

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



FTAD-RM-2023-703

21 November 2023

Regional Memorandum
No.703 s.2023

**REINVIGORATING THE COMPOSITION OF THE REGIONAL
FIELD TECHNICAL ASSISTANCE COMPOSITE TEAM
(RFTATs)**

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

1. Pursuant to DepEd Order No. 52, s. 2015, this Office, through the Field Technical Assistance Division announces the Reinvigorating the Composition the Regional Field Technical Assistance Composite Teams (RFTACTs)
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 will 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 toward achieving the MATATAG Agenda.
3. The RFTATs are intended to strengthen the operationalization of programs, projects and activities in ensuring its effective implementation adhering to the MATATAG Agenda. Specifically, to provide the latter with the help and support in addressing the bottlenecks, logs, issues and concerns (BLICs) commonly encountered by the public in school operations. The team assigned to the SDO will provide appropriate needs-based and policy- based interventions for the improvement of SDOs, districts, and schools toward resolving BLICs resulting in the achievement of learners' full potential.
4. Attached is a copy of the Reinvigorated Regional Field Technical Assistance Composite Teammates and their terms of reference.
5. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of Field Technical Assistance Division, at 09178882731.






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


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director 

FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE COMPOSITE TEAM

General Function of the Regional Field Technical Assistance Composite Team

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. 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 the client information on where to source 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 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. 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 RFTACTs.

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 (RFTACTs).

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 RFTACTs / 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 RFTACTs engagement.
3. Attends in the conduct of RFTACTs 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 Regional 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 COMPOSITE TEAMS (RFTACTs)

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
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	Regional Field Technical Assistance Teams			
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