



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



15 November 2021

**Regional Memorandum**

**ADDENDUM TO OFFICE MEMORANDUM NO. 508 S. 2021 RE: WORKSHOP ON THE  
PRE-DEVELOPMENT AND UTILIZATION OF TA HELPLINE AND E-KNOWLEDGE  
MANAGEMENT**

To **Schools Division Superintendents**

- 1) In reference to Regional Memorandum No. 508, s. 2021, the Workshop on the Pre-Development and Utilization of TA Helpline and E-Knowledge Management shall be held in **Ouan's Worth Farm, Diversion Rd, Kanlurang Mayao, Lucena City** on November 23-24, 2021 for First Batch and November 25-26, 2021 for Second Batch.
- 2) The participants are requested to bring photocopy of their Vaccination Card, to bring extension wire and laptop which will be used during the workshop.
- 3) Other provisions in the previous Memorandum are still in effect.
- 4) For more information or queries, you may contact Michael Girard R. Alba, Chief Education Supervisor of the Field Technical Assistance Division, at 09178885853.
- 5) Immediate dissemination of this Memorandum is highly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

cc:ftad/esa



**"EXCELLENCE is a CULTURE and QUALITY is a COMMITMENT"**

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


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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	<b>Eugenio S. Adrao</b> Education Program Supervisor
9:00 a.m. – 9:15 a.m.	Preliminaries	<b>Donagel V. Rumbaoa</b> Administrative Assistant I
9:15 a.m. – 9:20 a.m.	Introduction of Participants	<b>Andrea Mabel E. Abrencillo</b> Education Program Supervisor
9:20 a.m. – 9:30 a.m.	Statement of Purpose / Welcome Remarks	<b>Michael Girard R. Alba</b> Chief Education Supervisor FTAD
9:30 a.m. – 9:35 a.m.	Agenda / Program of Activities	<b>Andrea Mabel E. Abrencillo</b> Education Program Supervisor
9:35 a.m. – 9:55 a.m.	Inspirational Messages	<b>Francis Cesar B. Bringas</b> Regional Director  <b>CHERRYLOU D. REPIA</b> 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	<b>Michael Girard R. Alba</b> Chief Education Supervisor
10:25 a.m. – 12:00 p.m.	Blueprint of TA Helpline and E-Knowledge Management	<b>Michael Girard R. Alba</b> 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	<b>Michael Girard R. Alba</b> Chief Education Supervisor
3:45 p.m. – 4:15 p.m.	Question and Answer	<b>Andrea Mabel E. Abrencillo</b> Education Program Supervisor
4:15 p.m. – 4:30 p.m.	Reminders	<b>Michael Girard R. Alba</b> 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	<b>Eugenio S. Adrao</b> Education Program Supervisor
9:00 a.m. -12:00 p.m.	Workshop on the Development of Blueprint of TA Helpline and E- Knowledge Management	<b>Michael Girard R. Alba</b> 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	<b>SDO Representative</b>
4:25 p.m. – 4:30 p.m.	Closing Program	