



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



April 13, 2021

DIVISION MEMORANDUM

No. *027*, s. 2021

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

DIVISION FIELD TECHNICAL ASSISTANCE TEAM

1. The formulation of the Rationalization (RAT) Plan per DepEd Order 53, Series 2015 by various government agencies was initiated by virtue of Executive Order No. 366 issued in October 2004 and it calls for ensuring the optimal utilization of all personnel in the education organization and focusing their roles on the attainment of improved educational outcomes.
2. Moreover, 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 and enumerated the modes of technical assistance expected of the Regions and Divisions to their respective clientele towards effective SBM in the schools and eventually achieving higher learning outcomes.
3. Similarly, with the enactment of RA 9155 or the Governance of Basic Education Act of 2001 and the issuance of its Implementing Rules and Regulations, the functions of all various divisions and its respective personnel in the regional and division levels have been spelled out and stressed that Technical Assistance is embedded in all their duties as education leaders.
4. In this light, the Schools Division of Angeles City has created the DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) to standardize the provision of effective and efficient technical assistance to all schools and learning centers and assist in the achievement of higher learning outcomes and implementation of more effective programs, projects, and activities.
5. Attached are: Composition of the Division Field Technical Assistance Team, Roles, Functions, and Responsibilities of the DFTAT, Technical Assistance Framework for the DFTAT Operations.
6. Immediate dissemination of the contents of this Memorandum is desired.

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

CM2021-061



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Attachment 1

DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) FY 2021

Chairman	MA. IRELYN P. TAMAYO PhD, CESE			
Co-Chair	FERNANDINA P. OTCHENGCO PhD			
Team Leaders	Lyn V. Lansangan EdD	OIC-CID Chief		
Division Focal Person (TA).	<ul style="list-style-type: none"> Edgar L. Manabat PhD (EPS) 			
Team Coordinators	TEAM A – Clusters 4 and 5 <ul style="list-style-type: none"> Anastacia Nimfa Aquino EdD (PSDS) 	TEAM B – Clusters 1 and 2 <ul style="list-style-type: none"> Ana Merla Magtoto (PSDS) 	TEAM C – Clusters 3 and 10 <ul style="list-style-type: none"> Leonida K. Quinto PhD (PSDS) 	TEAM D – Clusters 6 and 7 <ul style="list-style-type: none"> Agnes Manabat EdD (PSDS)
	MEMBERS:			
	<ul style="list-style-type: none"> Cesar Hernandez (PSDS) 	<ul style="list-style-type: none"> Walter Estabillo EdD (PSDS) 	<ul style="list-style-type: none"> Oriene Santos (PSDS) 	<ul style="list-style-type: none"> Wilvenilo Calma (PSDS)
Curriculum Implementation Division (Instructional Management)	<ul style="list-style-type: none"> Rochella David (EPS) Filipino Reynaldo Cabrera (EPS) Kindergarten Ramil Dacanay (EPS) Araling Panlipunan Rita Bundalian (EPS) English Edgardo Nunag (EPS) Edukasyon sa Pagpapakatao Gemima Estrabillo EdD (EPS) Science Emerito Nicdao EdD (EPS) MAPEH Josephine Figueroa PhD (EPS) TLE Esperanza Malang (EPS) Mathematics 			
Learning Resource Management Development System	<ul style="list-style-type: none"> Emily Sarmiento PhD (EPS) Noel Reganit (PDO) Dennis Bautista (Librarian) 			
Planning and Research	<ul style="list-style-type: none"> Maria Leonora Vinoya (SEPS) MariLou Castro (Planning Officer III) 			



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School Management Monitoring & Evaluation	<ul style="list-style-type: none"> • Glenn Sarmiento (SEPS) • Elizabeth David (EPS) 					
Human Resource Development	<ul style="list-style-type: none"> • Arcely Garcia (SEPS) • Vilma Enciso (EPS) 					
Social Mobilization and Networking	<ul style="list-style-type: none"> • Carlo M. Puno PhD (SEPS) • Ana Marie Carmen Romero (EPS) • Engr. Christina Sarmiento (PDO II) (DRRM) 					
Youth Formation and Development	<ul style="list-style-type: none"> • Clarisa Lagman (PDO I) • _____ (PDO I) 					
Education Facilities	<ul style="list-style-type: none"> • Engr. Norma Cabigting (Engineer III) 					
School Health and Nutrition	<ul style="list-style-type: none"> • Dr. Donna Mae Batul (Medical Officer) 					
	<ul style="list-style-type: none"> • Dr. Ramil Policarpio (Dentist) • Dr. Nino Razon (Dentist) 					
Office of the Schools Division Superintendent Team	<table border="1"> <tr> <td data-bbox="1166 1665 1279 1985"> <ul style="list-style-type: none"> • Gorgonia Pangilinan (Nurse In-charge) </td> <td data-bbox="1166 1370 1279 1665"> <ul style="list-style-type: none"> • Rosemarie Venancia Necesario (Nurse) • Jasmine Ocampo (Nurse) </td> <td data-bbox="1166 1028 1279 1370"> <ul style="list-style-type: none"> • Heidle Dingal (SH) • Agnes J. Quiambao (Nurse) </td> <td data-bbox="1166 720 1279 1028"> <ul style="list-style-type: none"> • Ralph Michael Dungca (Nurse) </td> <td data-bbox="1166 443 1279 720"> <ul style="list-style-type: none"> • Jennifer Dungca (Nurse) • Jackielyn David (Nurse) </td> </tr> </table>	<ul style="list-style-type: none"> • Gorgonia Pangilinan (Nurse In-charge) 	<ul style="list-style-type: none"> • Rosemarie Venancia Necesario (Nurse) • Jasmine Ocampo (Nurse) 	<ul style="list-style-type: none"> • Heidle Dingal (SH) • Agnes J. Quiambao (Nurse) 	<ul style="list-style-type: none"> • Ralph Michael Dungca (Nurse) 	<ul style="list-style-type: none"> • Jennifer Dungca (Nurse) • Jackielyn David (Nurse)
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	<ul style="list-style-type: none"> • Enrique D. Pangilinan (Administrative Officer V) • Atty Paul Nikon Alcaayo (Legal Officer) • Gay Pangilinan (Accountant) • Arnel Guevarra (Budget Officer) • Avenair Mendoza (Information Technology Officer) • Edna Canlas (Records Officer) 					



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Attachment 2

Roles, Functions and Responsibilities of the Division Field Technical Assistance Team (DFTAT)

The SGOD Chief in collaboration with the CID Chief shall:

1. shall act as Team Leaders.

The Division Focal Person

1. shall serve as an alternate of the Team Leader in the DFTAT;
2. shall lead consultative meetings with DFTAT Coordinators;
3. shall coordinate the Technical Assistance provision;
4. shall collaborate with the RFTAT for systematic implementation of Technical Assistance;
5. shall utilize relevant gathered data to inform RFTAT that will aid in formulating and developing policies.

The SGOD Team Coordinators

1. shall act as the person in charge of coordinating, facilitating, and communicating with the (DFTAT) members.
2. shall lead consultative meetings with DFTAT members;
3. shall facilitate in the designing of TA Plan to be employed
4. shall ensure the implementation of the TA Plan;
5. shall consolidate the TA Reports and means of verifications;
6. shall identify the situation of the districts/schools: their needs, aspirations, plans strengths and weaknesses that will lead towards formulation of relevant and appropriate strategic plans to ensure effective and efficient school management and leadership.

DFTAT Members

1. shall serve as the extension arms of the DFTAT in reaching out all schools/learning centers.
2. shall be tasked in identifying gaps/ issues/ concerns of the clientele;
3. shall coordinate with the Team Coordinators regarding the situation of the schools as contained in the TA Plan that will lead towards formulation of relevant and appropriate strategic plans to ensure effective and efficient school management and leadership;
4. shall come up with a TA Plan to facilitate the resolution of a problem or issue through



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5. shall execute the TA Plan which shall be applied according to the steps as provided;
6. shall accomplish the Performance Agreement Form and other related reports;
7. shall facilitate continuous improvement mechanisms by providing the timely and important feedback on their roles and functions to better serve the clientele;
8. shall follow-up with the school leaders to ensure success of the TA provision;



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TA Frameworks for the DFTAT

Attachment 3

Operations

