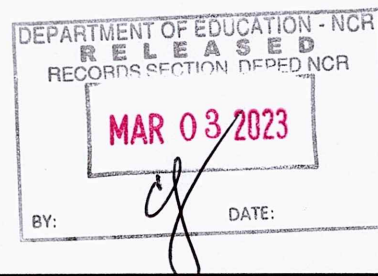




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 1, 2023

REGIONAL MEMORANDUM

No. 108, s. 2023

**To: Schools Division Superintendents
RO & SDO Coordinators
All Others Concerned**

**ADDENDUM TO THE REGIONAL MEMORANDUM NO. 007, s. 2023 –
SCHEDULE OF ACTIVITIES FOR 2023 BOTTOM-UP TECHNICAL ASSISTANCE
(TA) DELIVERY ON SCHOOL GOVERNANCE COUNCIL (SGC)**

1. The Field Technical Assistance Division (FTAD) this Region acknowledges the support and participation of the focal persons from the SDOs during the Learning Engagement on the TA Plan Preparation with the SGC Champions. It is commendable that the SDOs share best practices which others could benchmark. It truly reflects collaboration and strong stakeholders' partnerships.
2. As agreed upon during the said first learning engagement, series of activities shall be conducted to provide relevant, timely, and needs-based technical assistance (TA) to the SDOs intervention initiatives.
3. Monitoring and Evaluation (M&E) of the implementation of these TA interventions and related activities shall continuously be observed and feedbacks will be used for sustaining or improving technical assistance provision.
4. In view of this, please refer to the activity details and schedule below.

Activity	Date, Time, Venue, Host	Confirmation of Attendance	Documents Needed	Deadline for Submission/ Uploading of Documents, & Videos	Date & Link for the Prewrite with the Resource Persons/ Facilitators/TWG
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Quarterly TA Learning Exchange with the SGC Champions (AC-23-5821-GASS-002)	March 28-29, 2023 8:00 AM-5:00 PM DepEd NCR Conference Hall <i>Host: SDO-Pasig City</i>	March 21, 2023 5:00 PM http://bit.ly/1QSgcTAPA	1st Quarter <ul style="list-style-type: none"> ○ Accomplished Contact Report SDO TAPA (Template#2) signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page Documentation on SDO's Notable Practices on TA signed by the SDS 	March 20, 2023, 5:00PM http://bit.ly/Q1TAPA_PCR_NBP	March 23, 2023 1:30 PM http://bit.ly/Q1Prework
	June 22-23, 2023 8:00 AM-5:00 PM DepEd NCR Conference Hall <i>Host: SDO-Makati City</i>	June 13, 2023 http://bit.ly/2QSgcTAPA	2nd Quarter <ul style="list-style-type: none"> ○ Reviewed and adjusted TA Plan and SDO's Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page Documentation on SDO's Notable Practices on TA signed by the SDS ○ 3-minute video on SDO's Notable Practices on TA 	June 13, 2023, 5:00 PM http://bit.ly/Q2TAPA_PCR_NBP	June 16, 2023 1:30 PM http://bit.ly/Q2Prework
	September 26-27, 2023	September 15, 2023	3rd Quarter <ul style="list-style-type: none"> ○ Reviewed and adjusted TA Plan and SDO's Contact 	September 15, 2023 5:00 PM	September 19, 2023 1:30 PM



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	8:00 AM-5:00 PM DepEd NCR Conference Hall <i>Host: SDO-Malabon City</i>	http://bit.ly/3QsgcTAP <u>A</u>	Report signed by the SDS <ul style="list-style-type: none"> ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page Documentation on SDO's Notable Practices on TA signed by the SDS (camera ready) 	http://bit.ly/Q3TAPA_PCR_NBP	http://bit.ly/Q3Pwork
	November 29-30, 2023 8:00 AM-5:00 PM DepEd NCR Conference Hall <i>Host: SDO-TaPat</i>	November 17, 2023 http://bit.ly/4QsgcTAP <u>A</u>	<ul style="list-style-type: none"> ○ 4th Quarter ○ Reviewed TA Performance and SDO's Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS 	November 17, 2023 5:00 PM http://bit.ly/Q4TAPA_PCR_NBP	November 21, 2023 1:30 PM http://bit.ly/Q4Pwork
			<ul style="list-style-type: none"> ○ 1-page Documentation on SDO's Notable Practices on TA signed by the SDS (camera ready) ○ 3-minute video on SDO's Notable Practices on TA 	October 30, 2023 5:00 PM http://bit.ly/P2_NBP	November 3, 2023 1:30 PM http://bit.ly/P2_NBP <i>Pwork</i>
Preparation of Journal on TA	June 1-2, 2023 8:00 AM-5:00 PM	May 19, 2023 http://bit.ly/P1TAJourn	Phase 1 <ul style="list-style-type: none"> ○ 1-page Documentation on SDO's Notable Practices on TA signed by the SDS 	May 15, 2023 5:00PM http://bit.ly/P1_NBP	May 19, 2023 1:30 PM http://bit.ly/P1_NBP <i>Pwork</i>



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Accomplish ment Reports & Notable Practices (AC-23-5821-GASS-003)	DepEd NCR Conference Hall <i>Host: SDO-Mandaluyong City</i>		with SDO Logo (camera ready) ○ 3-minute video on SDO's Notable Practices on TA		
	November 6-7, 2023 8:00 AM – 5:00 PM DepEd NCR Conference Hall <i>Host: SDO San Juan</i>	October 20, 2023 http://bit.ly/P2TAJourn	○ 1-page Narrative Report on SDO's Notable Practices on TA signed by the SDS with SDO Logo (camera ready) ○ 3-minute video on SDO's Notable Practices on TA	October 30, 2023 5:00 PM http://bit.ly/P2_NBP	November 3, 2023 1:30 PM http://bit.ly/P2_NBP Prework

5. Participants, Resource Persons/Facilitators, and Regional Technical Working Group and others details are in the Enclosures attached herewith.
6. New forms/templates (Contact Report SDO TAPA Templates# 1&2, TA-Project Completion Report Template) can be downloaded to <http://bit.ly/FTADForms> and/or NCR SBM FB Group.
7. For clarifications and concerns, please contact the focal person Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.



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NATIONAL CAPITAL REGION

8. For information and compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated

Reference:

Regional Memorandum No. 007, S. 2023
To be indicated in the Perpetual Index



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Enclosure No. 1

**RESOURCE PERSONS/FACILITATORS, NEWS AND EDITORIAL STAFF,
 TECHNICAL WORKING GROUP, & PARTICIPANTS FOR 2023 BOTTOM-UP
 TECHNICAL ASSISTANCE (TA) DELIVERY ON SGC**

DIVISION / ROP	PARTICIPANTS			Resource Speakers/ Facilitators
	SBM Coordinator/ SEPS SMME	PSDS	School Head	
Caloocan	Marcus Antonio Lopez	Arlene Malaybalay	Flora T. Teope	Edsel G. Fajardo <i>SDO SBM Coordinator</i>
Las Piñas		Mildred T. Tuble	Leonora L. Luistro	
Parañaque	Ann Margaret J. Santos	Nelson I. Carvajal	Marilou A. De Jesus	
Marikina	Alberto D. Villamor	Ana Mae Acuy	Jeanette J. Coroza	
Makati	Maria Theresa M. Ruiz	Ernesto P. Catada	Edwin I. Salviejo	Shirelyn B. Adelino <i>SDO SBM Coordinator</i>
Malabon		Maria Ruena R. Yaptangco	Emelbon C. Mayrina	
Manila	Melandro Santos	Jonathan P. Derez	Amor P. Dugay	Zoren Pepito I. Gubalane <i>SDO SBM Coordinator</i>
Muntinlupa		Alyssa V. Aventurado	Jennifer S. Joson	
Navotas	Eros Josephus M. Gutierrez	Lorena J. Mutas	Cristina Castillo Miclat	Ana Marie O. Hernandez <i>SDO SBM Coordinator</i>
Pasay		Balisisa Tomimbang	Rouell A. Santero	
Pasig	Ruth P. Dela Cruz	Sofia J. Papio	Ma. Victoria M. Cuervo	Lovelynn Janne S. Bacera <i>SDO SBM Coordinator</i>
San Juan			Dennis M. Bacle	
TaPat	Roldan Jamindang	Leny Alaro	Ronald Apillanes	James M. Macaranas <i>SDO SBM Coordinator</i>
Mandaluyong		Anthony Augusto M. Garen	Viva Carreon	
Quezon City	Arnel M. Peralta	Dolores M. Lucero	Edna Bañaga	
Valenzuela		Edna L. Llanera	Maria Lourdes Viray	
FTAD	Roger R. Morillos		Chief	
	Jingle A. Lim		Education Program Supervisor	
	Leonila C. Mustapha		Education Program Supervisor	



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	Maria Laarni Carla C. Paranis	Education Program Supervisor
	Melody N. Jolo	Admin Aide VI



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NATIONAL CAPITAL REGION

Enclosure No. 2:

**EXECUTIVE / OVERSIGHT COMMITTEE, & TECHNICAL WORKING GROUP
JOURNAL ON TA ACCOMPLISHMENTS AND NOTABLE PRACTICES**

EXECUTIVE COMMITTEE

Consultant : **WILFREDO E. CABRAL, CESO III**
Regional Director

Co-Consultant : **RITA E. RIDDLE**
Schools Division Superintendent and
Concurrent Officer-in-Charge
Office of the Assistant Regional Director

OVERSIGHT COMMITTEE

Program Manager : **ROGER R. MORALLOS**
Chief

Focal Person : **JINGLE A. LIM**
Education Program Supervisor

Members : **LEONILA C. MUSTAPHA**
Education Program Supervisor

MARIA LAARNI CARLA C. PARANIS
Education Program Supervisor

MELODY N. JOLO
Administrative Aide VI

TECHNICAL WORKING GROUP

SDO-Mandaluyong City

Chair : Anthony Augusto M. Garcia, PSDS
Assistant Chair : Viva D. Carreon, Principal
Members : Maria Teresita G. Aguilar, MT II
Janice T. Barredo, MT II
Erma D. Guerrero, MT I
Maria Rossel C. Lao, MT I



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Gilbert B. Acera, Teacher II

TECHNICAL SPECIFICATIONS FOR THE ONE-PAGE DOCUMENTATION

1. Write-ups

- articles may be in various genres: news, feature, editorial, column
- minimum of 7 paragraphs/sentences
- submit soft and hard copy of documentation

2. Photos to support write-ups

- must attach 2-3 photos (saved in jpeg file) supporting the write-ups
- must be in action, landscape (close and long shot)
- provide captions answering 5Ws and H

3. Videos

- minimum of 60 seconds, maximum of 3 minutes
- landscape shot
- provide short description answering the 5Ws and H questions



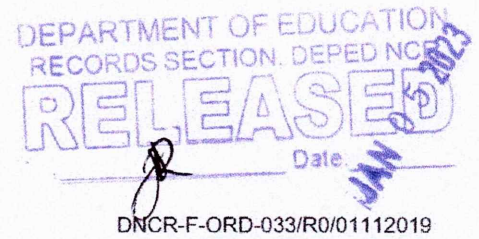
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Republic of the Philippines
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NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

NCR No. 007, s. 2023

TO : **Schools Division Superintendents
RO & SDO SBM Coordinators
All Others Concerned**

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **Schedule of Activities for 2023 Bottom-Up Technical Assistance (TA) Delivery on School Governance Council (SGC)**

Date : January 5, 2023

1. This Office, through the Field Technical Assistance Division (FTAD) is grateful for the continued collaboration and support of all our programs, projects, and activities.
2. To provide relevant, timely, and needs-based technical assistance (TA) to the SDOs, and to monitor and evaluate the implementation of TA interventions, the FTAD will conduct the activities stated below:

TITLE	DOCUMENTS NEEDED	DATE & TIME	INDICATIVE VENUE	CONFIRMATION OF ATTENDANCE
Learning Engagement on the TA Plan Preparation with the SGC Champions <i>(AC-23-5821-GASS-001)</i>	<ul style="list-style-type: none">o WFP 2023 on SGCo Contact Report SDO TAPA Template#2o Project Activity Completion Report Template	January 18-19, 2023 8:00 AM-4:00 PM	DepEd NCR Conference Hall	January 9, 2023 http://bit.ly/TAPrepSGC
Quarterly TA Learning Exchange with the SGC Champions <i>(AC-23-5821-GASS-002)</i>	1st Quarter <ul style="list-style-type: none">o Accomplished Contact Report SDO TAPA (Template#2) signed by the SDS	March 28-29, 2023 8:00 AM-4:00 PM		March 21, 2023 http://bit.ly/1QSgcTAP





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	<ul style="list-style-type: none"> ○ Project Activity Completion Report signed by the SDS ○ 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS (camera ready) 			
	<p>2nd Quarter</p> <ul style="list-style-type: none"> ○ Reviewed and adjusted TA Plan and SDO's Contact Report signed by the SDS ○ Project Activity Completion Report signed by the SDS ○ 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS (camera ready) 	<p>June 22-23, 2023</p> <p>8:00 AM-4:00 PM</p>		<p>June 13, 2023</p> <p>http://bit.ly/2QSGcTAPA</p>
	<p>3rd Quarter</p> <ul style="list-style-type: none"> ○ Reviewed and 	<p>September 26-27, 2023</p>		<p>September 15, 2023</p>



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	<ul style="list-style-type: none">adjusted TA Plan and SDO's Contact Report signed by the SDS○ Project Activity Completion Report signed by the SDS○ 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS (camera ready)	8:00 AM-4:00 PM		http://bit.ly/3QSgcTAP A
	<p>4th Quarter</p> <ul style="list-style-type: none">○ Reviewed TA Performance and SDO's Contact Report signed by the SDS○ Project Activity Completion Report signed by the SDS○ 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS	November 29-30, 2023 8:00 AM-4:00 PM		November 17, 2023 http://bit.ly/4QSgcTAP A



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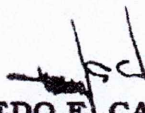
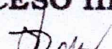


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	(camera ready)			
Preparation of Journal on TA Accomplishment Reports & Notable Practices (AC-23-5821-GASS-003)	Phase 1	June 1-2, 2023		May 19, 2023
	o 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS with SDO Logo (camera ready)	8:00 AM-4:00 PM		http://bit.ly/P1TAJournal
	o 2-page Narrative Report on SDO's Notable Practices on TA signed by the SDS with SDO Logo (camera ready)	November 6-7, 2023		October 20, 2023
		8:00 AM-4:00 PM		http://bit.ly/P2TAJournal

3. Participants, Resource Persons/Facilitators, and Regional Technical Working Group stated in Enclosure No.1 should attend the said activities.
4. All forms/templates (Contact Report SDO TAPA Templates# 1&2, Project Completion Report Template, Documentation of Notable Practices) can be downloaded to <http://bit.ly/FTADForms> and/or NCR SBM FB Group.
5. For clarifications and other concerns, kindly contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.
6. For information, guidance, and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director 



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DNCR-F-ORD-933/R0/01112019

**SCHEDULE OF ACTIVITIES FOR 2023 BOTTOM-UP TECHNICAL ASSISTANCE
(TA) DELIVERY ON SCHOOL GOVERNANCE COUNCIL (SGC)**
DepEd NCR Conference Hall, January 18-19, 2023

DIVISION / ROP	SBM Coordinator	PSDS	School Head	Total # of Participants
Caloocan	1	1	1	3
Las Piñas	1	1	1	3
Makati	1	1	1	3
Malabon	1	1	1	3
Mandaluyong	1	1	1	3
Manila	1	1	1	3
Marikina	1	1	1	3
Muntinlupa	1	1	1	3
Navotas	1	1	1	3
Parañaque	1	1	1	3
Pasay	1	1	1	3
Pasig	1	1	1	3
San Juan	1	1	1	3
TaPat	1	1	1	3
Quezon City	1	1	1	3
Valenzuela	1	1	1	3
FTAD	Roger R. Morillos		Chief	
	Jingle A. Lim		Education Program Supervisor	
	Maria Laarni Carla C. Paranis		Education Program Supervisor	
	Melody N. Jolo		Administrative Assistant IV	



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