

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



FTAD-RM-2024-359

14 May 2024

Regional Memorandum
No.359 s.2024

RECONSTITUTION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMMATES (RFTACTs)

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

1. Pursuant to DepEd Order No. 53, s. 2013¹ and DepED Order No. 009, s. 2021², this Office, through the Field Technical Assistance Division announces the Reconstitution of the Regional Field Technical Assistance Composite Teammates (RFTACTs).
2. The RFTACTs' primary professional activities are to provide technical assistance (TA) to Schools Division Offices (SDOs), Districts, Schools, and Community Learning Centers, where applicable. The RFTACTs give relevant and timely technical help on identified areas for improvement in school operations based on bottlenecks, lags, issues, and concerns (BLICs) encountered by the field.
3. Technical assistance and coaching are both characterized as forms of professional support that help people be more productive in their roles and/or achieve certain goals. Although TA encompasses a larger range of interventions, coaching is a more relational form of support. Coaching can be a short-term interactive and collaborative learning mode in which the coach works with the coachee to attain specific professional goals and improve performance.
4. The purpose of TA delivery is to provide schools with broad-based capacity-building opportunities to ensure the effective implementation of programs, projects, and activities aimed at improving learning outcomes. The major goal

¹ Approval and Implementation of the 2013 DepEd Rationalization Program


² Institutionalization of a Quality Management System in the Department of Education



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of giving TA/coaching to program participants is to ensure that learning is reinforced, applied, and monitored.

5. All technical assistance requests by the SDO, district or schools must undergo a thorough assessment before the delivery of technical assistance by the Regional Field Technical Assistance Teams.
6. Attached is a copy of the Reconstituted Regional Field Technical Assistance Composite Teammates and their terms of reference.
7. For more information or queries, you may contact Mr. Michael Girard R. Alba, Chief of the Field Technical Assistance Division, at 09178882731.
8. Immediate dissemination and compliance with this Memorandum are highly desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

cc:04/ROF1

FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMMATES

General Function of the Regional Field Technical Assistance Composite 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. Appraise clients on the status of their performance and to do their functions.
3. Provide the necessary information for 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 of policy formulation.


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 focused on Key Result Areas covered by the TA provider aligned with SDOs that need TA.
3. Attend 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 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. Give strategic direction to immediately resolve issues and concerns in the field.
2. Make decisions at key governance points during the provision of technical assistance.
3. Support the Regional Field Technical Assistance Teammates.

Over – All Team Lead and FTAD Personnel


1. Lead in the management and implementation of TA mechanism, processes, and systems of the Regional Field Technical Assistance Teams (RFTATs) and Division Field Technical Assistance Teams (DFTATs) for improved governance, and all areas of management operations.
 2. Lead in the creation and operationalization of Regional Field Technical Assistance Teams (RFTATs).
 3. Ensure systematic and relevant needs-based TA provision and strategic technical assistance to ensure effective implementation of PPAs in the SDOs.
 4. Spearhead the tracking and analyzing of the implementation of results of Technical Assistance interventions such as but not limited to Deped Issuances and utilization of research based on context and priority.
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5. Ensure sustainability of community of practice in collaboration with the RFTATs for continuous improvement and effective delivery of basic education services.

Team Leader

1. Model exemplary skills in the provision of technical assistance.
2. Lead colleagues in collaborating with regional field technical assistance teams in innovating and designing TA strategies to support better learning outcomes.
3. Model exemplary skills in the needs and provision of technical assistance to SDOs for the improvement of the schools' management and operations.
4. Model exemplary skills in utilizing a wide range of effective and efficient communication platforms to support divisions/ schools and/or learning centers in improving the delivery of basic education services.
5. Ensures 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.
6. Coordinates with the RFACTs/ Functional Division in charge of disseminating and clarifying DepEd policies, programs, projects, and processes.
7. Provide technical assistance and coaching on the implementation of the programs, projects, and activities of the region and divisions.
8. Coordinate with FTAD in the development of the TA/coaching plan in the assigned SDO in collaboration with another team member.
9. Submit a report on TA/Coaching activities to FTAD.
10. Attend meetings as may be called.

Assistant Team Leader

1. Model exemplary skills in the provision of technical assistance.
 2. Assist in leading colleagues in collaborating with regional field technical assistance teams in innovating and designing TA strategies to support better learning outcomes.
 3. Model exemplary skills in the needs and provision of technical assistance to SDOs for the improvement of the schools' management and operations.
 4. Model exemplary skills in utilizing a wide range of effective and efficient communication platforms to support divisions/ schools and/or learning centers in improving the delivery of basic education services.
 5. Help in ensuring 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.
 6. Facilitate the coordination with the RFACTs/ Functional Division in charge of disseminating and clarifying DepEd policies, programs, projects, and processes.
 7. Provide technical assistance and coaching on the implementation of the programs, projects, and activities of the region and divisions.
 8. Assist in coordinating with FTAD in the development of TA/coaching plan in the assigned SDO in collaboration with other team members.
 9. Submit a report on TA/Coaching activities to FTAD.
 10. Attend meetings as may be called.
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Team Members

1. Facilitate in the management and implementation of TA mechanisms, processes, and systems to improve governance, operations, and curriculum management.
2. Provide systematic, relevant, need-based, and strategic technical assistance to ensure effective implementation of PPAs in the SDOs.
3. Track and analyze the implementation and results of TA interventions on governance, operations, and curriculum management.
4. Monitor the sustainability of the community of practice in collaboration with the RFTATs for continuous improvement and effective delivery of basic education services.
5. Coordinate with the RFTATs in innovating and designing TA strategies to support better learning outcomes.
6. Identify and recommend effective and efficient communication platforms to support divisions/ schools and/ or learning centers in improving the delivery of basic education services.
7. Participate actively 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.
8. Attend and actively participate in all RFTACT meetings and activities.
9. Accomplish all forms relative to the conduct of the activity.



**REGIONAL FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMMATES
(RFTACTs)**

RFTACTs	Assignment	Designation	E-mail	Assigned Schools Division Offices
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