DEPARTMENT OF EDUCATION
R E L E A S E D
RECORDS SECTION, REGIONAL OFFICE-NCR

JAN 29 2024

BY: _____ DATE: _____

January 16, 2024

REGIONAL MEMORANDUM
No. ___0 6 0___ ,s. 2024

To: **Schools Division Superintendents**
RO Personnel
All Others Concerned

SCHEDULE OF 2024 FIELD TECHNICAL ASSISTANCE DIVISION ACTIVITES

1. The Field Technical Assistance Division (FTAD), this Region acknowledges the continuous collaboration and support from the dedicated personnel of the RO and SDO in the successful implementation of all programs, projects, and activities.

2. In our commitment to provide relevant, timely, and needs-based technical assistance (TA) to the SDO, and to ensure effective monitoring of the TA interventions, FTAD shall conduct the activities outlined in detail in Enclosure No. 1.

3. The list of participants, Resource Persons/Facilitators, and the Technical Working Group (TWG) and other details are in Enclosure No. 2. All concerned are required to fill-up the pre-registration and attend consistently all activities as scheduled.

4. To streamline the processes, submission of reports, pre-registration, download of updated TA tools and templates (*TA Contact Report Templates# 1&2, TA-Project Completion Report Template, and others*), and other resources shall be accessed through the **Web-Based TA Portal (WeBTAP)**.

5. For clarifications and concerns, please contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.

6. For information and compliance.

JOCELYN DR ANDAYA
Director IV

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Enclosure No. 1: SCHEDULE OF 2024 FTAD ACTIVITIES

Activities	Date / Time/ Venue/ Host	Documents/ Resources Needed	Deadline for Submission/ Uploading of Reports, Videos, among others & Pre-registration thru WeBTAP	Date for the Prework with the Resource Persons/ Facilitators/ TWG
INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)				
Orientation-Workshop of School Governance Council (SGC) Tools *(AC-24-5821-GASS-008)*	**February 1, 2024** Varela Hall, DepEd NCR 8:00 AM-5:00 PM *Host: to be announced in the FTAD SGC Portal*	o MOVs to be submitted in the link provided by the BHROD-SED o Laptop o pocket WIFI o extension cord	**January 25, 2024 5:00 PM** *Please ensure to bring the documents and resources needed on the day of the activity*	**January 26, 2024 8:30 AM**
Orientation-Workshop on the Technical Assistance Processes and Templates/Tools *(AC-24-5821-GASS-007)*	**February 5-6, 2024** DepEd NCR Conference Hall 8:00 AM-5:00 PM *Host: to be announced in the FTAD SGC Portal*	o Laptop o pocket WIFI o extension cord	**January 25, 2024 5:00 PM** *Please ensure to bring the resources needed on the day of the activity*	**January 26, 2024 8:30 AM**
Quarterly TA Program Implementation Review (PIR)	**March 20, 2023** 8:00 AM-5:00 PM Varela Hall, DepEd NCR *Host: to be announced in the FTAD SGC Portal*	**1ST QUARTER** o Accomplished SDO's TA Contact Report signed by the SDS o TA-Project Activity Completion Report signed by the SDS o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for	**March 4 2024 5:00 PM**	**March 5, 2024 8:30 AM**

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		posting in the FTAD journal o 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media o Laptop o pocket WIFI o extension cord		
	June 24, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR *Host: to be announced in the FTAD SGC Portal*	**2nd QUARTER** o Reviewed and adjusted SDO's TA Contact Report signed by the SDS o TA-Project Activity Completion Report signed by the SDS o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal o 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media o laptop o pocket WIFI o extension cord	**June 6, 2024** 5:00 PM	**June 7, 2024** 8:30 AM
	September 25, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR *Host: to be announced in*	**3rd QUARTER** o Reviewed and adjusted SDO's TA Contact Report signed by the SDS o TA-Project Activity Completion Report signed by the SDS	**September 9, 2024** 5:00 PM	**September 10, 2023** 8:30 AM

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	the FTAD SGC Portal	o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal o 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media o laptop o pocket WIFI o extension cord		
	November 4, 2023 8:00 AM-5:00 PM Varela Hall, DepEd NCR *Host: to be announced in the FTAD SGC Portal*	**4th QUARTER** o SDO's TA Contact Report for 4th Quarter signed by the SDS o TA-Project Activity Completion Report signed by the SDS o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal o 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media o laptop o pocket WIFI o extension cord	**October 16, 2024** 5:00 PM	**October 17, 2024** 8:30 AM
Workshop on the Preparation of Journal on TA Accomplishment	**June 27-28, 2024** 8:00 AM-5:00 PM Venue: TBA	**1st ISSUANCE** o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices	**June 6, 2024** 5:00 PM	**June 7, 2024** 8:30 AM

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Reports & Notable Practices *(AC-24-5821- GASS-010)*	*Host: to be announced in the FTAD SGC Portal*	(1st-2nd Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs o 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1st-2nd Quarters) ready for posting in portal/social media submitted by the SDOs o laptop o pocket WIFI o extension cord		
	November 7- 8, 2024 8:00 AM-5:00 PM Venue: TBA *Host: to be announced in the FTAD SGC Portal*	**2nd ISSUANCE** o 1-page SDO's TA Accomplishments, Emerging, & Notable Practices (3rd-4th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs o 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (3rd-4th Quarters) ready for posting in portal/social media submitted by the SDOs o laptop o pocket WIFI o extension cord	**October 16, 2024 5:00 PM**	**October 17, 2024 8:30 AM**

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Cascading of CI Methodology on PPAs Development in the SDO *(AC-24-5821-GASS-009)*	**February 26-March 1, 2024** 8:00 AM-5:00 PM Varela Hall, DepEd NCR	o Work and Financial Plan (WFP) downloaded from PMIS o Project Proposal o laptop o pocket WIFI o extension cord	**February 12, 2024** **5:00 PM**	**February 9, 2024** **8:30 AM**
Technical Assistance (TA) Summit	**November 22, 2024** 8:00 AM-5:00 PM Varela Hall, DepEd NCR	o 2-page SDO's TA Accomplishments, Emerging, & Notable Practices (1st-4th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs o 2-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1st-4th Quarters) ready for posting in portal/social media submitted by the SDOs	**October 21, 2024** **5:00 PM**	**October 22, 2024** **8:30 AM**
Learning Engagement on TA Initiatives Adopted in the SDOs	**Quarter 1: March 21, 2024** **Quarter 2: June 25, 2024** **Quarter 3: September 26, 2024** **Quarter 4: November 5, 2024** 8:00 AM-12:00 PM Varela Hall, DepEd NCR	o TA-Project/Activity Completion Report o SDO Intervention initiatives	**Quarter 1: March 7, 2024** **Quarter 2: June 10, 2024** **Quarter 3: September 11, 2024** **Quarter 4: October 21, 2024** 5:00 PM	**Quarter 1: March 8, 2024** **Quarter 2: June 11, 2024** **Quarter 3: September 12, 2024** **Quarter 4: October 22, 2024** 8:30 AM

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Learning Engagement on Resolving Gaps, Issues, Concerns, and Interventions on Dropout Reduction	March 21, 2024; June 25, 2024; September 26, 2024; & November 5, 2024 1:00 PM-5:00 PM Varela Hall, DepEd NCR	o Report of Children-At-Risk - Dropout - Absenteeism o Dropout Reduction Intervention	Quarter 1: March 7, 2024 Quarter 2: June 10, 2024 Quarter 3: September 11, 2024 Quarter 4: October 21, 2024 5:00 PM	Quarter 1: March 8, 2024 Quarter 2: June 11, 2024 Quarter 3: September 12, 2024 Quarter 4: October 22, 2024 8:30 AM 8:30 AM
Monitoring and Validation of School-Based Management (SBM) Level of Practice	June 5-21, 2024	o Monitoring and Validation Tool		
Field Visit and Benchmarking of Best SBM Implementer in SDO	March 15, 2024; & June 14, 2024	o Report on Turned-around Schools with Level 3	March 1, 2024 5:00 PM	March 4, 2024 8:30 AM
WEB-BASED TA PROGRAM				
Workshop on the Development of Web-Based TA Portal	February 7-9, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	o Laptop o pocket WIFI o extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Pilot-run on the Utilization of Web-Based TA Portal	February 14, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR Host: SDO-Quezon City	o Laptop o pocket WIFI o extension cord	January 29, 2024 5:00 PM	January 30, 2024 8:30 AM

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Workshop on the Adjustment of Web-Based TA Portal	Quarter 1: March 20-22, 2024 Quarter 2: June 24-26, 2024 Quarter 3: September 25-27 Quarter 4: November 4-6, 2024 8:00 AM-5:00 PM Venue: TBA *Host: SDO-Quezon City*	o Laptop o pocket WIFI o extension cord	Quarter 1: March 12, 2024 Quarter 2: June 13, 2024 Quarter 3: September 18, 2024 Quarter 4: October 23, 2024 5:00 PM	Quarter 1: March.5, 2024 Quarter 2: June 7, 2024 Quarter 3: September 10, 2024 Quarter 4: October 14, 2024 8:30 AM
Workshop on the Digitization of TA Templates	February 12-13, 2024 8:00 AM-5:00 PM Venue: TBA *Host: SDO-Quezon City*	o Laptop o pocket WIFI o extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Workshop on the Finalization of Digitized TA Templates	February 15-16, 2024 8:00 AM-5:00 PM Venue: TBA *Host: SDO-Quezon City*	o Laptop o pocket WIFI o extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM
Orientation cum Workshop on the Utilization of Web-Based TA Portal	February 19, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR *Host: SDO-Quezon City*	o Laptop o pocket WIFI o extension cord	January 25, 2024 5:00 PM	January 26, 2024 8:30 AM

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Enclosure No. 2: PARTICIPANTS, RESOURCE PERSONS/FACILITATORS, EDITORIAL STAFF, TECHNICAL WORKING GROUP

ACTIVITY	PARTICIPANTS								
	RFTA/ FTAD Personnel	SDS/ ASDS	CHIEF		PSDS	SBM Coordinator/ SEPS-SMME	School Head	TOTAL per SDO	TWG
			CID	SGOD					
INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)									
Orientation-Workshop on the Technical Assistance Processes and Templates	√	√		√	√	√	√	5	√
Orientation-Workshop of School Governance Council (SGC) Tools	√			√	√	√	√	4	√
Quarterly TA Program Implementation Review	√			√	√	√		3	√
Workshop on the Preparation of Journal on TA Accomplishment Reports & Notable Practices	√							-	√
Cascading of CI Methodology on PPAs Development in the SDO	√		√	√		√		3	√
Technical Assistance (TA) Summit	√	√	√	√	√	√	√	6	√
Learning Engagement on TA Initiatives	√		√	√		√		3	√

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Adopted in the SDOs								
Learning Engagement on Resolving Gaps, Issues, Concerns, and Interventions on Dropout Reduction	√		√	√		√		3	√
Monitoring and Validation of School-Based Management (SBM) Level of Practice	√								
Field Visit and Benchmarking of Best SBM Implementer in SDO	√					√		1	
WEB-BASED TA PROGRAM									
Workshop on the Development of Web-Based TA Portal	√								√
Pilot-run on the Utilization of Web-Based TA Portal	√	√		√		√		3	√
Workshop on the Adjustment of Web-Based TA Portal	√			√	√	√		3	√
Workshop on the Digitization of TA Templates	√								√
Workshop on the Finalization of Digitized TA Templates	√								√

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Orientation cum Workshop on the Utilization of Web-Based TA Portal	√	√		√	√	√		4	√

EXECUTIVE / OVERSIGHT COMMITTEE, & TECHNICAL WORKING GROUP

EXECUTIVE COMMITTEE

Consultant	:	**JOCELYN DR ANDAYA** Director IV
Co-Consultant	:	**CRISTITO A. ECO** Assistant Regional Director

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Co-Chairperson Editor-In-Chief	:	**JINGLE A. LIM** Education Program Supervisor, FTAD
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		GINA M. GALVEZ Computer Programmer, ORD-ICTU
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TECHNICAL WORKING GROUP (TWG)/RESOURCE PERSON/FACILITATOR
SDO-QUEZON CITY

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Assistant Chair Asst. Editor-in-Chief & Proofreader	:	**PERLITA P. DEPATILLO**

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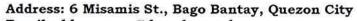|		
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