



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF ANGELES CITY

May 5, 2021


DIVISION MEMORANDUM
No. 113, s. 2021



To: Assistant Schools Division Superintendent
SGOD Chief Education Supervisor
CID OIC-Chief Education Supervisor
Unit Heads
Public Elementary and Secondary School Heads

DIVISION-WIDE UTILIZATION OF THE ONLINE HELP DESK SYSTEM FOR EFFECTIVE AND EFFICIENT PROVISION OF TECHNICAL ASSISTANCE

1. The Schools Division of Angeles City always remains vigilant in preventing and slowing the spread of corona virus within the workplace and in the schools by issuing a Memorandum on Health and Safety Protocols and Limiting the Movement of Personnel in this Time of CoVID-19 Pandemic to ensure the safe and healthy conditions of the personnel as well the effective and efficient delivery of services.
2. Therefore, to adapt well to the new normal working environment, strengthen the provision of effective and efficient technical assistance to all schools and learning centers, and assist in the delivery of quality basic education services, an Online Help Desk System for Effective and Efficient Provision of Technical Assistance in the New Normal is now in operation.
3. All school heads are encouraged to access the Online Help Desk System for technical assistance to address issues, concerns, or needs towards effective and efficient implementation of School-Based Management and eventually achieve higher learning outcomes.
4. In the same manner, all members of the Division Field Technical Assistance Team are requested to religiously view updates in their e-mails for timely, accurate, and relevant provision of technical assistance.
5. Please see attached for your reference and guidance.
6. Immediate dissemination of and strict compliance with the contents of this Memorandum is desired.


MA. IRELYN P. TAMAYO PhD, CESE *dr*
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent



Address: Jesus Street, Pulungbulu, Angeles City
Telephone No. (045) 322-4101



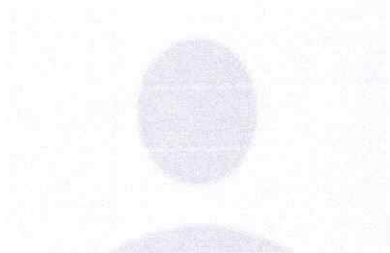


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KINDLY, access the link and FOLLOW the steps stated below:

1. Open the Google Form.

<https://docs.google.com/forms/d/e/1FAIpQLSf2vV9fOjrFI11WhQf-s-tdc8RkbwVpxYtNLuDkee4pSY2Gzw/viewform>



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DIVISION FIELD TECHNICAL ASSISTANCE TEAM FORM

Your email will be recorded when you submit this form.

Not clarisa.lagman@deped.gov.ph? [Switch account](#)

* Required

LEVEL

- ELEMENTARY
- JUNIOR HIGH SCHOOL
- SENIOR HIGH SCHOOL

2. Select the school level.



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3. Select the school.

SENIOR HIGH SCHOOL

SELECT YOUR SCHOOL

- Amsic IS
 - Angeles City National SHS
 - Angeles City National Trade School
 - Angeles City Science SHS
 - Angeles City Senior HS

 - Francisco G. Nepomuceno Mem. HS
 - Gov. Rafael Lazatin IS
 - Malabani IS
 - NorthVile 15 SHS
 - Rafael L. Lazatin Memorial SHS
 - Sapangbato National High School
 - Sto. Domingo IS
-

4. Fill-out the needed information (Name and Contact Number).



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5. Select the concerned office for the provision of technical assistance.

DIVISION FIELD TECHNICAL ASSISTANCE TEAM FORM

NAME OF THE REPRESENTATIVE AVAILING THE SERVICE

Your answer

CONTACT NUMBER

Your answer

CONCERNED OFFICE

- OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT (OSDS)
- CURRICULUM IMPLEMENTATION DIVISION (CID)
- SCHOOL GOVERNANCE AND OPERATIONS DIVISION (SGOD)

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[Next](#)

6. Select the concerned personnel who could provide the technical assistance.

SGOD DIVISION FIELD TECHNICAL ASSISTANCE TEAM

CONCERNED PERSONNEL

- Maria Leonora Vinoya (SEPS)
- Marilou Castro (Planning Officer III)
- Glenn Sarmiento (SEPS)
- Elizabeth David (EPS)
- Arcely Garcia (SEPS)
- Vilma Enciso (EPS)
- Carlo M. Puno PhD (SEPS)
- Anna Marie Carmen Romero (EPS)
- Engr. Christina Sarmiento (PDO II) (DRRM)
- Clarisa Lagman (PDO I)
- Engr. Norma Cabigting (Engineer III)
- Dr. Donna Mae Batul (Medical Officer)
- Dr. Ramil Policarpio (Dentist)



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7. Write the issue/concern/problem being raised.

DIVISION FIELD TECHNICAL ASSISTANCE TEAM FORM

Your email will be recorded when you submit this form.
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* Required

DIVISION FIELD TECHNICAL ASSISTANCE TEAM FORM

Write the issue/concern/problem being raised *

Your answer

[Back](#) [Submit](#)

8. Click the submit button.



DIVISION FIELD TECHNICAL ASSISTANCE TEAM FORM

Your response has been recorded.

[Submit your files to us here](#)

9. The system will automatically send the issue/concern/problem directly to the e. mail account of the Technical Assistance Provider.



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