



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



7 June 2021

Regional Memorandum

**SUBMISSION OF UPDATED REPORT ON THE COMPOSITION OF DIVISION FIELD
TECHNICAL ASSISTANCE TEAMMATES**

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to R.M. 208, s. 2021, this Office through the Field Technical Assistance Division (FTAD) is requesting for the submission of an updated report on the composition of Division Field Technical Assistance Teammates on or before June 18, 2021.
2. This ensures effective management and operationalization of technical assistance towards effective implementation of the BE – LCP in providing responsive and relevant technical assistance to address the needs, gaps, and other concerns encountered by the school operations in the new normal.
3. Kindly submit the copy of the updated and approved DFTATs composition in your respective Division together with their expertise and Terms of Reference to fta.calabaron@deped.gov.ph. Please see attached template.
4. The number of teams and members of DFTATs is still dependent on the number of schools catered by the SDO. The designation of Overall Team Lead/Focal, Team Leaders, and Members of each team will be the discretion of the Schools Division Superintendent as the Chairperson of DFTATs while the Assistant Schools Division Superintendent will serve as Co-chairperson. The composition of DFTATs will be the Chiefs of SGOD and CID, Education Supervisors, Senior Education Program Specialists, Education Program Specialists, technical personnel and not limited to medical, accounting, legal, engineer, finance, and the Public Schools District Supervisors.
5. Attached to this are the suggested terms of reference for your information and guidance in the composition of DFTATs together with the sample template to be accomplished and submitted.



"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 any clarifications and inquiries regarding this memo, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division at 09178885853.
7. Immediate dissemination of and your usual cooperation with this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director


SUGGESTED FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES

Technical Assistance (TA) is one of the key professional activities by the Schools Division Office (SDO) towards giving support and guidance to schools and learning centers in identifying problems and finding the appropriate solutions for a more effective organization and effective implementation of the Learning Continuity Plan.

Amplifying defined technical assistance to target delivery units that will serve as a guide to all Division Field Technical Assistance Teams (DFTATs) for efficient, effective, and relevant technical assistance to Schools Division Offices and learning centers.

The main purpose of creating DFTATs is to provide help and support in addressing the challenge of Quality Basic Education by delivering appropriate needs-based interventions and to effectively deliver the services for the improvement of Schools Division Offices' organizational efficiency and effectiveness and ensure schools' performances towards achieving learners' full potential in the New Normal.

Roles and Responsibilities of the Office of the Schools Division Superintendent

The Schools Division Office (SDO) empowers schools and Learning Centers (LC) and engages partners and communities in the delivery of quality basic education that is accessible to all by ensuring quality in the delivery of basic education services by developing division work systems and procedures, setting standards consistent with the national and regional educational policies, plans and standards and ensure compliance thereto. Plan and manage the effective and efficient use of financial, human, and physical resources of the Schools Division towards the achievement of DepED thrusts and goals. Monitor/supervise that the operations of public and private elementary, secondary, and integrated schools and learning centers are within DepEd standards.

Roles and Responsibilities of the School Governance and Operations Division

The SGOD supports and capacitates schools and Learning Centers in ensuring a conducive learning environment and in compliance to quality standards of Governance and Operations by providing strategic direction and technical inputs to the management of the schools' division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness. To lead and manage the work of the team that will help ensure that the Schools Division has the resources, technical assistance and can implement sustainable programs and projects to help schools establish and manage conducive learning environment and ensure learner readiness to learn.

Roles and Responsibilities of the Curriculum and Implementation Division

Schools and Learning Centers continuously improve the management of curriculum implementation by providing strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization, and indigenization of the articulated curriculum to suit the conditions and context of the locality, and ensuring access to quality and varied learning resources. To direct and manage the work of the CID team that will help manage curriculum implementation in the school's division and provide technical assistance to the schools in line with the curriculum and learning management.

SUGGESTED 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 Division Field Technical Assistance Teammates.

FTA Coordinator

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 DFTATs copies/information.
4. Correctly identifies and coordinates with the concerned DFTATs 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 Schools Division Superintendent.
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 DFTATs.
7. Provides immediate appropriate needs-based intervention for the improvement of Schools' organizational efficiency and effectiveness in collaboration with Regional Field Technical Assistance Teammates (DFTATs)

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 DFTATs / Functional Division in charge in the dissemination and clarification of DepEd policies, programs, projects, and processes.
4. Identifies and coordinates with the concerned DFTATs, 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' 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 DFTATs 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 DFTATs 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.

SUGGESTED Division Field Technical Assistance Teammates Composition

DFATS (complete Name)	Designation	Position	Expertise /specialization	School District Assigned
SDS	Chairperson			
ASDS	Asst. Chairperson			
To be assigned by the SDS	Overall-All Head/Focal			

Team 1

[illegible]

Team 2

[illegible]