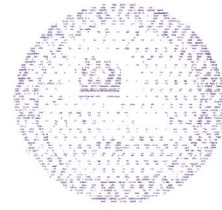




Republic of the Philippines  
Department of Education  
REGION IV-A (CALABARZON)  
Karangalan Drive, Karangalan Village  
Cainta, Rizal



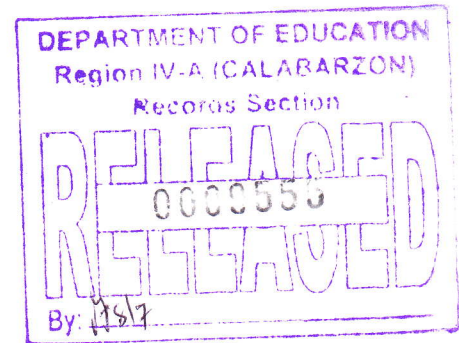
MEMORANDUM

To: SCHOOLS DIVISION SUPERINTENDENTS

From: DIOSDADO M. SAN ANTONIO  
Director V

Subject: 1<sup>ST</sup> SYNCHRONIZED FIELD TECHNICAL ASSISTANCE VISIT

Date: August 7, 2014



In line with the implementation of the Field Technical Assistance Division Strategic Action Plan for School Year 2014-2015, the RO-FTAD Subteams together with RO Key Persons will conduct its 1<sup>st</sup> Synchronized FTA Visit to all divisions. This activity aims to;

- a. Acknowledge the accomplishments of Field Technical Assistance Team of every Division that contributed to the effective delivery of services to the clientele.
- b. Determine continuing gaps and identify priority needs of the schools divisions SY 2014-2015 (Division Field Technical Assistance Plan) and Status of School-Based Management (SBM) for appropriate assistance.
- c. Refresh Division Field Technical Assistance on FTA Mechanism, Terms of Reference, Guidepost and other related matters for consistency of TA activities.
- d. Equate the level of implementation of K-12 specifically in Grade III and Grade 9 focus on Mother Tongue, Filipino and English for Grade III, Filipino, English, and Cooperative Learning for Grade 9 through classroom observation, supervision and interviews to facilitate possible solutions for any issues and concerns.
- e. Gather data on the results (Frequency of Scores, Mean Percentage Score, Standard Deviation) of the First Periodical Test of Grade III, Grade VI and Grade 10 (Fourth Year) for assistance from RO- TEAMS (specifically CLMD and FTAD).
- f. Collect information through submitted Strategic Instructional Supervision Plan from schools where observation of classes will be held and Division Strategic Instructional Supervision Plan for assistance.

The schedule of the 1<sup>st</sup> Synchronized Visit is on the dates below. Divisions of Quezon, Tayabas City and Lucena City were scheduled on August 26, 2014 due to Quezon Day Celebration.

SUBTEAMS	INCLUSIVE DATES	DAYS	DIVISIONS	KEY PERSONS
1	August 19, 2014	Tuesday	Batangas Province	Dr. Luz Osmeña
	August 20, 2014	Wednesday	Santa Rosa City	or
	August 22, 2014	Friday	Imus City	Ms. Paz Lungcay
2	August 19, 2014	Tuesday	Tanauan City	Ms. Agnes Rolle
	August 20, 2014	Wednesday	Batangas City	or
	August 26, 2014	Tuesday	Quezon	Dr. Luz Osmeña
3	August 19, 2014	Tuesday	Lipa City	Dr. Melna Albano
	August 20, 2014	Wednesday	Dasmariñas City	or
	August 22, 2014	Friday	Cavite Province	Dr. Erico Habijan
4	August 19, 2014	Tuesday	Rizal	Dr. Erico Habijan
	August 20, 2014	Wednesday	Cavity City	or
	August 26, 2014	Tuesday	Lucena City	Ms. Edenia Libranda
5	August 19, 2014	Tuesday	San Pablo City	Ms. Paz Lungcay
	August 20, 2014	Wednesday	Calamba City	or
	August 22, 2014	Friday	Antipolo City	Dr. Melna Albano
6	August 19, 2014	Tuesday	Bacoor City	Ms. Edenia Libranda
	August 20, 2014	Wednesday	Laguna	or
	August 26, 2014	Tuesday	Tayabas City	Ms. Agnes Rolle

All divisions are requested to conduct pre-work activities on the following;

- Prepare a 10-minute powerpoint presentation on
  - = Qualitative and Quantitative Division FTA Accomplishment Report
  - = Division FTA Strategic Action Plan for SY 2014-2015
  - = EBEIS and SBM Status SY 2013-2015
- Summary Report on Teachers Guides (TGs) Learners Materials (LMs) received (Elementary and Secondary by school). Calamba City and Batangas City Elementary submitted correct reports.
- Results of the First Periodical Test in Grade III, Grade VI and Grade 10 (Fourth Year) (Test Scores, Mean, Deviation, Test Questions by subject area etc. in soft copy)
- Schools and Division Strategic Supervisory Plan (soft/hard copy)

The powerpoint will be presented during the visit by the SDS/DFTAD Coordinator and the Division in-charge on other reports. Other issues and concerns that needs RO/CO actions can be submitted to the RO-Subteams. The visit will be participated by the SDS, ASDS, EPSs, Heads of Departments/Units PSDS and Secondary School Heads each area or cluster.

For any clarification please contact tel. no. 647-7487 or #09165508055 or email to [fta\\_calabarzon@yahoo.com](mailto:fta_calabarzon@yahoo.com) or [nesrolle@yahoo.com](mailto:nesrolle@yahoo.com)

Travel expenses related to this activity are chargeable against local funds subject to usual accounting and auditing rules and regulations.

Immediate dissemination of this Memorandum is desired.

Received: Joseph  
8/7/14  
5059