



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



07 September 2022

Regional Memorandum

**RECONSTITUTION OF REGIONAL FIELD TECHNICAL
ASSISTANCE TEAM FOR LEARNING RECOVERY AND
CONTINUITY THROUGH SCHOOL-BASED MANAGEMENT**

To **Schools Division Superintendents
Regional Functional Division Chiefs
Regional Unit/Section Heads**

1. Pursuant to DepEd Order No. 53, s. 2013, this Office, through the Field Technical Assistance Division announces the Reconstitution of the Regional Field Technical Assistance Teammates (RFTATs) for Learning Recovery and Continuity 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 relevant and timely technical assistance on the identified areas of improvement in the six dimensions of school operations determined through the bottlenecks, lags, issues, and concerns (BLICs) experienced by the field.
3. This activity aims to provide consultative technical assistance to the BLICs the SDOs experience in pursuit of operationalizing their learning recovery and continuity plan (LRCP).
4. The RFTATs are assigned to ensure effective implementation of the LRCP of the SDOs. Specifically, to provide the latter with the help and support in addressing BLICs commonly encountered by the public in school operations. The team assigned to the SDO will provide appropriate needs-based interventions for the improvement of SDOs, districts, and schools toward resolving BLICs resulting in the achievement of learners' full potential.
5. Attached is a copy of the Reconstituted Regional Field Technical Assistance Teammates and their terms of reference.
6. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division, at 09178882731.



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

7. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc:fta/eugene

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, and evaluating performance and accomplishments.
2. Plan that is focused on Key Result Areas covered by the TA provider aligned with SDOs that needs TA.
3. Attends Group Work Management to know their role in TA provision based on their expertise as requested by the SDOs.
4. Share information regarding directions from higher management.
5. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd.
6. Offer the client information on where to source the needed TA.
7. Give feedback, especially those coming from their clients for continuous improvement.
8. Prepare recommendations for policy recommendation/formulation.
9. Request for substitution of any member is permissible for valid reasons.

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 proving 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 a matrix of issues and concerns and their corresponding interventions to the Office of the Regional Director.
6. Lead in the monitoring of the TA provided and determine SDO progress in addressing the gaps.
7. Spearhead in the conduct of preparatory meetings prior to the delivery of technical assistance to SDOs.
8. 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.
9. 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 implement 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 of the dissemination and clarification of DepEd policies, programs, projects, and processes.
4. Identifies and coordinates with the concerned RFTATs, and 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
Regional Field Technical Assistance Steering Committee				
Atty. Alberto T. Escobarte, CESO II	Chairman	Regional Director	region4a@deped.gov.ph	ALL SDOS
Cherrylou D. Repia	Co – Chaiman	Assistant Regional Director	ard.calabarzon@deped.gov.ph	
Michael Girard R. Alba	Over – All Team Leader	Chief – FTAD	michael.alba@deped.gov.ph	
Regional Field Technical Assistance Teams				
Team 1				
Job S. Zape Jr.	Team Leader	Chief – CLMD	job.zape@deped.gov.ph	Sta. Rosa City Biñan City Cabuyao City
Ariel Azuelo	Assistant Team Leader	Public Affairs Unit Head	ariel.azuelo@deped.gov.ph	
Donna L. Lago		Education Program Supervisor	donna.lago@deped.gov.ph	
Jocelyn Buclig		Attorney IV	jocelyn.buclig@deped.gov.ph	
Allan Tipan		Education Program Supervisor	allan.tipan@deped.gov.ph	
Elaine Balaogan		Education Program Supervisor	clmd.calabarzon@deped.gov.ph	
Lea M. Villalobos		Accountant III	lea.villalobos002@deped.gov.ph	
Philips T. Monterola	Member	Regional Coordinator	philips.monterola@deped.gov.ph	
Team 2				
Eduarda Zapanta	Team Leader	Chief – ESSD	eduarda.zapanta@deped.gov.ph	Rizal Antipolo City Cavite City
Rey Valenzuela	Assistant Team Leader	ICT Unit Head	rey.valenzuela@deped.gov.ph	
Bernardo C. Pacual	Member	PDO IV	bernardo.pascual@deped.gov.ph	
Bryan Pobe		Education Program Supervisor	bryan.pobe@deped.gov.ph	
Jocelyn Martin		BAC	jocelyn.martin004@deped.gov.ph	
Wilbert Ulpindo		Project Development Officer II	wilbert.ulpindo001@deped.gov.ph	
Ma. Milagros I. Ong		Administrative Officer II	mamilagros.ong@deped.gov.ph	
Evan Lynn – Dell C. Masing	Administrative Assistant V	evan.cortez@deped.gov.ph		
Team 3				
Andrea Mabel E. Abrencillo	Team Leader	Education Program Supervisor	andrea.abrencillo@deped.gov.ph	Tanauan City
Angelina Mendiola	Assistant Team Leader	Supervising Administrative Officer	angelina.mendiola@deped.gov.ph	
Omer P. Licyayo		Legal Officer	omerlicyayao@deped.gov.ph	

Neil Evangelista	Member	Nutritionist-Dietitian II	neil.evangelista@deped.gov.ph	Lipa City	
Glenda dela Torre		Education Program Specialist	glenda.delatorre@deped.gov.ph	Calamba City	
Leonel Domingo		Accountant II	leonel.domingo@deped.gov.ph		
James Mattwil Abalos		Senior Technical Assistant II	jm.abalos@deped.gov.ph		
Marvelino Niem		Education Program Supervisor	marvelino.niem@deped.gov.ph		
	Team 4				
Elino S. Garcia	Team Leader	Education PProgram Supervis	elino.garcia@deped.gov.ph	Laguna Province	
Emelia M. Aytona	Assistant Team Leader	Education Program Supervisor	emelia.aytona001@deped.gov.ph		
Jumar M. Sadsad	Member	Planning Officer III	jumar.sadsad@deped.gov.ph		San Pablo City
Gian Carlo G. Ventura		Administrative Officer IV	gian.ventura@deped.gov.ph		
Sheenamae Rembulat		Accountant I	sheenamae.rembulat@deped.gov.ph		San Pedro City
Michael Girard R. Alba		Chief, FTAD	michael.alba@deped.gov.ph		
Maria Susana M. Oliveros		Administrative Officer V	maria.oliveros004@deped.gov.ph		
Gelsie M. Garrido		Regional Coordinator	gelsie.garrido@deped.gov.ph		
	Team 5				
Luz. E. Osmeña	Team Leader	Chief – HRDD	luz.osmena@deped.gov.ph	Cavite Province	
Jisela Ulpina	Assistant Team Leader	Education Program supervisor	jisela.ulpina@deped.gov.ph		
Virgilio Guevara	Member	Education Program Supervisor	virgilio.guevarra@deped.gov.ph		General Trias City
Elena Lopez		Education Program Supervisor	elena.lopez005@deped.gov.ph		
Alvin Metrillo		Education Program Specialist	alvin.metrillo@deped.gov.ph		
Jeremiah Trinidad		Accountant II	jeremiah.trinidad@deped.gov.ph		
Pearl Oliveth Intia		Medical Doctor III	pearl.intia@deped.gov.ph		
Maricris Tadioan		Education Program Specialist	maricris.tadioan@deped.gov.ph		
	Team 6				
Viernalyn M. Nama	Team Leader	Chief – PPRD	viernalyn.nama@deped.gov.ph	Bacoor City	
Nadina Gatton	Assistant Team Leader	Education Program Supervisor	nadina.gatton@deped.gov.ph		
Laarni Evaristo		Administrative Officer V	laarni.evaristo@deped.gov.ph		

Edilberto A. Damiles Jr.	Member	TA II	edilberto.austria@deped.gov.ph	Imus City
Romyr L. Lazo		Education Program Supervisor	clmd.calabarzon@deped.gov.ph	Dasmariñas City
Ma. Rojane Miranda		Administrative Officer IV	maria.miranda007@deped.gov.ph	
Adrian Bullo		Statistician I	adrian.bullo@deped.gov.ph	
Syril Zenarosa		Administrative Officer V	cashier.calabarzon@deped.gov.ph	
Team 7				
Danilo H. Ilagan	Team Leader	Education Program Supervisor	danilo.ilagan@deped.gov.ph	Batangas Province Batangas City
Emelia P. Crescini	Assistant Team Leader	Education Program Supervisor	emelia.crescini@deped.gov.ph	
Marites L. Gloria	Member	Chief – Finance Division	marites.gloria@deped.gov.ph	
Ma. Joan Paula Dino		Project Development Officer II	pau.calabarzon@deped.gov.ph	
Nimfa Bermendi		Teacher Credential Evaluator	personnel.calabarzon@deped.gov.ph	
Jona Malonzo		Education Program Specialist	jona.marfil@deped.gov.ph	
Eugenio Adrao		Education Program Supervisor	eugenio.adrao@deped.gov.ph	
Team 8				
Michael Girard R. Alba	Team Leader	Chief – FTAD	michael.alba@deped.gov.ph	Quezon Province
Nancy Dizon	Assistant Team Leader	Supervising Administrative Officer	nancy.dizon002@deped.gov.ph	
Annaliza Araojo	Member	Dentist III	essd.calabarzon@deped.gov.ph	Lucena City
Mark Anthony Malonzo		Education Program Specialist	markanthony.malonzo001@deped.gov.ph	
Ann Geralyn T. Pelias		Chief – Administrative Division	ann.pelias@deped.gov.ph	Tayabas City
Buenalyn M. Manuel		Education Program Supervisor	buenalyn.manuel01@deped.gov.ph	
Babeth C. Cruz		Administrative Officer V	babeth.cruz@deped.gov.ph	
Eugene Ray Santos		Education Program Supervisor	eugeneray.santos@deped.gov.ph	
Pacita Lungcay		Education Program Supervisor	pacita.lungcay@deped.gov.ph	