



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
GATE 2, KARANGALAN VILLAGE
1900 CAINTA, RIZAL



Regional Memorandum

**REVITALIZING THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES (RFTATS)
SHIFTING IN HIGH GEAR**

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. In reference to DM No. 014, s. 2020 and Regional Memorandum 223, s.2020 this Office, through the Field Technical Assistance Division, will provide support and guidance to immediately resolve issues and concerns in the field by revitalizing the function and services of the Regional Field Technical Assistance Teammates (RFTATs) Shifting in High Gear.
2. The provision of technical assistance is one of the key professional activities by the RFTATs to Schools Division Offices (SDOs), Districts, Schools, and Community Learning Centers, as the case maybe. The RFTATs provide support and guidance in identifying potential problems affecting them. As well as helping them realize the appropriate solutions for these identified potential problems leading to a more effective organization.
3. The RFTATs are assigned to ensure effective program implementation of the Pivot Learning Continuity Plan in SDO. Specifically, the RFTATs will provide guidance and support to SDOs in addressing problems, queries and other concerns commonly encountered by the public at the start of the school year.
4. All Division Field Technical Assistance (FTA) Coordinators and Public Assistance Action Center (PAAC) Coordinators are requested to work hand in hand with the assigned RFTATs.
5. Attached is the copy of the Composition of the Regional Field Technical Assistance Teammates and their terms of reference.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

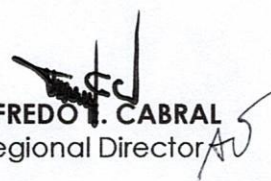
Trunkline: 02-8682-5773/8684-4914/8647-7487

Website: depedcalabarzon.ph

Document Inquiry : <https://r4a-teadoc.com/inquire>

Facebook: DepEd R-4A Calabarzon

6. For technical assistance and coordination with the RFTATs, you may contact Mr. Michael Girard R. Alba, Chief of the Field Technical Assistance Division at 09178885853.
7. Immediate dissemination of and your usual cooperation with this Memorandum is highly desired.


WILFREDO T. CABRAL
Regional Director

FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES

Over- all Chairperson and Overall Co – Chairperson

1. Give strategic direction to immediately resolves issues and concerns in the field.
2. Make decision at key governance points during the provision of technical assistance.
3. Support the Regional Field Technical Assistance Teammates.

Over – All Team Lead (FTAD Chief) and FTAD Personnel

1. Look for possible weakness in the operation underlying each complaint/ query to clarify the best effort to addressing it.
2. Classify concerns as administrative, curriculum, finance , private schools issues etc.
3. Disseminate and help clarify DepEd policies, programs, projects and processes by proving RFTATs copies / information if necessary.
4. Correctly identify and coordinate with the concerned RFTATs and Functional Division on complex concerns that will require the specific offices' appropriate actions.
5. Monitor, document, and submit matrix of issues and concerns and its corresponding interventions to the Office of the Regional Director
6. Provide immediate appropriate actions / solutions for issues and concerns received from email/ messenger.
7. Monitor the action taken by the concerned RFATs and SDOs
8. Recommend for offsite visit to SDOs , Districts or schools if necessary
9. Coordinate with the Regional PAAC
10. Submit reports to the Regional Director through the Office of the Assistant Regional Director

Team Leader

1. Monitors, documents, and submits matrix of issues and concerns and its corresponding intervention through the provided google sheet.
2. Assists in the dissemination and clarification of DepEd policies, programs, projects and processes.
3. Identifies and coordinates with the concerned RFTATs, Functional Division on complex concerns that will require appropriate actions of specific offices.
4. Provides immediate appropriate actions / solutions for issues and concerns received from email/ messenger and attend to the request of the assigned SDOs.

Team Members

1. Provide immediate appropriate actions / solutions for issues and concerns received from email/ messenger and attend to the requests of the assigned SDOs
2. Reply /respond to messages received (cc: fta.calabarzon@deped.gov.ph) and print the messages whenever it is necessary.
3. Refer complaints / cases that need immediate investigation to Legal Unit if necessary.
4. Submit the required daily monitoring and reports to the team leader for consolidation and evaluation.

REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES (RFTATs)

RFTATs	Assignment	Designation	E-mail	Assigned Schools Division Offices
Regional Field Technical Assistance Steering Committee				
Wilfredo E. Cabral	Chairman	Regional Director	region4a@deped.gov.ph	ALL SDOS
Ruth L. Fuentes	Co – Chaiman	Assistant Regional Director	ard.calabarzon@deped.gov.ph	
Michael Girard R. Alba	Over – All Team Leader	Chief – FTAD	michael.alba@deped.gov.ph	
Regional Field Technical Assistance Teams				
Team 1				
Job S. Zape Jr.	Team Leader	Chief – CLMD	job.zape@deped.gov.ph	Sta. Rosa City
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Team 2				
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Rey Valenzuela	Assistant Team Leader	ICT Unit Head	rey.valenzuela@deped.gov.ph	
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Ferdinand Marquez		Education Program Supervisor	clmd.calabarzon@deped.gov.ph	Antipolo City
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Wilbert Ulpindo		Project Development Officer II	wilbert.ulpindo001@deped.gov.ph	Cavite City
Jonard Manaalindan		Budget Officer	jonard.mangalindan@deped.gov.ph	

Evan Lynn – Dell C. Masing		Administrative Assistant V	evan.cortez@deped.gov.ph	
Team 3				
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Team 4				
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Team 5				
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Jerome Chavez		Education Program Supervisor	jerome.chavez@deped.gov.ph	

