



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

May 8, 2024

**REGIONAL MEMORANDUM**

No. 454, s. 2024

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

**ENHANCEMENT OF DEPED NCR TECHNICAL ASSISTANCE SYSTEM AND  
 KNACK**

1. The DepEd National Capital Region, through the Field Technical Assistance Division (FTAD), expresses gratitude for the valuable inputs provided by the Schools Division Superintendents/Assistant Schools Division Superintendents, SGOD Chiefs, Public Schools Division Supervisors, SEPS/EPS-SMME, and School Heads during the Workshop on the Adjustment of Web-Based TA (WeBTA) Portal cum Quarterly TA Program Implementation Review, demonstrating commitment to quality basic education held on April 22-24, 2024 at Varela Hall, DepEd NCR which demonstrated commitment to the attainment of quality basic education
2. To collaboratively develop comprehensive processes and integrate WeBTA into the DepEd NCR Technical Assistance System and Knack (DepEd NCR TASK) Operations Manual, validate and finalize these processes that will significantly enhance the efficiency and effectiveness of the TA across the Region, an agreements was made during the activity to include the Web-Based TA in the DepEd NCR TASK Operations Manual. Hence, FTAD shall conduct series of activities outlined in detail, list of participants, Resource Persons/Facilitators/Writers/SMEs/School, and Technical Working Group in Enclosure No. 1.
3. The activity aims to
  - a. review existing DepEd NCR TASK Operations Manual sections and identify areas for integration of WeBTA;
  - b. brainstorm and develop comprehensive processes for the inclusion of WeBTA in the manual; and
  - c. validate and finalized the developed guidelines through active participation and feedback from SDO counterparts to ensure relevance and effectiveness.
4. Technical Working Group, Subject Matter Expert, Writers, Facilitators, and Participants in each activity shall be granted the Compensatory-Time-Off/ Service Credit for the completion of the final output for every day served on weekends and non-working holiday.



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4. Technical Working Group, Subject Matter Expert, Writers, Facilitators, and Participants in each activity shall be granted the Compensatory-Time-Off/ Service Credit for the completion of the final output for every day served on weekends and non-working holiday.
5. Transportation and food expenses of the participants, writers, subject matter expert, TWG, shall be charged against SDO or school MOOE/local funds/canteen funds, subject to the usual accounting and auditing rules and regulations
6. For clarifications and concerns, please contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through [jingle.lim@deped.gov.ph](mailto:jingle.lim@deped.gov.ph)
7. For information and compliance.

**JOCELYN DR. ANDAYA**  
Director IV







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**Enclosure No. 1: Schedule of Activities, Participants/Writers/Resource/  
 Person/ SME/Facilitator/Validators/ School**

Date / Time/ Venue/ In-Charge	Activities	Participants/Writers/ Resource Person/SME/ Facilitator/School	Links
<p><b>April 25 to May 14, 2024</b></p> <p><b>RO</b></p> <ul style="list-style-type: none"> <li>○ Roger R. Morillos, FTAD Chief</li> <li>○ Jingle A. Lim, EPS FTAD</li> </ul> <p><b>SDO</b></p> <ul style="list-style-type: none"> <li>○ <b>SGOD Chiefs</b></li> <li>○ <b>SEPS-SMME</b></li> </ul>	<p><b>Tryout on the Utilization of WeBTA Portal, Digitized Tools, &amp; Instructional Videos</b></p>	<p><b>PARTICIPANTS</b></p> <ul style="list-style-type: none"> <li>• <b>RO</b> <ul style="list-style-type: none"> <li>○ FD Chiefs</li> <li>○ Unit/Section Heads</li> <li>○ Education Program Supervisors (EPSs)</li> <li>○ Legal Officers/Personnel</li> <li>○ Project Development Officers (PDOs)</li> <li>○ Planning Officers</li> <li>○ Senior Education Program Specialists (SEPS)</li> <li>○ Education Program Specialists II (EPS II)</li> <li>○ All ROP concerned Personnel</li> </ul> </li> <li>• <b>SDO &amp; School TA Providers</b> <ul style="list-style-type: none"> <li>○ CID Chiefs</li> <li>○ SGOD Chiefs</li> <li>○ Education Program Supervisors (EPSs)</li> <li>○ Public Schools District Supervisors (PSDs)</li> <li>○ Legal Officers</li> <li>○ Planning Officers</li> <li>○ SEPS</li> </ul> </li> </ul>	<p><b><u>FEEDBACK Form</u></b></p> <p><a href="https://bit.ly/3wcNOoQ">https://bit.ly/3wcNOoQ</a></p>  <p>-----</p> <p><b><u>PORTAL:</u></b></p> <p><a href="https://bit.ly/WEBTAPortal">https://bit.ly/WEBTAPortal</a></p>  <p>-----</p> <p><b><u>TOOL 1:</u></b></p> <p><a href="https://bit.ly/CoReTAPASpreadheet">https://bit.ly/CoReTAPASpreadheet</a></p>  



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- EPS II
- PDOs
- All concerned SDO Personnel
- School Principals
- Head Teachers
- Master Teachers
- Teachers
- All concerned School Personnel

**TOOL 1 Instructional Video:**

<https://bit.ly/CoReTAPASpreadIV>






**TOOL 2:**

<https://bit.ly/FeedbackTAProvided>





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			 <b>TOOL 2 Instructional Video</b> <a href="https://bit.ly/FeedbackTAProvidedIV">https://bit.ly/FeedbackTAProvidedIV</a> 
<b>May 14-15, &amp; 20, 2024</b> <i>(Face to Face Modality)</i> 8:00AM-5:00PM Social Hall, Quirino HS	<b>Writeshop on the Inclusion of WeBTA in the DepEd NCR TASK Operations Manual</b>	<b>RO</b> <ul style="list-style-type: none"><li>• Jingle A. Lim</li></ul> <b>SDO-Manila</b> <ul style="list-style-type: none"><li>• Virgilio Santos</li><li>• Melandro D. Santos</li></ul> <b>SDO-Pasay City</b> <ul style="list-style-type: none"><li>• Rouell A. Santero</li><li>• Agapito Teodoro N. Manaog</li></ul> <b>SDO-Quezon City</b> <ul style="list-style-type: none"><li>• Heidee F. Ferrer</li><li>• Jelyn C. Vigonte</li></ul>	<a href="https://bit.ly/SubmitEnhancedTASK">https://bit.ly/SubmitEnhancedTASK</a> 
<b>May 16-19, 2024</b> <i>(to be completed at home)</i>			



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		<ul style="list-style-type: none"> <li>• Cerille Joseph M. Reyes</li> <li>• Remedios P. Danao</li> <li>• Wilma Olive Cunanan Manio</li> <li>• Ana Rosa R. Rabanal</li> </ul> <p><b>SDO-San Juan City</b></p> <ul style="list-style-type: none"> <li>• Ana Marie O. Hernandez</li> </ul>	
<p><b>May 22-27, 2024</b></p> <p><b>SDO-Manila</b></p> <ul style="list-style-type: none"> <li>• Virgilio Santos</li> <li>• Melandro D. Santos</li> </ul> <p><b>SDO-Paranaque City</b></p> <ul style="list-style-type: none"> <li>• Riza D. Cabales &amp; Flora Baggayan</li> </ul> <p><b>SDO-Pasay City</b></p> <ul style="list-style-type: none"> <li>• Rouell A. Santero</li> <li>• Agapito Teodoro N. Manaog</li> </ul> <p><b>SDO-Quezon City</b></p> <ul style="list-style-type: none"> <li>• Heidee F. Ferrer</li> <li>• Perlita Depatillo</li> <li>• Remedios P. Danao</li> <li>• Carolyn C. Simon</li> <li>• Gilore E. Ofrancia</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Jerson R. Castillo</li> </ul> <p><b>SDO-San Juan City</b></p> <ul style="list-style-type: none"> <li>• Ana Marie O. Hernandez</li> </ul> <p><b>SDO-Valenzuela City</b></p> <ul style="list-style-type: none"> <li>• Nerisa A. Espinosa</li> </ul>	<p><b>Validation of the Enhanced DepEd NCR TASK Operations Manual</b></p>	<p><b>SDO-Manila</b></p> <ul style="list-style-type: none"> <li>• Timoteo Paez IS</li> </ul> <p><b>SDO-Parañaque City</b></p> <ul style="list-style-type: none"> <li>• Merville ES</li> <li>• Other Select Schools</li> </ul> <p><b>SDO-Pasay City</b></p> <ul style="list-style-type: none"> <li>• Pasay City Science HS</li> <li>• Pasay City West HS</li> </ul> <p><b>SDO-Quezon City</b></p> <ul style="list-style-type: none"> <li>• QC Science HS</li> <li>• Quirino HS</li> <li>• Sauyo HS</li> <li>• Culiati HS</li> <li>• San Gabriel ES</li> <li>• Flora Ilagan HS</li> <li>• Manuel Roxas HS</li> </ul> <p><b>SDO-San Juan City</b></p> <ul style="list-style-type: none"> <li>• San Juan IS</li> </ul> <p><b>SDO-Valenzuela City</b></p> <ul style="list-style-type: none"> <li>• Roberta De Jesus ES</li> </ul>	<p><a href="https://bit.ly/Validation0509-1024">https://bit.ly/Validation0509-1024</a></p> 



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<b>TBA</b>	<b>Presentation of the Enhanced DepEd NCR TASK to the ReXeCoM</b>	<b>All FD Chiefs, Unit Heads, RFTAT, Concerned ROP Personnel</b>	
<b>May 30-31, 2024</b> <i>(Face to Face Modality)</i> 8:00 AM-5:00 PM Commonwealth ES	<b>Writeshop on the Finalization of the Enhanced DepEd NCR TASK Operations Manual</b>	<b>RO</b> <ul style="list-style-type: none"><li>• Jingle A. Lim</li></ul> <b>SDO-Manila</b> <ul style="list-style-type: none"><li>• Virgilio Santos</li><li>• Melandro D. Santos</li></ul> <b>SDO-Pasay City</b> <ul style="list-style-type: none"><li>• Rouell A. Santero</li><li>• Agapito Teodoro N. Manaog</li></ul> <b>SDO-Quezon City</b> <ul style="list-style-type: none"><li>• Heidee F. Ferrer</li><li>• Jelyn C. Vigonte</li><li>• Cerille Joseph M. Reyes</li><li>• Remedios P. Danao</li><li>• Wilma Olive Cunanan Manio</li><li>• Ana Rosa R. Rabanal</li></ul> <b>SDO-San Juan City</b> <ul style="list-style-type: none"><li>• Ana Marie O. Hernandez</li></ul>	<a href="https://bit.ly/FinalTASK">https://bit.ly/FinalTASK</a> 
<b>June 1-9, 2024</b> <i>(to be completed at home)</i>			
<b>June 9, 2024</b> 6:00 PM <i>(Date of Submission)</i>			

**EXECUTIVE / OVERSIGHT COMMITTEE & TECHNICAL WORKING GROUP**

**EXECUTIVE COMMITTEE**

Consultant : **JOCELYN DR ANDAYA**  
Director IV

Co-Consultant : **CRISTITO A. ECO**  
Assistant Regional Director

**OVERSIGHT COMMITTEE**

Chairperson : **ROGER R. MORALLOS**  
Chief Education Supervisor, FTAD

Co-Chairperson : **JINGLE A. LIM**  
Education Program Supervisor, FTAD



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Members

: **MARIA LAARNI CARLA C. PARANIS**  
Education Program Supervisor, FTAD

**GINA M. GALVEZ**  
Computer Programmer, ORD-ICTU

**MELODY N. JOLO**  
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