



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



26 October 2021

Regional Memorandum

**WORKSHOP ON THE PRE-DEVELOPMENT AND UTILIZATION OF TA HELPLINE AND
E-KNOWLEDGE MANAGEMENT**

To **SCHOOLS DIVISION SUPERINTENDENTS**

1. Pursuant to R.A. No. 9485 and D.O. No. 009 s. 2021, this Office through the Field Technical Assistance Division will conduct a Workshop on the Pre-Development and Utilization of TA Helpline and E-Knowledge Management on November 23-26, 2021.
2. The first batch of participants are from the clusters of Batangas Province and Laguna on November 23-24, 2021; and the second batch of participants are from the clusters of Quezon Province, Rizal Province, and Cavite Province on November 25-26, 2021. The venue shall be announced in a separate memorandum.
3. This activity aims to develop a system blueprint of TA Helpline and E-Knowledge Management through which issues and concerns will be resolved, creative skills in addressing BLICs will be enhanced, and for more effective transfer of communication to concerned personnel/offices.
4. The participants in this activity from the Regional Office are personnel from FTAD, ICT, and PAU, and from the Schools Division Offices are the SBM Coordinators, M and E Coordinators, and FTA Focal Persons.
5. The participants are requested to register at <https://tinyurl.com/PreDevelopmentTAHelpline> on or before November 19, 2021.
6. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against Regional Funds and the participants from the Schools Division Office will be charged against their local funds, subject to the usual accounting and auditing rules and regulations.
7. Strict adherence to the IATF Health Protocols and Office Health Standards must be observed in the conduct of this activity.



"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"

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7. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief Education Supervisor of FTAD at 09178885853.
8. Immediate dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS
Regional Director :

cc:ftad/adrao

Program of Activities

Day 1: Batch 1 November 23, 2021 / Batch 2 November 25, 2021		
Time	Topic	Persons Involved
8:00 a.m. – 9:00 a.m.	Registration	Eugenio S. Adrao Education Program Supervisor
9:00 a.m. – 9:15 a.m.	Preliminaries	Donagel V. Rumbaoa Administrative Assistant I
9:15 a.m. – 9:20 a.m.	Introduction of Participants	Andrea Mabel E. Abrencillo Education Program Supervisor
9:20 a.m. – 9:30 a.m.	Statement of Purpose / Welcome Remarks	Michael Girard R. Alba Chief Education Supervisor FTAD
9:30 a.m. – 9:35 a.m.	Agenda / Program of Activities	Andrea Mabel E. Abrencillo Education Program Supervisor
9:35 a.m. – 9:55 a.m.	Inspirational Messages	Francis Cesar B. Bringas Regional Director CHERRYLOU D. REPIA Schools Division Superintendent OIC-Assistant Regional Director
9:55 a.m. – 10:25 a.m.	Presentation of the Rationale on the Development of Blueprint of TA Helpline and E-Knowledge Management	Michael Girard R. Alba Chief Education Supervisor
10:25 a.m. – 12:00 p.m.	Blueprint of TA Helpline and E-Knowledge Management	Michael Girard R. Alba Chief Education Supervisor
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 3:45 p.m.	Workshop on the Development of Blueprint of TA Helpline and E- Knowledge Management	Michael Girard R. Alba Chief Education Supervisor
3:45 p.m. – 4:15 p.m.	Question and Answer	Andrea Mabel E. Abrencillo Education Program Supervisor
4:15 p.m. – 4:30 p.m.	Reminders	Michael Girard R. Alba Chief Education Supervisor
Day 2: Batch 1 November 24, 2021 / Batch 2 November 26, 2021		
Time	Topic	Persons Involved
8:30 a.m. – 9:00 a.m.	Management of Learning	Eugenio S. Adrao Education Program Supervisor
9:00 a.m. -12:00 p.m.	Workshop on the Development of Blueprint of TA Helpline and E- Knowledge Management	Michael Girard R. Alba Chief Education Supervisor
12:00 p.m. – 1:00 p.m.	Lunch Break	
1:00 p.m. – 4:25 p.m.	Presentation of the Outputs	SDO Representative
4:25 p.m. – 4:30 p.m.	Closing Program	