



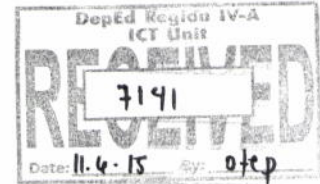
Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
Karangalan Drive, Karangalan Village
Cainta, Rizal



MEMORANDUM

To : **ALL SCHOOLS DIVISION SUPERINTENDENTS**

From : **DIOSDADO M. SAN ANTONIO**
Director IV



Subject: ***CAPABILITY BUILDING CUM WORKSHOP IN FIELD TECHNICAL ASSISTANCE***

Date : **November 5, 2015**

Delivery of quality services depends largely on the people of the organization. They play vital role in the successful implementation of the different programs and projects. To do the tasks effectively and lead independently, it is but wise to capacitate the people of the organization with the required qualities and skills. It is in this context that the Regional Field Technical Assistance Division together with the Human Resource and Development Division will hold a capability building cum workshop in Field Technical Assistance, on November 18 - 20, 2015 at Makiling Highland Resort, Calamba City (near Monte Vista Resort). The training aims to;

- Elevate the capability of the Schools Division Technical Assistance Team in the delivery of TA services
- Familiarize the participants on the TA Framework, Mechanism System and Process
- Intensify facilitation skills to improve communication competence
- Strengthen TA through research- based interventions
- Revitalize the moral values and ideals on TA delivery and
- Come up with workshop outputs that are useful in the delivery of services.

Participants to this Technical Assistance are as follows:

- Province Divisions (Cavite, Laguna, Rizal, Quezon)
1 – Chief of SGOD

- 1 - Chief of CID or Education Program Supervisor or EPS representative
- 1 – FTA Division Coordinator (DFTAC)
- 1 – Public School District Supervisor (PSDS)

Total = 4

- City Division (Antipolo, Bacoor, Batangas, Binan, Cavite, Calamba, Dasmariñas, Imus, Lipa, Lucena, San Pablo, Sta. Rosa, Tanuan, Tayabas)

1 – Chief of SGOD

1- Chief of CID or Education Program Supervisor or EPS representative

1- Public School District Supervisor or Senior Education Program Specialist for Divisions without PSDS

Total = 3

Participants from province divisions are requested to bring 10 samples of SIP and School AIP while 5 samples for city divisions from their respective schools, a copy of Division Monitoring and Evaluation (DMEA) Results 2014-2015, Division Performance Indicator 2014-2015 , Division Enrolment by grade level (Elem to High school, last three years),ADM (Elem. and Sec.) ALS, ABOT ALAM and NAT Results (last three years), Division Field Technical Assistance Strategic Plan SY 2015-2016 and the Division OPCR of SGOD and CID (RPMS). Each division is requested to bring laptop/s and a printer with ink for the workshop. Attached is the matrix for the training.

All Schools Divisions are requested to send the names of their participants to the training not later than Wednesday, November 11, 2015 to RO – FTAD tel. no. 647 – 7487 or mobile phone of Sir Michael Girard R. Alba # 09206388781.

Food and accommodation of all the participants will be charged to HRDD Regional funds while their travel and other expenses relative to this training will be shouldered by the local funds subject to usual auditing rules and regulation.

Immediate dissemination of this memorandum is requested.



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 Karangalan Drive, Karangalan Village
 Cainta, Rizal



CAPABILITY BUILDING IN FIELD TECHNICAL ASSISTANCE
Training Workshop Matrix
November 18 – 20, 2015

TIME	Day 1 Nov. 18,2015	Day 2 Nov. 19, 2015	Day 3 Nov. 20,2015
6:00 – 7:00	Arrival and Registration of Participants		
7:00 – 7:15	Opening Program c/o FTAD		
7:15 – 8:00	Leveling Of Expectation VIERNALYN NAMA HRDD	7:45 – 8:00 Management Of Learning (MOL)	7:45 – 8:00 Management Of Learning (MOL)
8:00 - 10:00	REVIEW Sharing of Monitoring Experiences A shift in paradigm What and Why Technical Assistance Who will do TA MAYA BAÑES	Enhancing Appropriate Behavioral Skills for Providing TA - Observing - Listening/reading non- verbal/Paraphrasing/Empathizing/Questioning EDNA ESCARILLA	Research in TA Access, Quality, Governance DR ERICO M. HABIJAN
10:00 - 12:00	REVIEW How to provide Technical Assistance TA Process Framework Technical and Behavioral Skills of a TA Provider EDNA ESCARILLA	Implementing Behavioral Skills in Data Gathering: Using Focus Group Discussion (FGD) Analyzing qualitative data from FGD EDNA ESCARILLA	Result Performance Management System (RPMS) DR. LUZ OSMEÑA
12:00 – 1:00	LUNCH BREAK		
1:00 – 3:00	Technical Skills:	Matching identified TA need of school with	1:00 – 2:00

	<p>Conducting a Situational Analysis and Identifying TA Needs through ...</p> <ul style="list-style-type: none"> - Education Performance Indicators - School Improvement Plan - EBEIS - DMEA Results <p>MAYA BAÑES</p>	<p>appropriate intervention forming TA teams, roles and goals</p> <p>MAYA BAÑES</p>	<p>Reportorial Requirements</p> <p>MICHAEL GIRARD ALBA</p> <p>2:00 – 3:00</p> <p>Outputs (samples) presentation and submission of all division outputs</p>
3:00 – 5:00	<p>Behavioral Skills of a TA Provider</p> <p>Building personal credibility and self – trust</p> <p>EDNA ESCARILLA</p>	<p>Action Planning on the conduct of situation analysis and needs assessment</p> <p>Integration</p> <p>Evaluation</p> <p>MAYA BAÑES</p>	<p>3:00 – 3:30</p> <p>Closing Ceremony</p>
5:00 – 6:00	<p>WORKSHOP</p> <p>Analysis and identifying TA Needs</p> <p>ANDREA MABEL ABRENCILLO</p>	<p>WORKSHOP</p> <p>Division Filed Technical Assistance Strategic Planning</p> <p>AGNES G. ROLLE</p>	