



Republic of the Philippines
 Department of Education
REGION IV-A CALABARZON
 Gate 2 Karangalan Village
 1900 Cainta, Rizal



DEPED-4A-RM-04-18- 275

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS

FROM : DIOSDADO M. SAN ANTONIO
 Director IV *DS* *05/10/18*

SUBJECT : Performance Appraisal on Core Team (TA Process and Provision of TA by SDOs) and Knowledge Management (Data Utilization for effective, appropriate TA) toward Efficient and Serviceable Organization Across SDOs/Districts/Schools

DATE : May 10, 2018

Field Technical Assistance Division will conduct a consultative meeting relative to Performance Appraisal of Core Team Management for Efficient and Serviceable Organization Across SDOs/Districts/Schools on May 23, 2018 at 8:00 AM. Venue to this endeavor will be announced through a Regional Advisory.

This activity aims to:

- 1) appraise the TA core team management performance for efficient and serviceable organization across SDOs, / Districts/ schools (SGOD and CID First Quarter Report)
- 2) assess the provision of technical assistance using the TA Mechanism System and Process to schools by the SDOs for performance effectiveness
- 3) resolve issues and concerns in the implementation of Programs/Project and its process
- 4) provide update on the latest School Based management in connection with the revised SBM of the Central Office.
- 5) address other issues and concern of Schools Division Offices

The participants to this endeavors are the following:

Participants	Number of Participants
School Governance Operation Division (SGOD) Chief	1
Curriculum Implementation Division (CID) Chief	1
School Based Management Coordinator	1
Monitoring and Evaluation Coordinator	1



1. All participants in this endeavor are expected to be in the venue on or before 8:00 AM. In case of absence, the Division is requested to send equally competent representative to attend the above – mentioned activity and requested to bring laptop and prepare the following for presentation and submission:
 - a. 5 – minute power point presentation of the SDOs core team management performance using the format below:
 - i. No. of organized constant teams and their assignments
 - ii. No. of organized flexi team and name of school / district giving TA and needs addressed
 - iii. Summary of TA results based on the journal
 - iv. Summary of comments and suggestions based on journal and feedback and action taken by the group
 - b. TA Mechanism System Process
 - v. Report on their experiences regarding the utilization of TA Mechanism, System and Process and Program Implementation together with feedback for improvement
 - vi. Report on significant learning experiences by the core team (DFAT) in the process of TA
 - vii. Best practices incurred in the activity
 - viii. Promising practices on implementation by the team in the schools and SDOs
 - ix. SDOs needs for improvement that can be addressed by the SDOs it and for RO action
2. Travel and other related expenses of the Regional Field Technical Assistance Team are charge against regional funds while for the SDO are against local funds subject to usual accounting and auditing rules and regulations.
3. Immediate dissemination and strict compliance to this Memorandum is highly desired