



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



Advisory No. **081**, s. 2024
 March 12, 2024

**REGIONAL MEMORANDUM NO. 060, s. 2024 SCHEDULE OF
 2024 FIELD TECHNICAL ASSISTANCE DIVISION ACTIVITIES**

Due to the DM-OUPS-2024-01-01704 entitled *Regulatory Functions Pursuant to DepEd Order 88, s. 2010* signed by Atty. Revsee A. Escobedo, Undersecretary for Operations and Wilfredo E. Cabral, Regional Director, Officer-in-Charge of the Undersecretary, Human Resource and Organizational Development, re: Conduct of Ocular Inspection to All Private Schools in the National Capital Region and Constitution of of the Regional and Division Task Force, signed by Jocelyn DR. Andaya, Director IV, the following activities will be moved to later dates:

| ACTIVITY | FROM | TO |
|---|--|--|
| Workshop on the Adjustment of Web-Based TA Portal | Quarter 1 March 20-22, 2024 8:00AM-5:00PM Host: SDO-Marikina, SDO-Navotas, SDO-Makati | Quarter 1 April 22-24, 2024 8:00AM-5:00PM Host: SDO-Marikina, SDO-Navotas, SDO-Makati |
| Quarterly TA Program Implementation Review (PIR) | Quarter 1 March 20, 2024 8:00AM-5:00PM Host: SDO-Marikina | Quarter 1 April 22, 2024 8:00AM-5:00PM Host: SDO-Marikina |

All other provisions in the previous Memorandum shall remain.

For information and guidance of all concerned.


JOCELYN DR ANDAYA
 Director IV



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BY: _____ DATE: _____

January 16, 2024

REGIONAL MEMORANDUM
 No. 060, 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 Prewrite 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 <i>Host: to be announced in the FTAD SGC Portal</i> | <ul style="list-style-type: none"> ○ MOVs to be submitted in the link provided by the BHROD-SED ○ Laptop ○ pocket WIFI ○ extension cord | January 25, 2024 5:00 PM <i>Please ensure to bring the documents and resources needed on the day of the activity</i> | 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 <i>Host: to be announced in the FTAD SGC Portal</i> | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ extension cord | January 25, 2024 5:00 PM <i>Please ensure to bring the resources needed on the day of the activity</i> | 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 <i>Host: to be announced in the FTAD SGC Portal</i> | 1ST QUARTER <ul style="list-style-type: none"> ○ Accomplished SDO's TA Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 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 ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ Laptop ○ pocket WIFI ○ extension cord | | |
| | June 24, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i> | 2nd QUARTER ○ Reviewed and adjusted SDO's TA Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ 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 <i>Host: to be announced in</i> | 3rd QUARTER ○ Reviewed and adjusted SDO's TA Contact Report signed by the SDS ○ 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 | <ul style="list-style-type: none"> ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ extension cord | | |
| | November 4, 2023 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i> | 4th QUARTER <ul style="list-style-type: none"> ○ SDO's TA Contact Report for 4th Quarter signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices camera-ready for posting in the FTAD journal ○ 1-minute video on SDO's TA Accomplishments, Emerging, & Notable Practices ready for posting in portal/social media ○ laptop ○ pocket WIFI ○ 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 <ul style="list-style-type: none"> ○ 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) | <i>Host: to be announced in the FTAD SGC Portal</i> | (1 st -2 nd Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs ○ 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1 st -2 nd Quarters) ready for posting in portal/social media submitted by the SDOs ○ laptop ○ pocket WIFI ○ extension cord | | |
| | November 7-8, 2024 8:00 AM-5:00 PM Venue: TBA <i>Host: to be announced in the FTAD SGC Portal</i> | 2nd ISSUANCE ○ 1-page SDO's TA Accomplishments, Emerging, & Notable Practices (3 rd -4 th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs ○ 1-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (3 rd -4 th Quarters) ready for posting in portal/social media submitted by the SDOs ○ laptop ○ pocket WIFI ○ 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 <i>(AC-24-5821-GASS-009)</i> | February 26-March 1, 2024 8:00 AM-5:00 PM Varela Hall, DepEd NCR | <ul style="list-style-type: none"> ○ Work and Financial Plan (WFP) downloaded from PMIS ○ Project Proposal ○ laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ 2-page SDO's TA Accomplishments, Emerging, & Notable Practices (1st-4th Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs ○ 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 | <ul style="list-style-type: none"> ○ TA-Project/Activity Completion Report ○ 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 | <ul style="list-style-type: none"> ○ Report of Children-At-Risk <ul style="list-style-type: none"> - Dropout - Absenteeism ○ 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 | <ul style="list-style-type: none"> ○ Monitoring and Validation Tool | | |
| Field Visit and Benchmarking of Best SBM Implementer in SDO | March 15, 2024; & June 14, 2024 | <ul style="list-style-type: none"> ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | <ul style="list-style-type: none"> ○ Laptop ○ pocket WIFI ○ 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 | | | | | | | | TOTAL per SDO | TWG |
|---|----------------------------|--------------|-------|------|------|----------------------------------|----------------|--|---------------|-----|
| | RFTA/ FTAD Personnel | SDS/ ASDS | CHIEF | | PSDS | SBM Coordinator/ SEPS-SMME | School Head | | | |
| | | | 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

OVERSIGHT COMMITTEE

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Chief Education Supervisor, FTAD
- Co-Chairperson
Editor-In-Chief : **JINGLE A. LIM**
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- GINA M. GALVEZ**
Computer Programmer, ORD-ICTU
- MELODY N. JOLO**
Administrative Aide VI, FTAD

**TECHNICAL WORKING GROUP (TWG)/RESOURCE PERSON/FACILITATOR
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- Assistant Chair
Asst. Editor-in-Chief &
Proofreader : **PERLITA P. DEPATILLO**



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