



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



12 January 2022

**Regional Memorandum**

**RECONSTITUTION OF REGIONAL FIELD TECHNICAL ASSISTANCE TEAM TOWARDS  
SCHOOL EFFECTIVENESS AND BETTER LEARNING OUTCOMES THROUGH SCHOOL-  
BASED MANAGEMENT**

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

1. Pursuant to DO 52 s 2015, this Office, through the Field Technical Assistance Division announces the Reconstitution of the Regional Field Technical Assistance Teammates (RFTATs) Towards School Effectiveness and Better Learning Outcomes through School Based Management.
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 realize the appropriate solutions for these identified potential problems leading to a more effective organization.
3. The provision of technical assistance builds on existing policies, structures, and process with the aim of installing mechanisms for continuous improvement and sustainability.
4. The RFTAT must ensure that the schools through the SDOs are provided the appropriate, relevant, and timely assistance towards continuous improvement, to help them a higher level of SBM practice every time. In addition, the RFTATs are assigned to ensure effective program implementation of the Learning Continuity Plan of SDOs.
5. Attached is the copy of the Reconstituted Regional Field Technical Assistance Teammates, their terms of reference and the Technical Assistance Request Form.



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

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6. For technical assistance and coordination with the RFTATs, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division at 09178885853.
7. Immediate dissemination of this Memorandum is highly desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director



## **FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES**

### **General Function of the Regional Field Technical Assistance Teammates**

Technical assistance providers are expected to perform the following roles and functions:

1. Provide support, coaching and guidance to clients in the performance of their functions.
2. Regularly appraise clients on the status of their performance and to do their functions.
3. Provides the necessary information to the performance of their functions more effectively.
4. Provide motivation and encouragement to move forward and for continuous improvement.
5. Utilize data gathered to inform regional TA providers in aid for policy formulation.

In order to perform these roles and functions, technical assistance providers have the following responsibilities:

1. Guide and help clients in planning, strategizing, implementing plans, evaluating performance and accomplishments.
2. Share information regarding directions from higher management.
3. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd.
4. Offer client's information where to source out the needed TA.
5. Give feedback, especially those coming from their clients for continuous improvement.
6. Prepare recommendations for policy recommendation / formulation.

### **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
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