



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

September 4, 2024

**REGIONAL MEMORANDUM**

No. **1038** s. 2024

**UPDATES ON THE 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), informs all concerned that the conduct of the Capability Building of the Members of the RFTACT and DFTACT on Technical Assistance Mechanism and Processes shall be on November 4-8, 2024 with the updated Program of Activities attached hereto.
2. All other provisions of Regional Memorandum No. 595, s. 2024 which are consistent with this issuance remain in force and in effect.
3. Immediate dissemination of this Memorandum is desired.

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

Enclosures: As stated

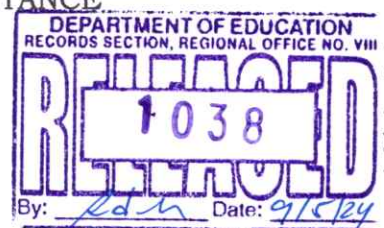
References: None

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

CAPABILITY BUILDING

TECHNICAL ASSISTANCE

FTAD-GMM



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

November 4-8, 2024

<b>Time</b>	<b>Topics</b>
<b>Day 1</b>	
12:00 – 1:30 PM	Arrival and Registration
1:31 – 2:00 PM	Opening Program
2:01 – 3:00 PM	Session 1. Development Perspective: Context of Technical Assistance (TA) Topic 1.1 Decentralized Management and TA
3:01 – 3:09 PM	Health Break
3:10 – 5:00 PM	Topic 1.2 Project Management Cycle
<b>Day 2</b>	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Session 2. Strategic Technical Assistance Topic 2.1 Operational Issues and Bottlenecks
10:01 – 10:15 AM	Health Break
10:16 – 12:00 AM	Topic 2.2 Planning Implementation – Evaluation and Technical Assistance Nexus
12:01 – 1:00 PM	Lunch Break
1:01 – 2:30 PM	Session 3. Demand-drive and Evidenced-based TA Topic 3.1 Basic Education KPIs
3:01 – 3:15 PM	Health Break
3:16 – 5:00 PM	Topic 3.2 Locating and Pinpointing Issues
<b>Day 3</b>	
8:00 – 8:15 AM	MOL
8:16 – 11:00 AM	Topic 3.3 SWOT Analysis
11:01 – 12:00 AM	Topic 3.4 TA Entry Points
12:01 – 1:00 PM	Lunch Break
1:01 – 5:00 PM	Session 4. Troubleshooting Topic 4.1 Approaches to Troubleshooting Programs and Projects
<b>Day 4</b>	
8:00 – 8:15 AM	MOL
8:16 – 12:00 AM	Topic 4.2 Suggested Process for Implementing TA
12:01 – 1:00 PM	Lunch Break
1:01 – 5:00 PM	Session 5. Strategic Technical Assistance (TA) Plan Topic 5.1 Formulating TA Objectives and Indicators
<b>Day 5</b>	
8:00 – 8:15 AM	MOL
8:16 – 11:00 AM	Topic 5.2 Writing the TA Strategic Plan
11:01 – 12:00 AM	Closing Program



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

July 10, 2024

**REGIONAL MEMORANDUM**

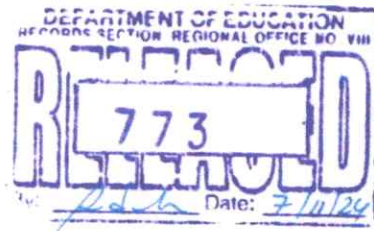
No. **773** s. 2024

**INDEFINITE POSTPONEMENT OF THE 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), informs all concerned on the indefinite postponement of the Capability Building of the Members of the RFTACT and DFTACT on Technical Assistance Mechanism and Processes. Another memorandum shall be released for its final schedule.
2. All other provisions of Regional Memorandum No. 595, s. 2024 remain in force and in effect.
3. Immediate dissemination of this Memorandum is desired.

*fr: mm*  
**EVELYN R. FETALVERO CESO IV**  
Regional Director *fr*



Enclosures: None

References: RM No. 595, s. 2024

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

CAPABILITY BUILDING      POSTPONEMENT      TECHNICAL ASSISTANCE

FTAD-GMM





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.



*[Signature]*  
**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**

<b>RO Participants</b>	<b>No.</b>	<b>SDO Participants</b>	<b>No.</b>
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		
<b>Total</b>	<b>65</b>		<b>13</b>



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
<b>Day 1</b>	
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
<b>Day 2</b>	
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
<b>Day 3</b>	
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
<b>Day 4</b>	
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
<b>Day 5</b>	
8:00 – 8:15 AM	MOL
8:16 – 10:00 AM	Crafting and Presentation of TA Plans
10:01 – 11:00 AM	Closing