



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

May 23, 2024

REGIONAL MEMORANDUM

No. **595** s. 2024

**CAPABILITY BUILDING OF THE MEMBERS OF THE RFTACT AND DFTACT
ON TECHNICAL ASSISTANCE MECHANISM AND PROCESSES**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. This Office, through the Field Technical Assistance Division (FTAD), shall conduct a Capability Building of the Members of the RFTACT and DFTACT on Technical Assistance Mechanism and Processes on July 15-19, 2024 at RELC-NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.
2. The activity aims to equip the TA providers with the necessary skills to provide strategic, relevant, effective, and efficient technical support to Schools Division Offices (SDOs) and the SDOs to schools and community learning centers (CLCs).
3. Attached are the list of expected participants and indicative Program of Activities for reference.
4. SDO Participants shall bring the latest sample Division Education Development Plan (DEDP), EBEIS Data -Access and Quality for the last five years, and sample Technical Assistance Plans.
5. Expenses on venue and meals of the participants shall be charged against FTAD Funds while travelling and lodging expenses of the SDO participants shall be charged against their respective local funds, subject to the usual government rules and accounting procedures. The first meal is lunch of Day 1, July 15, 2024, and the last meal is AM snacks of Day 5, July 19, 2024.
6. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director



Enclosures: None

References: None

To be indicated in the Perpetual Index under the following subjects:

CAPABILITY BUILDING

TECHNICAL ASSISTANCE

FTAD-GMM

Annex A

LIST OF PARTICIPANTS

RO Participants	No.	SDO Participants	No.
Admin (Chief, SAO, Unit Heads)	9	SGOD Chiefs	13
CLMD (Chief and EPSs)	11		
ESSD (Chief, HNU, Physical Facilities, and Partnership)	6		
Finance (Chief, Accountants, Budget Officer, and SAO)	8		
FTAD	4		
HRDD (Chief, EPSs, SEPS, and EPS II)	5		
PPRD (Chief, EPS, SEPS, Planning Officer, and AO)	5		
QAD (Chief and EPSs)	7		
RD	1		
ARD	1		
ORD - ICT	2		
ORD - Legal	4		
ORD - PAU	2		
Total	65		

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Annex B

Indicative Program of Activities

**Capability Building of the Members of the RFTACT and DFTACT
on Technical Assistance Mechanism and Processes**

July 15-19, 2024

Time	Topics
Day 1	
12:00 – 1:30 PM	Arrival and Registration
1:31 – 2:00 PM	Opening Program
2:01 – 2:30 PM	Session 1. Overview of Technical Assistance
2:31 – 2:45 PM	Health Break
2:46 – 5:00 PM	Session 2. KPI-Driven Technical Assistance
Day 2	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Session 2. KPI-Driven Technical Assistance
10:01 – 10:15 AM	Health Break
10:16 – 12:00 AM	Session 2. KPI-Driven Technical Assistance
12:01 – 1:00 PM	Lunch Break
1:01 – 3:00 PM	Session 3. TA to TA: Suggested Process
3:01 – 3:15 PM	Health Break
3:16 – 5:00 PM	Session 3. TA to TA: Suggested Process
Day 3	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Session 3. TA to TA: Suggested Process
10:01 – 10:15 AM	Health Break
10:16 – 12:00 AM	Session 3. TA to TA: Suggested Process
12:01 – 1:00 PM	Lunch Break
1:01 – 3:00 PM	Session 3. TA to TA: Suggested Process
3:01 – 3:15 PM	Health Break
3:16 – 5:00 PM	Session 3. TA to TA: Suggested Process
Day 4	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Session 4. Key Components of a Technical Assistance (TA) Plan
10:01 – 10:15 AM	Health Break
10:16 – 12:00 AM	Session 4. Key Components of a Technical Assistance (TA) Plan
12:01 – 1:00 PM	Lunch Break
1:01 – 3:00 PM	Session 4. Key Components of a Technical Assistance (TA) Plan
3:01 – 3:15 PM	Health Break
3:16 – 5:00 PM	Session 4. Key Components of a Technical Assistance (TA) Plan
Day 5	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Crafting and Presentation of TA Plans
10:01 – 11:00 AM	Closing