



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



06 May 2026

**Regional Memorandum**  
No.307 s.2026

**OPERATIONALIZATION OF THE VETTED TECHNICAL ASSISTANCE (TA) PROCESS, SYSTEM, MECHANISM, AND TOOLS**

To: **Schools Division Superintendents**  
**Functional Division Chiefs**  
**Public Schools District Supervisors**  
**Public School Heads**

1. In line with the institutionalization of shared governance in basic education under Republic Act No. 9155<sup>1</sup> and Regional Memorandum No. 259, s. 2026<sup>2</sup>, this Office hereby issues the enclosed “Guidelines on the Operationalization of the Vetted Technical Assistance (TA) Process, System, Mechanism, and Tools of DepEd Region IV-A CALABARZON.
2. The Guidelines establish a needs-based, data-informed, time-bound, documented, and measurable TA system, and clarify a tiered delivery process of the Regional Office (RO) to Schools Division Office (SDO), and to Schools, including intake, triage, diagnosis, TA planning, delivery, documentation, monitoring, and closure.
3. The operational mechanisms in the Guidelines are intended to fill in the details of the region-wide implementation while observing statutory roles and proper lines of authority, particularly that TA should strengthen performance and accountability without displacing functions assigned by laws and existing DepEd policies to the Regional Office Personnel, Schools Division Superintendents, School Heads, and other field officials.
4. The SDOs are directed to organize and strengthen the SDO Technical Assistance Team (CID/SGOD) as the first-line TA provider to schools; adopt the standardized forms/tools attached as annexes, and align internal workflows to

<sup>1</sup> Republic Act No. 9155, Governance of Basic Education Act of 2001” (2001)

<sup>2</sup> Consultative Meeting on the Operationalization of Deped Region IV-A CALABARZON Technical Assistance (TA) Mechanism, Process, and System



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required Quarterly TA Summary Report to the Regional Office through the Field Technical Assistance Division within the prescribed period, for consolidation into a Regional TA Dashboard (Online Tracking and Analysis System (OTAS)).

5. For inquiries and clarifications, please contact Chief Michael Girard R. Alba, Field Technical Assistance Division at 0917-888-2731 or through email at [michael.alba@deped.gov.ph](mailto:michael.alba@deped.gov.ph).
6. Immediate dissemination and strict compliance are hereby enjoined.



**CARLITO D. ROCAFORT**  
Director IV

04/ROF1

## **OPERATIONALIZATION OF THE VETTED TECHNICAL ASSISTANCE (TA) PROCESS, SYSTEM, MECHANISM, AND TOOLS**

### **I. Purpose**

Pursuant to the shared governance framework in basic education<sup>3</sup>, this Office, through the Field Technical Assistance Division, adopts a Technical Assistance (TA) Operations Mechanism, Process, and System to ensure that TA is needs-based, data-informed, time-bound, documented, measurable, and aligned with statutory functions under RA 9155 and relevant DepEd policies on School-Based Management and field technical assistance.

### **II. Legal and Policy Bases**

1. RA 9155 institutionalizes shared governance across all levels and expects field offices to translate national policy into responsive programs and services while ensuring accountability for results.
2. TA must not displace or substitute supervisory and line authority functions but shall complement and strengthen them in accordance with RA 9155.
3. Alignment with DepEd Orders on School-Based Management (DO 007, s. 2024), Philippine Professional Standards for Teachers (PPST), and instructional supervision policies and Decentralized Decision-Making. DepEd policy recognizes SBM as decentralizing decision-making to schools to improve learning outcomes through community participation.

### **III. Definition of Technical Assistance (TA)**

For these Guidelines, Technical Assistance (TA) refers to targeted support provided by the RO and/or SDO to address a validated performance or implementation gap through coaching, mentoring, process clinics, modeling, quality assurance reviews, and provision of tools/templates. TA is not limited to training and must be tied to measurable outputs, outcomes, and verification mechanisms.

### **IV. Scope and Coverage**

These Guidelines shall cover all TA provided by: (a) the Regional Office (RO) to Schools Division Offices (SDOs); and (b) SDOs to schools, including support on but not limited to:

- a. curriculum implementation and learning delivery;
- b. assessment, learner progress monitoring, and intervention design;
- c. school improvement planning, governance, and SBM-related support; and
- d. administrative and operational support directly linked to program implementation and learning outcomes necessary to enable program implementation.

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<sup>3</sup> Republic Act No. 9155 (2001).



## V. Guiding Principles


TA in Region IV-A shall be:

1. Demand-driven and evidence-based, supported by minimum required data such as performance indicators, monitoring results, or validation findings.
2. Tiered from the RO to SDO to schools, with clearly defined escalation criteria based on complexity, scale, and risk (Section VIII) to RO, with escalation based on complexity/scale/risk.
3. Time-bound (service timelines and closure requirements).
4. Documented (TA case file with artifacts and outputs).
5. Measured through:
  - a. Output Indicators
    - Number of TA sessions conducted
    - Tools/templates provided
  - b. Outcome Indicators
    - Improvement in lesson delivery
    - Increased SBM rating
  - c. Impact Indicators
    - Learner performance gains
    - Reduced implementation gaps
6. Consistent with shared governance and statutory functions, TA strengthens performance and accountability while respecting proper lines of authority under RA 9155.

## VI. Roles and Responsibilities

### A. Regional Office (RO)

The RO shall:

- a. Maintain a Regional TA Pool (Regional Field Technical Assistance Teams, RFTATs) and roster of subject-matter experts.
  - b. Operate a standardized and, where applicable, digital TA intake, triage, assignment, and tracking system for RO-handled and RO-escalated cases.
  - c. Provide TA primarily for systemic operationalization and ensuring no duplication of SDO functions, cross-SDO, high-complexity, or high-risk concerns.
  - d. Provide capability-building to SDO TA Teams (standards, tools, coaching protocols, QA).
  - e. Ensure TA interventions remain consistent with statutory roles and do not displace division/school functions.
- 

## **B. Schools Division Office (SDO)**

The SDO shall:

- a. Establish and strengthen the SDO TA Team (CID/SGOD) as the first-line TA provider and instructional support unit for schools.
- b. Receive and validate school requests and provide TA within division capacity.
- c. Escalate to the RO only cases that meet the escalation criteria in Section VIII.
- d. Ensure school-level implementation follow-through, monitoring, and closure.
- e. Maintain standardized TA records using prescribed tools and submit quarterly reports required under Section XI.

## **C. Schools**

Schools shall:

- a. Submit TA requests with minimum required supporting evidence, guided by prescribed templates and context.
- b. Participate in diagnosis and planning.
- c. Implement agreed actions.

## **VII. Standard TA Cycle**

All TA engagements shall follow this standardized cycle. Each step requires output and decision points to ensure traceability, measurability, and timely closure.

1. **Intake**  
 Input: TA Request Form (RO-FTAD-F001)  
 Output: Acknowledgment + case number + initial completeness check
2. **Triage**  
 Action: Rate urgency/complexity/scale/risk using (RO-FTAD-F002)  
 Output: Triage decision (SDO-handled vs. RO-escalated) + assignment
3. **Diagnosis**  
 Action: Evidence review, site/virtual validation, root-cause analysis (RO-FTAD-F003)  
 Output: Diagnosis notes + validated problem statement + baseline indicators
4. **TA Plan**  
 Action: Agree on scope, deliverables, roles, schedule, and indicators (RO-FTAD-F004)  
 Output: Signed/confirmed TA Plan by concerned RO/SDO and school representatives + timeline + monitoring checkpoints
5. **Delivery**  
 Action: Implement TA modalities (RO-FTAD-F005)  
 Output: Session outputs, tools provided, agreed actions

**6. Documentation**

Action: Keep TA case file and session documentation (RO-FTAD-007) and (RO-FTAD-008)

Output: Complete case file with artifacts and evidence of delivery

**7. Monitoring**

Action: Check adoption and results using the monitoring checklist (RO-FTAD-F006)

Output: Monitoring notes, indicator updates, corrective action if needed

**8. Closure**

Action: Validate completion vs. TA Plan indicators; identifying next steps

Output: TA Completion/Report (RO-FTAD-F009) and Performance Contract (RO-FTAD-F010)

**VIII. Triage and Escalation Criteria****A. Handled by SDO TA Team**

- a. Cases are handled at the SDO level when they are:
- limited to a single school or small cluster;
  - low to medium complexity, as defined in the Triage Matrix;
  - without region-wide policy implications; and
  - manageable within division resources and timelines.

**B. Escalated to RO Team**

- b. Cases are elevated to the RO when they involve:
- across-SDO or division-wide systemic issues;
  - high complexity requiring specialized expertise; or
  - high-risk implementation issues (e.g., compliance-critical programs, significant learning loss, or major service delivery disruptions)

**IX. Required Forms / Tools (Annexes)**

For uniform implementation, the following standardized forms shall be adopted:

- RO-FTAD-F001 – TA Request Form (Annex A)
- RO-FTAD-F002 – Triage Matrix and Assignment Sheet/ Needs Assessment (Annex B)
- RO-FTAD-F003 – TA Diagnosis Guide (5 Whys Diagram) (Annex C)
- RO-FTAD-F004 – TA Plan Template (Annex D)
- RO-FTAD-F005 – Coaching/Clinic Documentation Template (Annex E)
- RO-FTAD-F006 – Monitoring Checklist (Annex F)
- RO-FTAD-F007 – Commitment to Change
- RO-FTAD-F008 – TA Feedback
- RO-FTAD-F009 – TA Completion/TA Report
- RO-FTAD-F010 – Closure Report/Performance Contract (Annex G)

**X. Service Timelines**

Unless urgency/scale warrants adjustment, which must be justified and documented in the TA case file):

- Acknowledgment of request: within 2 working days
- Triage decision: within 5 working days
- TA Plan agreed: within 10 working days
- Initial TA session/touchpoint: within 15 working days
- Closure: within 30–90 days, depending on scope and indicators

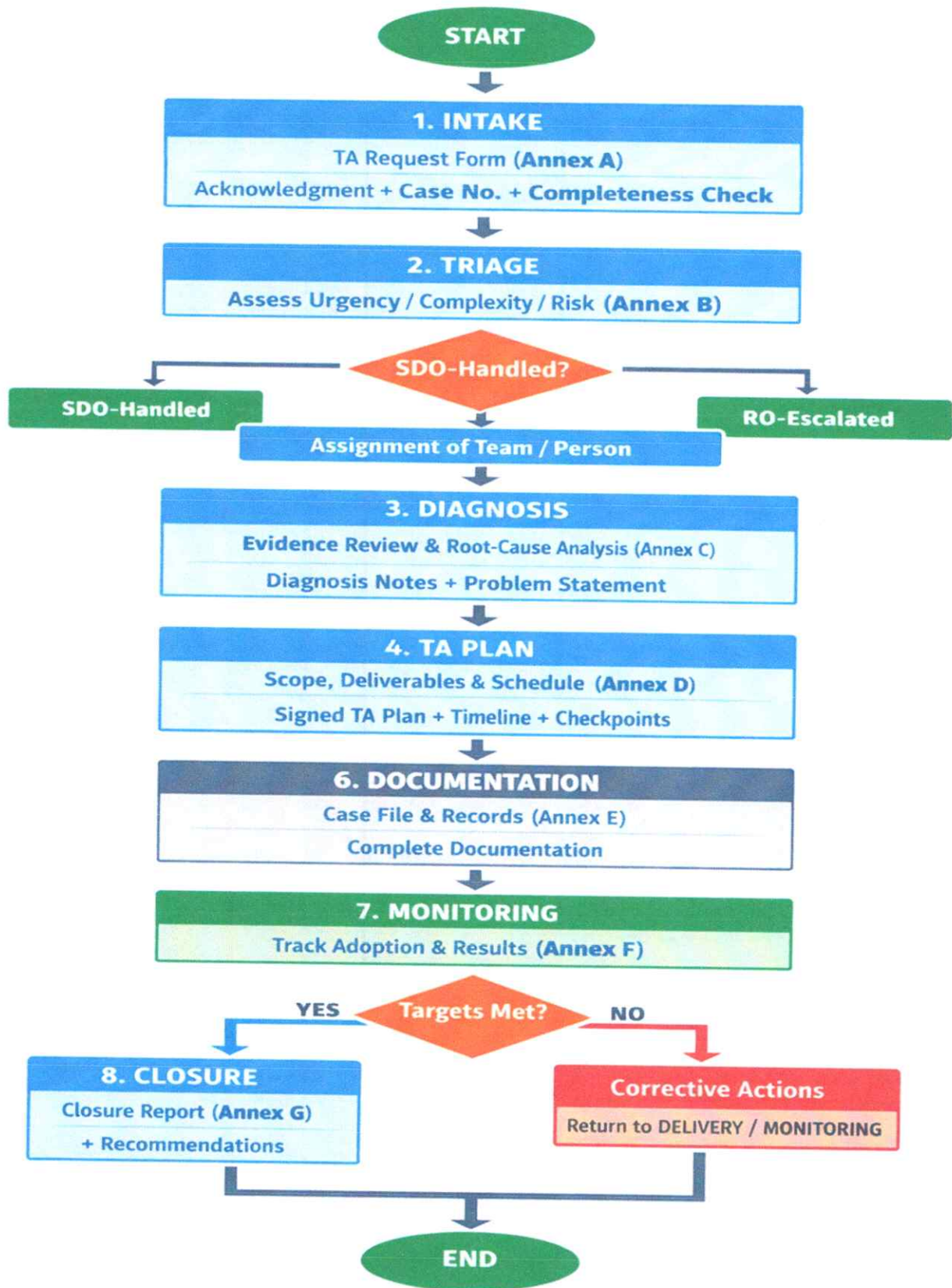
**XI. Reporting, Dashboard, and Continuous Improvement**

Each SDO shall submit a quarterly report using a standardized template covering TA volume, top issues, closure rate, results/indicator movement, good practices, and unresolved/escalated cases.

The RO shall consolidate submissions into a Regional TA Dashboard to support decision-making, make it accessible to concerned offices, and present quarterly insights to guide planning, resource allocation, and capability-building priorities.

Recurring high-frequency issues shall trigger preventive actions (templates, advisories, coaching packages) and targeted capacity building, consistent with shared governance and field-office responsiveness under Republic Act No. 9155 (2001).

## PROCESS FLOW



# REVITALIZED TECHNICAL ASSISTANCE (TA) OPERATIONAL FRAMEWORK OF DEPED REGION IV-A CALABARZON

## REVITALIZED TECHNICAL ASSISTANCE (TA) OPERATIONAL FRAMEWORK

### DepEd Region IV-A CALABARZON

Needs-based · Data-informed · Time-bound · Documented · Measurable · Consistent with RA 9155 (2001)

#### VI. ROLES AND RESPONSIBILITIES (SHARED GOVERNANCE)



#### III. DEFINITION OF TA

Technical Assistance (TA) refers to targeted support provided by the Regional Office (RO) and/or Schools Division Office (SDO) to address a validated performance or implementation gap through coaching, mentoring, process clinics, modeling, quality assurance reviews, and provision of tools/templates, and is **not limited** to training.

#### IV. SCOPE AND COVERAGE

- This covers all TA provided:
- By the Regional Office (RO) to Schools Division Offices (SDOs); and
  - By SDOs to schools, including (but not limited to):
    - Curriculum implementation and learning delivery support
    - Assessment, learner progress monitoring, and intervention design
    - School improvement planning, governance, and SBM-related support
    - Administrative and operational support necessary to enable program implementation

- #### V. GUIDING PRINCIPLES
- Demand-driven and evidence-based** (supported by minimum data/observations)
  - Tiered** (School to SDO to RO; escalation based on complexity/scale/risk)
  - Time-bound** (service timelines and closure requirements)
  - Documented** (TA case file with artifacts and outputs)
  - Measured** (defined indicators and verification)
  - Consistent with shared governance and statutory functions**
- TA must strengthen performance without altering statutory supervisory lines.



#### VIII. TRIAGE AND ESCALATION CRITERIA

- A. HANDLED BY SDO TA TEAM**
- Single school / small cluster concerns
  - Low to medium complexity
  - No region-wide policy implications
  - Manageable within division resources
- B. ESCALATED TO RO TA POOL**
- Cross-SDO or division-wide systemic issues
  - High-complexity concerns requiring specialized expertise
  - High-risk implementation issues with urgent timelines

#### IX. REQUIRED FORMS / TOOLS (ANNEXES)

- Annex A - TA Request Form (Intake)
- Annex B - Triage Matrix and Assignment Sheet
- Annex C - TA Diagnosis Guide (S Why's / Fishbone)
- Annex D - TA Plan Template (One-page)
- Annex E - Coaching Clinic Documentation Template
- Annex F - Monitoring Checklist
- Annex G - TA Completion / Closure Report Template

#### X. TIMELINES



#### II. PURPOSE

Ensure that TA in DepEd Region IV-A CALABARZON is needs-based, data-informed, time-bound, documented, measurable, and consistent with shared governance under RA 9155 (2001).

**Strengthening Performance. Respecting Roles. Advancing Learning. Outcomes Together.**

DepEd Region IV-A CALABARZON is committed to an effective, accountable, and responsive Technical Assistance System that empowers schools and divisions to deliver quality basic education services for every learner.



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REGION IV-A CALABARZON

**TECHNICAL ASSISTANCE REQUEST FORM**

|   |   |  |
|---|---|--|
| <b>TEADOC CODE :</b>  |   |  |
| <b>Division/Unit/Section/SDO:</b>   | <b>Date:</b>  |  |
| <b>Name:</b>  | <b>Email Address/Mobile Number:</b>   |  |
| <b>Type of Request:</b><br><input type="checkbox"/> Technical Assistance<br><input type="checkbox"/> Speaker / Facilitator<br><input type="checkbox"/> Invitation from FDs/ SDOs/<br>Other Regions<br><b>Others</b> (please specify):<br><br>_____  | <b>Purpose of Request: (attached the letter of request)</b><br><br><br><br><br><br><br><br><br><br><b>Name/Signature</b> _____          |  |
| <input type="checkbox"/> Curriculum and Teaching<br><input type="checkbox"/> Learning Environment<br><input type="checkbox"/> Leadership<br><input type="checkbox"/> Governance and Accountability<br><input type="checkbox"/> Human Resource and Team Development<br><input type="checkbox"/> Finance and Resource Management and Mobilization |   |  |
| <b>Received by:</b>   | <b>ACTION TAKEN:</b><br><input type="checkbox"/> Approved<br><input type="checkbox"/> Disapproved<br><input type="checkbox"/> No action | <b>Remarks:</b><br><input type="checkbox"/> Conflict of Schedule<br><input type="checkbox"/> Non - KRA<br><input type="checkbox"/> No TA Plan Attached |
| <b>Date Received:</b>   | <b>Approved by:</b>   | <b>Released by:</b>  |
| <b>TA Plan reviewed and recommended by:</b><br><br><b>MICHAEL GIRARD R. ALBA</b><br>Chief Education Supervisor  | <b>CARLITO D. ROCAFORT</b><br>Director IV   |  |
| <b>Comments/ Suggestions:</b><br><br>_____<br>_____<br>_____  | <b>Date Approved:</b>   | <b>Date Release:</b>   |

Notation:

\_\_\_\_\_

\_\_\_\_\_



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**TRIAGE MATRIX AND ASSIGNMENT SHEET**

**DIVISION:** \_\_\_\_\_  
**SCHOOL:** \_\_\_\_\_

| PERFORMANCE INDICATOR   | PRIORITY NEEDS |            | TA PROVIDER  |    | REMARKS |
|---|----------------|------------|--|----|---------|
|   | URGENT         | NOT URGENT | RO   | DO |         |
| 1. Curriculum and Teaching  |                |            |  |    |         |
| 2. Learning Environment   |                |            |  |    |         |
| 3. Leadership   |                |            |  |    |         |
| 4. Governance and Accountability  |                |            |  |    |         |
| 5. Human Resource and Team Development  |                |            |  |    |         |
| 6. Finance and Resource Management and Mobilization                             |                |            |  |    |         |
| <b>Assessed:</b><br>(FTAD EPS)<br><br>_____<br>Signature Over Printed Name/Date |                |            | <b>Reviewed and Noted:</b><br>(Chief, FTAD)<br><br>_____<br>Signature Over Printed Name/Date |    |         |





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**TA DIAGNOSIS GUIDE – 5 WHYS TEMPLATE**

School:  
District:  
Division:  
Date:

|   |
|---|
| <b>Problem Statement: (Clearly describe the issue)</b>                    |
| <b>Why 1: Why did this problem happen?</b>                                |
| <b>Why 2: Why did that happen?</b>  |
| <b>Why 3: Why did that happen?</b>  |
| <b>Why 4: Why did that happen?</b>  |
| <b>Why 5: Why did that happen?</b>  |
| <b>Root Cause: (Based on your 5th Why)</b>                                |
| <b>Corrective Action: (What will you do to fix it?)</b>                   |
| <b>Preventive Action: (How will you prevent it from happening again?)</b> |





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**TECHNICAL ASSISTANCE PLAN**

| Prioritized Needs of Clients | TA Objectives | Strategies / Activities | Expected Results | Time Frame | Resources            |                     |          |
|------------------------------|---------------|-------------------------|------------------|------------|----------------------|---------------------|----------|
|                              |               |                         |                  |            | Person's Responsible | Funding Requirement | Material |
|                              |               |                         |                  |            |                      |                     |          |
|                              |               |                         |                  |            |                      |                     |          |
|                              |               |                         |                  |            |                      |                     |          |
|                              |               |                         |                  |            |                      |                     |          |

Prepared by:

Reviewed by:

Recommending Approval:

Approved:



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## COACHING / CLINIC DOCUMENTATION TEMPLATE

### 1. Basic Information

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue/Platform: \_\_\_\_\_  
Coach/Facilitator: \_\_\_\_\_  
Coachee/Teacher/Participant: \_\_\_\_\_  
School/Office: \_\_\_\_\_

### 2. Purpose of Coaching/Clinic

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 3. Focus Area / Topic

- Curriculum and Teaching
- Learning Environment
- Leadership
- Governance and Accountability
- Human Resource and Team Development
- Finance and Resource Management and Mobilization

### 4. Issues / Challenges Identified

Issue 1: \_\_\_\_\_  
Issue 2: \_\_\_\_\_  
Issue 3: \_\_\_\_\_

### 5. Coaching/Clinic Discussion Summary

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 6. Key Insights / Diagnosis

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 7. Agreed Actions / Intervention Plan

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**8. Resources / Support Needed**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**9. Follow-up Schedule**

Next Coaching Date: \_\_\_\_\_

Mode: \_\_\_\_\_

**10. Remarks / Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Coach/Facilitator: \_\_\_\_\_

Coachee/Participant: \_\_\_\_\_

| Action Step | Person Responsible | Timeline |
|-------------|--------------------|----------|
| _____       | _____              | _____    |
| _____       | _____              | _____    |
| _____       | _____              | _____    |



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## TECHNICAL ASSISTANCE (TA) MONITORING CHECKLIST TEMPLATE

Requesting Office/School: \_\_\_\_\_  
 Date of TA Request: \_\_\_\_\_  
 Date of Monitoring: \_\_\_\_\_  
 TA Provider/Team: \_\_\_\_\_  
 Mode of TA (Online/On-site/Blended): \_\_\_\_\_

| No. | Monitoring Area           | Indicators                                    | Status<br>(✓/ X) | Remarks/Findings |
|-----|---------------------------|---|------------------|------------------|
| 1   | TA Request Documentation  | Complete TA request form submitted            |                  |                  |
| 2   | Diagnosis Stage           | Problem correctly identified and validated    |                  |                  |
| 3   | TA Plan                   | Clear objectives and agreed intervention plan |                  |                  |
| 4   | Implementation            | TA activities implemented as scheduled        |                  |                  |
| 5   | Stakeholder Participation | Active involvement of concerned personnel     |                  |                  |
| 6   | Resource Support          | Materials/tools provided and utilized         |                  |                  |
| 7   | Timeliness                | TA delivered within agreed timeline           |                  |                  |
| 8   | Quality of TA             | Appropriateness and effectiveness of support  |                  |                  |
| 9   | Documentation             | Reports, minutes, and outputs completed       |                  |                  |
| 10  | Issues/ Challenges        | Problems encountered are properly recorded    |                  |                  |

Summary of Findings

\_\_\_\_\_

\_\_\_\_\_

Recommendations / Next Steps

\_\_\_\_\_

\_\_\_\_\_

Monitored by: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



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**COMMITMENT TO CHANGE**

Name of TA Provider / Resource Speaker / Coach: \_\_\_\_\_

Purpose of Technical Assistance: \_\_\_\_\_

Please complete the following statements:

|   |
|---|
| * How can I use this new knowledge?                               |
| * How does this apply to my practice and to what I do?            |
| * What might I do differently based on what I have learned today? |
| * Potential Issues and Concerns / Challenges                      |
| * Possible Strategies / Solutions / Interventions                 |
| * Comments:   |
| * Suggestions:  |

Note: \* Required to answer all the following statements, if not applicable write N/A

|           |  |
|-----------|--|
| Name:     |  |
| School:   |  |
| District: |  |
| Division: |  |
| Date:     |  |



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### TECHNICAL ASSISTANCE FEEDBACK

We welcome the general views of our clients on the Technical Assistance we provide. Please check the space provided that corresponds to your evaluation.

Legend:

- 4 - Very Satisfied
- 3 - Satisfied
- 2 - Unsatisfied
- 1 - Very Unsatisfied

| STATEMENT   | 4 | 3 | 2 | 1 | TOTAL |
|---|---|---|---|---|-------|
| 1) Observes the schedule  |   |   |   |   |       |
| 2) Establishes the objectives of the technical assistance   |   |   |   |   |       |
| 3) Uses necessary tools / process / procedure for the conduct of the Technical Assistance   |   |   |   |   |       |
| 4) Provide relevant, timely and appropriate technical assistance  |   |   |   |   |       |
| 5) Understand the situation of Schools Division, Districts or schools in case may be, their needs, aspirations, plans , strength and weaknesses |   |   |   |   |       |
| 6) Recommends/suggests points for improvement   |   |   |   |   |       |
| 7) Provides constructive feedback and establishes a cordial atmosphere in giving of feedback  |   |   |   |   |       |
| 8) Manifest skills and competencies of the TA Provider  |   |   |   |   |       |
| 9) Processes the results of the technical assistance  |   |   |   |   |       |
| 10) Over -all general view in the provision of Technical Assistance   |   |   |   |   |       |

Comments:

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Suggestions:

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Signature over Printed Name

Division/School: \_\_\_\_\_

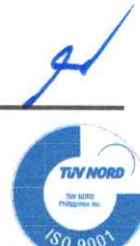
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**TECHNICAL ASSISTANCE REPORT**

**DIVISION:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SITUATIONAL ANALYSIS/CONTEXT:** \_\_\_\_\_

**TECHNICAL ASSISTANCE OBJECTIVES:**

**WHAT WAS UNDERTAKEN?**

| <b>PLANNING MADE</b> | <b>ACTION TAKEN</b> | <b>RESULTS</b> |
|----------------------|---------------------|----------------|
|                      |                     |                |

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| <b>Prepared:</b><br><i>(EPS/ Assigned RFTAT Member)</i><br><br>_____<br>Signature      Over      Printed<br>Name/Date | <b>Reviewed:</b><br><i>(RFTAT Team Leader)</i><br><br>_____<br>Signature      Over      Printed<br>Name/Date | <b>Noted:</b><br><i>(Chief, FTAD)</i><br><br>_____<br>Signature      Over      Printed<br>Name/Date |
|---|--|---|





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

**PERFORMANCE CONTRACT**

This Agreement is made by and between the Party A-Division/School Head of \_\_\_\_\_ and Party B-RO/DO (TA Provider) \_\_\_\_\_, in consideration of the binding agreement for progress monitoring and evaluation, and submission of reports to the Regional Office on the application of the Technical Assistance provided to the client.

We hereby declare and ask for Technical Assistance on the following aspects or concerns:

| OBJECTIVES | ACTIVITIES TO BE UNDERTAKEN BY RO/DO/DISTRICT/SCHOOL |          |          |                |         |
|------------|--|----------|----------|----------------|---------|
| 1          | CRITICAL GAPS IN TAKING ACTION                       | SCHEDULE | FINDINGS | TA TO BE GIVEN | REMARKS |
|            |  |          |          |                |         |
| 2          | CRITICAL GAPS IN TAKING ACTION                       | SCHEDULE | FINDINGS | TA TO BE GIVEN | REMARKS |
|            |  |          |          |                |         |

Based from the aforementioned priority areas and activities to be undertaken, we promise that this agreement be executed and subject for progress monitoring and evaluation to ensure effective programs implementation and eventually achievement of higher or better learning outcomes.

Signed:

Party A: \_\_\_\_\_  
Signature over printed name/position  
Division: \_\_\_\_\_  
Date: \_\_\_\_\_

Party B: \_\_\_\_\_  
Signature over printed name/position  
Date: \_\_\_\_\_



Address: Gate 2, Karangalan Village, Cainta, Rizal  
Telephone No.: 02-8682-2114  
Email Address: region4a@deped.gov.ph  
Website: depedcalabarzon.ph



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