Adjustment of Web-Based TA Portal	✓			✓	✓	✓		3	✓
Workshop on the Digitization of TA Templates	✓								✓
Workshop on the Finalization of Digitized TA Templates	✓								✓



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Orientation cum Workshop on the Utilization of Web-Based TA Portal	✓	✓		✓	✓	✓		4	✓
--	---	---	--	---	---	---	--	---	---

EXECUTIVE / OVERSIGHT COMMITTEE, & TECHNICAL WORKING GROUP

EXECUTIVE COMMITTEE

Consultant : **JOCELYN DR ANDAYA**
Director IV

Co-Consultant : **CRISTITO A. ECO**
Assistant Regional Director

OVERSIGHT COMMITTEE

Chairperson : **ROGER R. MORALLOS**
Chief Education Supervisor, FTAD

Co-Chairperson : **JINGLE A. LIM**
Editor-In-Chief
Education Program Supervisor, FTAD

Members : **MARIA LAARNI CARLA C. PARANIS**
Education Program Supervisor, FTAD

GINA M. GALVEZ
Computer Programmer, ORD-ICTU

MELODY N. JOLO
Administrative Aide VI, FTAD

**TECHNICAL WORKING GROUP (TWG)/RESOURCE PERSON/FACILITATOR
SDO-QUEZON CITY**

Chair & : **HEIDEE F. FERRER**
Co-Editor-in-Chief

Assistant Chair : **PERLITA P. DEPATILLO**
Asst. Editor-in-Chief &
Proofreader



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

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01 26 23	Page	11 of 12



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Writer/Author : **JELYN C. VIGONTE**
Portal Developer

Writer/Author : **MA. ESPERANZA S. VENTURA**
Cover Design &
Layout Artist

Writer/Author : **VIRGINIA A. GALMAN**
Language Evaluator/Editor

Portal Developers & : **CERILLE JOSEPH M. REYES**
Digitized Resource **MICHAEL B. ARMENTIA**
Developers **JERSON R. CASTILLO**
JESSIE A. MATRIANO
RYAN CHRISTOPHER M. VILLALON



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

Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01 25 23	Page	12 of 12