



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

Advisory No. 135, s. 2024  
 June 3, 2024

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

Due to the DM-OUHROD-2024-0970 entitled *Capacity Building on the School Governance Council (SGC) Tool* signed by Wilfredo E. Cabral, Regional Director, Officer-in-Charge of the Undersecretary, Human Resource and Organizational Development, the activity stated below will be moved to earlier date:

ACTIVITY	FROM	TO
<b>Workshop on the Preparation of Journal on TA Accomplishment Reports, Emerging, &amp; Notable Practices</b>	<b>June 27-28, 2024</b> 8:00 AM-5:00 PM	<b>June 13-14, 2024</b> 8:00 AM-5:00 PM

All other provisions in the previous Memorandum shall remain.

For information and compliance.

**JOCELYN DR ANDAYA**  
 Director IV



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



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 ACTIVITIES**

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](mailto: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
<b>INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)</b>				
<b>Orientation- Workshop of School Governance Council (SGC) Tools</b> (AC-24-5821- GASS-008)	<b>February 1, 2024</b> 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"> <li>○ MOVs to be submitted in the link provided by the BHROD-SED</li> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024 5:00 PM</b> <i>Please ensure to bring the documents and resources needed on the day of the activity</i>	<b>January 26, 2024 8:30 AM</b>
<b>Orientation- Workshop on the Technical Assistance Processes and Templates/Tools</b> (AC-24-5821- GASS-007)	<b>February 5-6, 2024</b> 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"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024 5:00 PM</b> <i>Please ensure to bring the resources needed on the day of the activity</i>	<b>January 26, 2024 8:30 AM</b>
<b>Quarterly TA Program Implementation Review (PIR)</b>	<b>March 20, 2023</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	<b>1<sup>ST</sup> QUARTER</b> <ul style="list-style-type: none"> <li>○ Accomplished SDO's TA Contact Report signed by the SDS</li> <li>○ TA-Project Activity Completion Report signed by the SDS</li> <li>○ 1-page SDO's TA Accomplishments , Emerging, &amp; Notable Practices camera-ready for</li> </ul>	<b>March 4 2024 5:00 PM</b>	<b>March 5, 2024 8:30 AM</b>



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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		
	<b>June 24, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	<b>2<sup>nd</sup> QUARTER</b> ○ 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	<b>June 6, 2024</b> <b>5:00 PM</b>	<b>June 7, 2024</b> <b>8:30 AM</b>
	<b>September 25, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in</i>	<b>3<sup>rd</sup> QUARTER</b> ○ Reviewed and adjusted SDO's TA Contact Report signed by the SDS ○ TA-Project Activity Completion Report signed by the SDS	<b>September 9, 2024</b> <b>5:00 PM</b>	<b>September 10, 2023</b> <b>8:30 AM</b>



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	<i>the FTAD SGC Portal</i>	<ul style="list-style-type: none"> <li>○ 1-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices camera-ready for posting in the FTAD journal</li> <li>○ 1-minute video on SDO's TA Accomplishments, Emerging, &amp; Notable Practices ready for posting in portal/social media</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>		
	<b>November 4, 2023</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: to be announced in the FTAD SGC Portal</i>	<b>4<sup>th</sup> QUARTER</b> <ul style="list-style-type: none"> <li>○ SDO's TA Contact Report for 4<sup>th</sup> Quarter signed by the SDS</li> <li>○ TA-Project Activity Completion Report signed by the SDS</li> <li>○ 1-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices camera-ready for posting in the FTAD journal</li> <li>○ 1-minute video on SDO's TA Accomplishments, Emerging, &amp; Notable Practices ready for posting in portal/social media</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>October 16, 2024</b> <b>5:00 PM</b>	<b>October 17, 2024</b> <b>8:30 AM</b>
<b>Workshop on the Preparation of Journal on TA Accomplishment</b>	<b>June 27-28, 2024</b> 8:00 AM-5:00 PM Venue: TBA	<b>1<sup>st</sup> ISSUANCE</b> <ul style="list-style-type: none"> <li>○ 1-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices</li> </ul>	<b>June 6, 2024</b> <b>5:00 PM</b>	<b>June 7, 2024</b> <b>8:30 AM</b>



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



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<b>Cascading of CI Methodology on PPAs Development in the SDO</b> <i>(AC-24-5821-GASS-009)</i>	<b>February 26-March 1, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR	<ul style="list-style-type: none"> <li>○ Work and Financial Plan (WFP) downloaded from PMIS</li> <li>○ Project Proposal</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>February 12, 2024</b>  <b>5:00 PM</b>	<b>February 9, 2024</b>  <b>8:30 AM</b>
<b>Technical Assistance (TA) Summit</b>	<b>November 22, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR	<ul style="list-style-type: none"> <li>○ 2-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices (1<sup>st</sup>-4<sup>th</sup> Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs</li> <li>○ 2-minute SDO's video on TA Accomplishments, Emerging, &amp; Notable Practices (1<sup>st</sup>-4<sup>th</sup> Quarters) ready for posting in portal/social media submitted by the SDOs</li> </ul>	<b>October 21, 2024</b>  <b>5:00 PM</b>	<b>October 22, 2024</b>  <b>8:30 AM</b>
<b>Learning Engagement on TA Initiatives Adopted in the SDOs</b>	<b>Quarter 1: March 21, 2024</b> <b>Quarter 2: June 25, 2024</b> <b>Quarter 3: September 26, 2024</b> <b>Quarter 4: November 5, 2024</b> 8:00 AM-12:00 PM Varela Hall, DepEd NCR	<ul style="list-style-type: none"> <li>○ TA-Project/Activity Completion Report</li> <li>○ SDO Intervention initiatives</li> </ul>	<b>Quarter 1: March 7, 2024</b>  <b>Quarter 2: June 10, 2024</b>  <b>Quarter 3: September 11, 2024</b>  <b>Quarter 4: October 21, 2024</b>  <b>5:00 PM</b>	<b>Quarter 1: March 8, 2024</b> <b>Quarter 2: June 11, 2024</b>  <b>Quarter 3: September 12, 2024</b>  <b>Quarter 4: October 22, 2024</b> <b>8:30 AM</b>



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<b>Learning Engagement on Resolving Gaps, Issues, Concerns, and Interventions on Dropout Reduction</b>	<b>March 21, 2024;</b> <b>June 25, 2024;</b> <b>September 26, 2024; &amp; November 5, 2024</b> 1:00 PM-5:00 PM Varela Hall, DepEd NCR	<ul style="list-style-type: none"> <li>○ Report of Children-At-Risk               <ul style="list-style-type: none"> <li>- Dropout</li> <li>- Absenteeism</li> </ul> </li> <li>○ Dropout Reduction Intervention</li> </ul>	<b>Quarter 1: March 7, 2024</b>  <b>Quarter 2: June 10, 2024</b>  <b>Quarter 3: September 11, 2024</b>  <b>Quarter 4: October 21, 2024</b>  5:00 PM	<b>Quarter 1: March 8, 2024</b> <b>Quarter 2: June 11, 2024</b>  <b>Quarter 3: September 12, 2024</b>  <b>Quarter 4: October 22, 2024</b> 8:30 AM  <b>8:30 AM</b>
<b>Monitoring and Validation of School-Based Management (SBM) Level of Practice</b>	<b>June 5-21, 2024</b>	<ul style="list-style-type: none"> <li>○ Monitoring and Validation Tool</li> </ul>		
<b>Field Visit and Benchmarking of Best SBM Implementer in SDO</b>	<b>March 15, 2024; &amp; June 14, 2024</b>	<ul style="list-style-type: none"> <li>○ Report on Turned-around Schools with Level 3</li> </ul>	<b>March 1, 2024</b>  <b>5:00 PM</b>	<b>March 4, 2024</b>  <b>8:30 AM</b>
<b>WEB-BASED TA PROGRAM</b>				
<b>Workshop on the Development of Web-Based TA Portal</b>	<b>February 7-9, 2024</b> 8:00 AM-5:00 PM Venue: TBA <i>Host: SDO-Quezon City</i>	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024</b>  <b>5:00 PM</b>	<b>January 26, 2024</b>  <b>8:30 AM</b>
<b>Pilot-run on the Utilization of Web-Based TA Portal</b>	<b>February 14, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: SDO-Quezon City</i>	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 29, 2024</b>  <b>5:00 PM</b>	<b>January 30, 2024</b>  <b>8:30 AM</b>



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<b>Workshop on the Adjustment of Web-Based TA Portal</b>	<b>Quarter 1:</b> March 20-22, 2024 <b>Quarter 2:</b> June 24-26, 2024 <b>Quarter 3:</b> September 25-27 <b>Quarter 4:</b> November 4-6, 2024 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>Quarter 1:</b> March 12, 2024 <b>Quarter 2:</b> June 13, 2024 <b>Quarter 3:</b> September 18, 2024 <b>Quarter 4:</b> October 23, 2024 5:00 PM	<b>Quarter 1:</b> March.5, 2024 <b>Quarter 2:</b> June 7, 2024 <b>Quarter 3:</b> September 10, 2024 <b>Quarter 4:</b> October 14, 2024 8:30 AM
<b>Workshop on the Digitization of TA Templates</b>	<b>February 12-13, 2024</b> 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024</b> 5:00 PM	<b>January 26, 2024</b> 8:30 AM
<b>Workshop on the Finalization of Digitized TA Templates</b>	<b>February 15-16, 2024</b> 8:00 AM-5:00 PM Venue: TBA Host: SDO-Quezon City	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024</b> 5:00 PM	<b>January 26, 2024</b> 8:30 AM
<b>Orientation cum Workshop on the Utilization of Web-Based TA Portal</b>	<b>February 19, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR Host: SDO-Quezon City	<ul style="list-style-type: none"> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>January 25, 2024</b> 5:00 PM	<b>January 26, 2024</b> 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					
<b>INSTITUTIONALIZATION OF TA LEARNING EXCHANGE PROGRAM (ITALEP)</b>									
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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Orientation cum Workshop on the Utilization of Web-Based TA Portal	✓	✓		✓	✓	✓		4	✓
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**EXECUTIVE / OVERSIGHT COMMITTEE, & TECHNICAL WORKING GROUP**

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

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