



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
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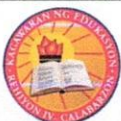
12 May 2021

Regional Memorandum

**RECONSTITUTION OF REGIONAL FIELD TECHNICAL ASSISTANCE TEAM FOR THE
REFINED COMPREHENSIVE TECHNICAL ASSISTANCE DELIVERY**

To **SCHOOLS DIVISION SUPERINTENDENTS
REGIONAL FUNCTIONAL DIVISION CHIEFS
REGIONAL UNIT/SECTION HEADS**

1. Pursuant to DM No. 014, s. 2020, RM 223 s .2020, and RM No. 484, s. 2020, this Office, through the Field Technical Assistance Division announces the Reconstitution of the Regional Field Technical Assistance Team (RFTATs) for the Refined Comprehensive Technical Assistance Delivery effective May 12, 2021.
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 may be. The RFTATs provide support and guidance in identifying potential problems affecting them as well as helping them realized 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 Learning Continuity Plan in SDOs. Specifically, to provide the latter with the help and support in addressing problems, queries, and other concerns commonly encountered by the public in school operations. The team assigned to the SDO will provide appropriate needs-based interventions for the improvement of Schools Division Offices', districts, and school as the case may be towards organizational efficiency and effectiveness.
4. Attached is the copy of the Reconstituted Regional Field Technical Assistance Team and their terms of reference.
5. For technical assistance and coordination with the RFTATs, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division at 09178885853.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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Website: depedcalabarzon.ph

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

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6. Immediate dissemination of and your usual cooperation with this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc:ftad/esa

FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES

Overall Chairperson and Overall Co-Chairperson

1. Gives strategic direction to immediately resolve issues and concerns in the field.
2. Makes decisions at key governance points during the provision of technical assistance.
3. Supports the Regional Field Technical Assistance Teammates.

Over – All Team Lead and FTAD Personnel

1. Looks for the possible weakness of operation underlying each complaint/ query to clarify the best effort to address it.
2. Classifies concerns as administrative, curriculum, finance, private school issues, etc.
3. Disseminates and helps clarify DepEd policies, programs, projects, and processes by providing RFTATs copies/information.
4. Correctly identifies and coordinates with the concerned RFTATs and Functional Division on complex concerns that will require the specific offices' appropriate actions.
5. Monitors, documents, and submits matrix of issues and concerns and its corresponding interventions to the Office of the Regional Director.
6. Implements a comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule in collaboration with the RFTATs.
7. Provides immediate appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness in collaboration with Regional Field Technical Assistance Teammates (RFTATs).

Team Leader

1. Develops and implements the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
2. Monitors, documents, and submits matrix of issues and concerns and its corresponding intervention through the provided google sheet.
3. Coordinates with the RFATs / Functional Division in charge in the dissemination and clarification of DepEd policies, programs, projects, and processes.
4. Identifies and coordinates with the concerned RFTATs, Functional Division on complex concerns that will require appropriate actions of specific offices.
5. Provides immediate appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness.

Assistant Team Leader

1. Performs the functions of the Team leaders in his/ her absence
2. Assists the team leader in the conduct of RFTATs engagement.
3. Attends in the conduct of RFTAT meetings and engagement.
4. Ensures the completeness and accuracy of the documents to be submitted.
5. Performs other related duties/tasks assigned by the RFTAT leader.

6. Helps the team leader in the development and implementation of the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
7. Provides appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness.

Team Members

1. Actively participate in the operationalization of the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule
2. Recommends and provides appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness.
3. Attends actively participates in all RFTAT meetings and activities.
4. Accomplishes all forms relative to the conduct of the activity.
5. Observes proper decorum.
6. Ensures fairness, objectivity, and confidentiality of all proceedings.
7. Serves as documenter as designated by the team.

REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES (RFTATs)

RFTATs	Assignment	Designation	E-mail	Assigned Schools Division Offices
Regional Field Technical Assistance Steering Committee				
Francis Cesar B. Bringas	Chairman	Regional Director	region4a@deped.gov.ph	ALL SDOS
Ruth L. Fuentes	Co – Chairman	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				
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Team 2				
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Team 3				
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