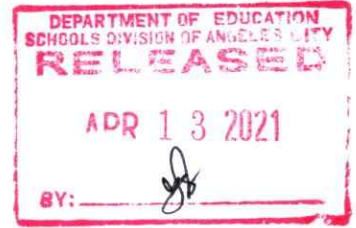




Republic of the Philippines  
**Department of Education**  
 Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



April 13, 2021

**DIVISION MEMORANDUM**  
 No. 086, s. 2021

To: Assistant Schools Division Superintendent  
 Division Chiefs  
 Unit Heads  
 Public Elementary and Secondary School Heads

**DIVISION-WIDE UTILIZATION OF THE STANDARD TECHNICAL ASSISTANCE PLAN AND REPORT TEMPLATES FOR THE EFFECTIVE AND EFFICIENT PROVISION OF TECHNICAL ASSISTANCE**

1. The Basic Education Sector Reform Agenda (BESRA) which is the Department of Education's initiative has made more specific the roles and major responsibilities of the various levels of the Department to their respective next level of office in support of School-Based Management and enumerated the modes of technical assistance expected to adapt to their respective clientele.
2. Moreover, as accentuated in Republic Act 9155 which is the Governance of Basic Education Act of 2001 or Decentralized Education, Provision of Technical Assistance is embedded as an inherent task of education leaders in the effective implementation of School-Based Management.
3. Therefore, to harmonize the provision of effective and efficient technical assistance to all schools and learning centers and assist in the delivery of quality basic education services, the division-wide utilization of the standard Technical Assistance Plan and Report Templates is enjoined.
4. Attached are the Technical Assistance Plan and Report Templates.
5. Immediate dissemination of and strict compliance with the contents of this Memorandum is desired.

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

CN 2021 - 060



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Department of Education  
Region III



**DIVISION OF CITY SCHOOLS**  
Angeles City

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**TECHNICAL ASSISTANCE PLAN**

Position/Team

Time Frame	Prioritized Needs of Clients	OBJECTIVE/S	LEVEL OF TECHNICAL ASSISTANCE / FORM OF TECHNICAL ASSISTANCE			STRATEGIES/ ACTIVITIES	EXPECTED RESULTS	RESOURCES (Human, Material, Financial)
			Level I Limited Technical Assistance  Form Information Sharing (Involves brief assistance)	Level II Moderate Technical Assistance  Form Capacity Building (Involves In- depth information)	Level III On-site or Direct Technical Assistance  Form Group & Work Management (Involves direct contact)			

Prepared:

Recommending Approval:

Approved:

**Team Coordinator/Member**

Assistant Schools Division Superintendent/Chief Education Supervisor

Schools Division Superintendent

Date Submitted:



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Region III  
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**TECHNICAL ASSISTANCE REPORT**

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Position/TEAM

PLANNED			ACTUAL				
Time Frame	Prioritized Needs of Clients	OBJECTIVE/S	LEVEL OF TECHNICAL ASSISTANCE / FORM OF TECHNICAL ASSISTANCE	STRATEGIES/ ACTIVITIES	FINDINGS/ RESULTS	ACTION TAKEN/ AGREEMENT	REMARKS
			Level I Limited Technical Assistance  Form: Information Sharing (Involves In- brief assistance)				
			Level II Moderate Technical Assistance  Form: Capacity Building (Involves In- depth information)				
			Level III On-site or Direct Technical Assistance  Form: Group & Work Management (Involves direct contact)				

Prepared:

Recommending Approval:

Approved:

Team Coordinator/Member

Assistant Schools Division Superintendent/Chief Education Supervisor

Schools Division Superintendent

Date Submitted: