



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

January 16, 2023

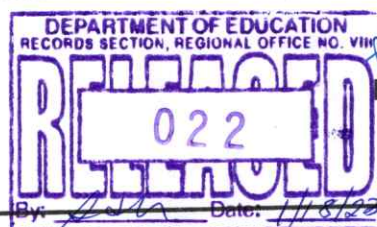
**OFFICE MEMORANDUM**

No. **022**, s. 2023

To: Assistant Regional Director  
Regional Office Division Chiefs  
All Others Concerned

**1<sup>st</sup> QUARTER PLANNING CONFERENCE CUM WORKSHOP ON TECHNICAL ASSISTANCE  
PROVISION WITH THE REGIONAL FIELD TECHNICAL ASSISTANCE  
COMPOSITE TEAMS (RFACTS)**

1. In preparation for the 1<sup>st</sup> quarter deployment of the Regional Field Technical Assistance Composite Teams (RFACTS), this Office, through the Field Technical Assistance Division (FTAD), shall conduct the 1<sup>st</sup> Quarter Regional Field Technical Assistance Composite Teams Planning Conference cum Workshop on February 17, 2023, 9:00 AM at RELC-NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The objectives of this activity are to:
  - a. present the analyzed data reported in the 4<sup>th</sup> Quarter RMEA;
  - b. harvest TA agenda and inputs from the Regional Functional Divisions (RFDs) for the 1<sup>st</sup> quarter RFACT deployment;
  - c. craft customized RFACTS' TA Provision Plan (RTAPP);
  - d. agree on the TA provision workflow/matrix and members' assigned tasks; and
  - e. set schedule on the submission of RFACTS' TA Reports.
3. The participants to this conference cum workshop are the Assistant Regional Director, Chiefs of the eight Regional Office Divisions, and the RFACT Members (see attached list).
4. The identified participants are advised to bring laptops and strictly observe COVID-19 health protocols during the activity. Attached is the Activity Matrix, for Reference.
5. Expenses incurred relative to this activity such as one meal and two snacks, venue rental, and materials shall be charged against FTAD Funds subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.



*dmj*  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director ✓



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ISO 9001:2015 Certified

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Attachment to OM No. 022 s. 2023

**1<sup>ST</sup> QUARTER PLANNING CONFERENCE CUM WORKSHOP ON TECHNICAL ASSISTANCE  
PROVISION WITH THE REGIONAL FIELD TECHNICAL ASSISTANCE  
COMPOSITE TEAMS (RFACTs)**

Activity Matrix  
**February 17, 2023**

Time	Activity	Person In-charge/Facilitator
09:00 a.m.	Opening Activities <ul style="list-style-type: none"> <li>➤ Preliminaries</li> <li>➤ Acknowledgement of Participants</li> <li>➤ Statement of Purpose</li> <li>➤ Messages</li> </ul>	Dr. Reynaldo E. Nayre <i>EPS</i> Ms. Mercedes D. Sarmiento <i>Chief, FTAD</i> Dr. Bebiano I. Sentillas, CESO V <i>Assistant Regional Director</i> Dr. Evelyn R. Fetalvero, CESO IV <i>Regional Director</i>
09:30 a.m.	Presentation of Analyzed RMEA Results for Q4 of 2022 with Issues and Gaps	Ms. Geraldine M. Mangaliman <i>EPS, TA Focal</i>
10:00 a.m.	Health Break	
10:05 a.m.	Presentation of TA Agenda and Inputs from RFDs	RFD Chiefs/Representative
11:30 a.m.	Presentation of TA provision Workflow/Matrix	Ms. Geraldine M. Mangaliman
12:00 p.m.	Lunch Break	
01:00 p.m.	Crafting of RFACTs' TA Provision Plans (RTAPP) and Dashboard of Issues and Gaps for SDOs	RFACTs
02:00 p.m.	Presentation and Critiquing of RTAPP and Dashboard	Dr. Reynaldo E. Nayre
03:30 p.m.	Submission of TA Reports	Ms. Mercedes D. Sarmiento
04:30 p.m.	Closing Activities <ul style="list-style-type: none"> <li>➤ Next Steps</li> <li>➤ Closing Prayer</li> </ul>	