



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

February 25, 2026

OFFICE MEMORANDUM

FTAD-2026- **105**

**UPDATE OF THE WORKSHOP ON TECHNICAL ASSISTANCE NEEDS
 ASSESSMENT-CUM-CRAFTING OF REGIONAL FUNCTIONAL
 DIVISIONS' TECHNICAL ASSISTANCE PLANS**

To: Director III
 Regional Functional Division Chiefs
 All Others Concerned

1. In reference to Regional Memorandum No. 99, s. 2026, this Office, through the Field Technical Assistance Division (FTAD), informs all concerned that the Workshop on Technical Assistance Needs Assessment (TANA)-Cum-Crafting of Regional Functional Divisions' Technical Assistance Plans shall be conducted on March 24-25, 2026 at RELC NEAP, DepEd Regional Office VIII Complex, Government Center, Candahug, Palo, Leyte.

2. The activity aims to:
- a. Explain the key components of a technical assistance needs assessment (TANA) framework;
 - b. Conduct a structured needs assessment by each regional functional division;
 - c. Analyze assessment results to prioritize technical assistance interventions based on division-level data, regional division priorities, and DepEd policy compliance; and
 - d. Develop a comprehensive Regional Technical Assistance Plan (RTAP) for FY 2026.

3. The participants in this activity are indicated below.

Participants	Number	Participants	Number
ORD		Administrative Division	
RD	1	Section Heads	4
ARD	1		
Unit Heads (ICT, Legal, PAU)	3	Delivery Unit	2
RFD Chiefs	8	HRDD	2
CLMD EPSs	11	PPRD	2
ESSD Section Heads (HNS and EFS)	2	QAD	2
FD	1	FTAD	3

4. Expenses incurred relative to this activity such as 2 meals and four snacks, venue rental, and materials shall be charged against FTAD Funds, subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.

RONELO AL R. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director *4*

FTAD-GMM

