



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



14 May 2021

Regional Memorandum

DELIVERY OF TECHNICAL ASSISTANCE (TA) AND GROUP WORK MANAGEMENT OF THE FTA COORDINATORS ON TA SYSTEM, PROCESS AND MECHANISM

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to RM 208, s. 2021, this Office, through the FTAD, will conduct the Delivery of Technical Assistance and Coordination Meeting of the FTA Coordinators on TA System, Process, and Mechanism on May 25, 2021, at 1:00 pm.
2. This activity intends to ensure that the TA system, process, and mechanism is in place, provide support in addressing problems, queries, and other concerns commonly encountered by the DFTATs in the provision of TA to schools on BE – LCP Implementation, and prepare SDOs in the upcoming activity of the Regional Field Technical Assistance Teammates (RFTATs).
3. The participants in this endeavor are the Division FTA Coordinators and requested to register at <https://tinyurl.com/dftatsgroupwork> on or before May 25, 2021, and the meeting/ classroom link for this activity will be sent through email. See the attachment for a copy of the program of activities.
4. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.
5. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division at 09178885853.
6. Immediate dissemination and compliance of this Memorandum is highly desired


FRANCIS CESAR B. BRINGAS
Regional Director

cc:ftad/abrencillo



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**DELIVERY OF TECHNICAL ASSISTANCE (TA) AND GROUP WORK MANAGEMENT OF THE
FTA COORDINATORS ON TA SYSTEM, PROCESS AND MECHANISM**

Program of Activities

May 25, 2021		
Time	Topic	Persons Involved
1:00 p.m. – 1:05 p.m.	Call to Order	Michael Girard R. Alba Chief Education Supervisor FTAD
1:05 p.m. – 1:10 p.m.	Seminar Protocol	Eugenio S. Adrao Education Program Supervisor
1:10 p.m. – 1:20 p.m.	Preliminaries	Donagel V. Rumbaoa Administrative Assistant I
1:20 p.m. -1:30 p.m.	Introduction of Participants	Romyr R. Lazo Education Program Supervisor
1:30 p.m. – 1:40 p.m.	Agenda / Program of Activities	Andrea Mabel E. Abrencillo Education Program Supervisor
1:40 p.m. – 2:15 p.m.	Review of the TA System Process and Mechanism	Michael Girard R. Alba Chief Education Supervisor
2:15 p.m. – 3:15 p.m.	Preparatory Meeting for the RFTATs Activity to SDOs	
3:15 p.m. – 3:40 p.m.	Addressing Issues and Concerns on the Delivery of TA by DFTATs	FTAD Personnel
3:40 p.m. – 4:00 p.m.	Agreements	Eugenio S. Adrao Education Program Supervisor
4:00 p.m.	Adjournment	Michael Girard R. Alba Chief Education Supervisor FTAD