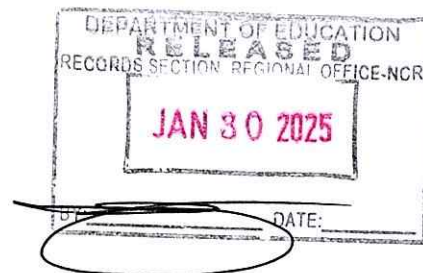




Republic of the Philippines  
**Department of Education**  
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January 23, 2025

**REGIONAL MEMORANDUM**  
 No. 089, s. 2025

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

**2025 SCHEDULE OF ACTIVITIES FOR  
 FIELD TECHNICAL ASSISTANCE DIVISION**

- The Department of Education – National Capital Region, through the Field Technical Assistance Division (FTAD), extends its sincere appreciation to the dedicated personnel of the Regional Office (RO) and Schools Division Offices (SDO) for their steadfast collaboration and support, which have been pivotal in the effective implementation of all programs, projects, and activities.
- In fulfillment of our commitment to providing relevant, timely, and needs-based technical assistance (TA) to the SDOs and ensuring the effective monitoring of TA interventions, FTAD will implement the activities outlined comprehensively in Enclosure No. 1.
- Furthermore, the list of participants is indicated in Enclosure No. 1, and all concerned are **required to complete the pre-registration at least 10 working days prior to the activity and participate consistently in all scheduled activities.** If any **participant is unable to attend** the activities outlined in Enclosure No. 1, kindly **upload a letter of justification signed by the Schools Division Superintendent (SDS) or the approving authority** through the WeBTA Portal - pre-registration.
- Resource Persons/Facilitators, the Technical Working Group (TWG), and other pertinent details are provided in Enclosure No. 2.
- To enhance the operational efficiency, the submission of reports, SDO monitoring and feedbacking, pre-registration, instructional videos, publications, approved Contact Report with TA Plan and Agreement (CoRe TAPA) updated TA tools/templates – *CoRe TAPA, Project/Activity Completion Report, Policy Implementation Plan, SDO Updates, etc.*, and other resources shall be accessed through the **Web-Based TA Portal (WeBTAP)** via <https://bit.ly/WEBTAPortal>.



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6. In the event that the activity/activities fall on a holiday/weekend/official suspension of work on government offices, the participants, members of the Technical Working Group (TWG), and the oversight committee shall be entitled to Compensatory Time-Off or Service Credit for each day of attendance, in recognition of their commitment and active participation.
  
7. The designated host for each activity shall be responsible for preparing the PowerPoint presentation, coordinating the venue, organizing the program flow, and documentation. Additionally, the host is required to submit a two-paragraph news feature article with 2 pictures ready for publication through the link [bit.ly/HostSDO](http://bit.ly/HostSDO) within one day after the activity. This article will be published on the DepEd NCR website and WeBTAP Portal.
  
8. 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).
  
9. For strict compliance.

**JOCELYN DR ANDAYA**  
 Regional Director, NCR  
 Concurrent Officer-in-Charge, Office of the  
 Assistant Secretary for Operations



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**ENLOSURE NO. 1: 2025 SCHEDULE OF ACTIVITIES FOR FTAD**

Activities	Date / Time/ Venue/ Host	Documents/ Resources Needed, Deadline for Submission/ Uploading of Reports, Videos, among others & PRE-REGISTRATION thru WeBTA Portal	PARTICIPANTS/ Resource Speaker/ Facilitator/ SME/ TWG/ Learning Area or PPA In-Charge	Date for the Prewrite activity with the Resource Persons/ Facilitators/ TWG
<b>Pilot-run on the Utilization of the Enhanced Web-Based TA Portal &amp; Its Digitized Resources</b> <i>(AC-25-5821-GASS-003)</i>	<b>February 10, 2025</b> 8:00 PM-5:00 PM Varela Hall, DepEd NCR  HOST: <b>SDO-Manila</b>	<b>Date of SUBMISSION:</b> <b>February 3, 2025</b> <b>4:00 PM</b>  <ul style="list-style-type: none"> <li>○ SDO's TA Contact Report for 4<sup>th</sup> Quarter (2024) signed by the SDS</li> <li>○ TA-Project Activity Completion Report signed by the SDS</li> <li>○ WeBTAP digitized resources</li> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>SDO</b> <ul style="list-style-type: none"> <li>• 1 <b>SGOD Chief or SEPS-SMME or SBM Coordinator</b></li> <li>• 1 <b>PSDS</b></li> <li>• 1 <b>ICT personnel</b></li> </ul> <b>TWG/ Learning Area or PPA In-Charge</b> <ul style="list-style-type: none"> <li>• Roger R. Morillos</li> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Arren V. Aduan</li> <li>• RFTAT Leaders</li> <li>• RFTAT Members</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Villog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/ layout artists/ digitized resource developers/ portal developers/ facilitators/ resource speakers</li> </ul>	<b>February 4, 2025</b> <b>8:30 AM</b>



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<p><b>Workshop on the Enhancement of Web-Based TA Portal</b> (AC-25-5821-GASS-002)</p>	<p><b>February 6-8, 2025</b></p> <p><b>April 14-16, 2025</b></p> <p><b>July 15-17, 2025</b></p> <p><b>October 14-16, 2025</b></p> <p>8:00 AM-5:00 PM Conference Hall Host: TWG</p>	<p><b>Date of SUBMISSION:</b>  <b>*February 8, 2025</b>  <b>*April 16, 2025</b>  <b>*July 17, 2025</b>  <b>*October 16, 2025</b>  <b>4:00 PM</b></p> <ul style="list-style-type: none"> <li>○ SDO's TA Contact Report for 4<sup>th</sup> Quarter (2024) signed by the SDS</li> <li>○ TA-Project Activity Completion Report signed by the SDS</li> <li>○ 1-page SDO's TA Accomplishments, Emerging, or Notable Practices camera-ready for posting in the WeBTAP</li> <li>○ 1-minute video on SDO's TA Accomplishments, Emerging, or Notable Practices ready for posting in portal/social media</li> <li>○ Pictures of the TA activities</li> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<p><b>SDO</b></p> <ul style="list-style-type: none"> <li>• 1 ICT personnel</li> </ul> <p><b>TWG/ Learning Area or PPA In-Charge</b></p> <ul style="list-style-type: none"> <li>• Roger R. Morallos</li> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Arren V. Aduan</li> <li>• RFTAT Leaders</li> <li>• RFTAT Members</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Vilog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/resource speakers</li> </ul>	<p><b>February 4, 2025</b></p> <p><b>April 16, 2025</b></p> <p><b>July 17, 2025</b></p> <p><b>October 16, 2025 8:30 AM</b></p>
<p><b>TA Plan: Preparation, Adjustment, and Monitoring</b> (AC-25-5821-GASS-004)</p>	<p><b>February 11-12, 2025</b></p> <p>8:00 AM-5:00 PM DepEd NCR Conference Hall</p> <p>Host: <b>SDO-Mandaluyong</b></p>	<p><b>Date of SUBMISSION:</b>  <b>*January 27, 2025</b>  <b>5:00 PM</b></p> <p><b>4<sup>th</sup> QUARTER</b></p> <ul style="list-style-type: none"> <li>○ SDO's TA Contact Report for 4<sup>th</sup> Quarter (2024) signed by the SDS</li> <li>○ TA-Project Activity Completion Report signed by the SDS</li> <li>○ laptop</li> <li>○ pocket WIFI</li> </ul>	<p><b>SDO</b></p> <ul style="list-style-type: none"> <li>• 1 SDS or ASDS</li> <li>• 1 SGOD Chief or SEPS-SMME or SBM Coordinator</li> <li>• 1 PSDS</li> <li>• ICT personnel</li> </ul> <p><b>TWG/ Learning Area or PPA In-Charge</b></p> <ul style="list-style-type: none"> <li>• Roger R. Morallos</li> </ul>	<p><b>January 31, 2025</b></p> <p><b>8:30 AM</b></p>



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	<p><b>April 7-8, 2025</b> 8:00 AM-5:00 PM DepEd NCR Conference Hall</p> <p><i>Host:</i> <b>SDO-Paranaque</b></p>	<p>o extension cord</p> <p><b>Date of SUBMISSION:</b> <b>*April 2, 2025</b> <b>5:00 PM</b></p> <p><b>1<sup>st</sup> QUARTER</b></p> <p>o Accomplished SDO's TA Contact Report for 1<sup>st</sup> Quarter signed by the SDS</p> <p>o TA-Project Activity Completion Report signed by the SDS</p> <p>o Laptop</p> <p>o pocket WIFI</p> <p>o extension cord</p>	<ul style="list-style-type: none"> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Micah G. Pacheco</li> <li>• Atty. Joylyn P. Dulnuan</li> <li>• Hajji R. Palmero</li> <li>• Resty Rodelas</li> <li>• Arren V. Aduan</li> <li>• Herbert D. Vertucio</li> <li>• Richard Catain</li> <li>• RFTAT Leaders</li> <li>• RFTAT Members</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Vilog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/resource speakers</li> </ul>	<p><b>April 4, 2025</b> <b>8:30 AM</b></p>
	<p><b>July 10-11, 2025</b> 8:00 AM-5:00 PM DepEd NCR Conference Hall</p> <p><i>Host:</i> <b>SDO-Muntinlupa</b></p>	<p><b>Date of SUBMISSION:</b> <b>*July 2, 2025</b> <b>5:00 PM</b></p> <p><b>2<sup>nd</sup> QUARTER</b></p> <p>o Reviewed and adjusted SDO's TA Contact Report for 2<sup>nd</sup> Quarter signed by the SDS</p> <p>o TA-Project Activity Completion Report signed by the SDS</p> <p>o 1-page SDO's TA Accomplishments, Emerging, or Notable Practices camera-ready for posting in the WeBTAP</p> <p>o 1-minute video on SDO's TA Accomplishments, Emerging, or Notable Practices ready for posting in portal/social media</p> <p>o laptop</p> <p>o pocket WIFI</p> <p>o extension cord</p>		<p><b>July 4, 2025</b> <b>8:30 AM</b></p>



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	<p><b>October 9-10, 2025</b>          8:00 AM-5:00 PM          DepEd NCR Conference Hall</p> <p><i>Host:</i>  <b>SDO-TAPAT</b></p>	<p><b>Date of SUBMISSION:</b>  <b>*October 1, 2025</b>  <b>5:00 PM</b></p> <p><b>3<sup>rd</sup> QUARTER</b></p> <ul style="list-style-type: none"> <li>○ Reviewed and adjusted SDO's TA Contact Report for 3<sup>rd</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>	<p><b>October 3, 2025</b>  <b>8:30 AM</b></p>
<p><b>Collaborative Writeshop: Validation of DepEd NCR TASK Field Guide</b>  <i>(AC-25-5821-GASS-006)</i></p>	<p><b>February 18, 2025</b>          8:00 AM-5:00 PM          Varela Hall, DepEd NCR</p> <p><i>Host:</i>  <b>SDO-Malabon</b></p>	<p><b>Date of SUBMISSION:</b>  <b>*February 18, 2025</b>  <b>4:00 PM</b></p> <ul style="list-style-type: none"> <li>○ WeBTAP digitized resources</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<p><b>SDO</b></p> <ul style="list-style-type: none"> <li>• <b>1 SDS or ASDS</b></li> <li>• <b>1 CID Chief</b></li> <li>• <b>1 SGOD Chief or SEPS-SMME or SBM Coordinator</b></li> <li>• <b>1 PSDS</b></li> <li>• <b>ICT personnel</b></li> <li>• <b>School Head</b></li> </ul> <p><b>TWG/ Learning Area or PPA In-Charge</b></p> <ul style="list-style-type: none"> <li>• Roger R. Morallos</li> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Arren V. Aduan</li> </ul>



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			<ul style="list-style-type: none"> <li>• RFTAT Leaders</li> <li>• RFTAT Members</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Vilog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/ layout artists/ digitized resource developers/ portal developers/ facilitators/ resource speakers</li> </ul>	
<b>Community of Practice with the Knowledge Management Team</b> <i>(AC-25-5821-GASS-010)</i>	<b>February 3, 10&amp; 17, 2025</b> <b>March 3, 2025</b> <b>June 2, 2025</b> <b>September 1, 2025</b> 8:00 AM-5:00 PM Conference Hall  Host: TBA	<b>Date of SUBMISSION:</b> <i>*February 3, 10&amp; 17, 2025</i> <b>March 3, 2025</b> <i>June 2, 2025</i> <b>September 1, 2025</b>  <b>4:00 PM</b> <ul style="list-style-type: none"> <li>○ assigned task to the host FD/Section/Unit</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>RO</b> <ul style="list-style-type: none"> <li>• <b>1 DC focal person per FD</b></li> <li>• <b>RFTAT Leaders</b></li> <li>• <b>RFTAT Members</b></li> </ul>	<b>As the need arises</b>
<b>Technical Assistance (TA) Summit</b> <i>(AC-25-5821-GASS-011)</i>	<b>October 28, 2024</b> 8:00 AM-5:00 PM Varela Hall, DepEd NCR  HOST: TBA	<b>Date of SUBMISSION:</b> <i>*October 17, 2025</i> <b>4:00 PM</b>  <ul style="list-style-type: none"> <li>○ 2-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices (1<sup>st</sup>-3<sup>rd</sup> Quarters) camera-ready</li> </ul>	<b>SDO</b> <ul style="list-style-type: none"> <li>• <b>1 SDS or ASDS</b></li> <li>• <b>1 SGOD Chief</b></li> <li>• <b>1 SEPS-SMME or SBM Coordinator</b></li> <li>• <b>1 PSDS</b></li> <li>• <b>ICT personnel</b></li> <li>• <b>School Head</b></li> </ul>	<b>As the need arises</b>



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		for posting in the FTAD journal ○ 2-minute SDO's video on TA Accomplishments, Emerging, & Notable Practices (1 <sup>st</sup> -3 <sup>rd</sup> Quarters) ready for posting in portal/social media	<b>TWG/ Learning Area or PPA In-Charge</b> <ul style="list-style-type: none"> <li>• Roger R. Morillos</li> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Arren V. Aduan</li> <li>• RFTAT Leaders</li> <li>• RFTAT Members</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Vilog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/resource speakers</li> </ul>	
<b>Planning Engagement with the TWG and/or SDO Representatives</b> <small>(AC-25-5821-GASS-012)</small>	<b>August 29, 2025</b> <b>September 12 &amp; 26, 2025</b> <b>October 17, 23 &amp; 24, 2025</b> 8:00 AM-5:00 PM DepEd NCR Conference Hall  HOST: TBA	<b>Date of SUBMISSION:</b> * <b>August 29, 2025</b> * <b>September 12 &amp; 26, 2025</b> <b>4:00 PM</b> <ul style="list-style-type: none"> <li>○ TA-Project/Activity Completion Report</li> <li>○ SDO Intervention initiatives</li> <li>○ Minutes of the Meeting</li> </ul>	<b>TBA</b>	<b>As the need arises</b>
<b>Workshop on the</b>	<b>February 3-5, 2025</b>	<b>Date of SUBMISSION:</b> * <b>February 5, 2025</b>		<b>Januari 27, 2025</b>



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<b>Enhancement of Digitized TA Templates &amp; Instructional Videos</b> <i>(AC-25-5821-GASS-001)</i>	<b>April 9-11, 2025</b> Venue: TBA Host: TWG	<b>*April 11, 2025</b> <b>4:00 PM</b> <ul style="list-style-type: none"> <li>○ WeBTAP digitized resources</li> <li>○ Laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<b>TWG/ Learning Area or PPA In-Charge</b> <ul style="list-style-type: none"> <li>• Roger R. Morallos</li> <li>• Jingle A. Lim</li> <li>• Christian T. Español</li> <li>• Arren V. Aduan</li> <li>• Jelyn C. Vigonte</li> <li>• Cerille Joseph M. Reyes</li> <li>• Sherwin C. Maningas</li> <li>• Michael B. Armentia</li> <li>• Jerson R. Castillo</li> <li>• Jessie A. Matriano</li> <li>• Herry C. Balisacan</li> <li>• Flor Abel M. Vilog</li> <li>• Mary Grace Espiel</li> <li>• Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/resource speakers</li> </ul>	<b>April 4, 2025</b>  <b>8:30 AM</b>
<b>Collaborative Writeshop: Development of DepEd NCR TASK Field Guide</b> <i>(AC-25-5821-GASS-005)</i>	<b>February 13-15, 2025</b> 8:00 AM-5:00 PM Venue: TBA  <i>Host: TWG</i>	<b>Date of SUBMISSION:</b> <b>*February 15, 2025</b> <b>4:00 PM</b> <ul style="list-style-type: none"> <li>○ WeBTAP digitized resources</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>		<b>February 7, 2025</b>  <b>8:30 AM</b>
<b>Collaborative Writeshop: Finalization of DepEd NCR TASK Field Guide</b> <i>(AC-25-5821-GASS-007)</i>	<b>February 19-21, 2025</b> 8:00 AM-5:00 PM Venue: TBA  <i>Host: TWG</i>	<b>Date of SUBMISSION:</b> <b>*February 21, 2025</b> <b>4:00 PM</b> <ul style="list-style-type: none"> <li>○ WeBTAP digitized resources</li> <li>○ article assigned to the writer</li> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>		<b>February 14, 2025</b>  <b>8:30 AM</b>
<b>Workshop on the Preparation of Journal on TA Accomplishment Reports, Emerging or Notable Practices</b> <i>(AC-54-5821-GASS-008)</i>	<b>July 18-19, 2025</b> 8:00 AM-5:00 PM Venue: TBA  <i>Host: TWG</i>	<b>Date of SUBMISSION:</b> <b>* July 7, 2025</b> <b>4:00 PM</b>  <b>1<sup>st</sup> ISSUANCE</b> <ul style="list-style-type: none"> <li>○ 1-page SDO's TA Accomplishments, Emerging, &amp; Notable Practices (4<sup>th</sup> Quarter 2024 &amp; 1<sup>st</sup> Quarter 2025) camera-ready for posting in the FTAD journal submitted by the SDOs</li> <li>○ 1-minute SDO's video on TA Accomplishments, Emerging, &amp; Notable Practices (1<sup>st</sup>-2<sup>nd</sup> Quarters) ready for</li> </ul>		<b>July 8, 2025</b>  <b>8:30 AM</b>



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	<p>posting in portal/social media submitted by the SDOs</p> <ul style="list-style-type: none"> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>	<p><b>October 17-18, 2025</b>        8:00 AM-5:00 PM        Venue: TBA        Host: TWG</p> <p><b>Date of SUBMISSION:</b>        * <b>October 16, 2024</b>  <b>5:00 PM</b>  <b>2<sup>nd</sup> ISSUANCE</b></p> <ul style="list-style-type: none"> <li>○ 1-page SDO's TA Accomplishments, Emerging, or Notable Practices (2<sup>nd</sup>-3<sup>rd</sup> Quarters) camera-ready for posting in the FTAD journal submitted by the SDOs</li> <li>○ 1-minute SDO's video on TA Accomplishments, Emerging, or Notable Practices (3<sup>rd</sup>-4<sup>th</sup> Quarters) ready for posting in portal/social media submitted by the SDOs</li> </ul> <ul style="list-style-type: none"> <li>○ laptop</li> <li>○ pocket WIFI</li> <li>○ extension cord</li> </ul>		<p><b>October 17, 2024</b>  <b>8:30 AM</b></p>
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**Enclosure No. 2: TECHNICAL WORKING GROUP / RESOURCE PERSONS /  
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