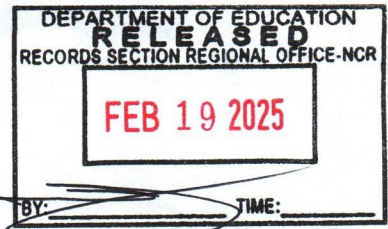




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION



February 13, 2025

**REGIONAL MEMORANDUM**  
 No. 166, s. 2025

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

**CHANGES IN THE REGIONAL MEMORANDUM NO. 089, s. 2025 -  
 2025 SCHEDULE OF ACTIVITIES FOR FIELD TECHNICAL ASSISTANCE DIVISION**

1. The Field Technical Assistance Division (FTAD) of this Region acknowledges the continuous support, participation, and cooperation of the dedicated Schools Division Superintendents/Assistant Schools Division Superintendents (SDS/ASDS), SGOD Chiefs, Public Schools District Supervisors (PSDS), Information Technology Officers (ITO), and SEPS-SMME/SBM Coordinators from sixteen Schools Division Offices (SDO) during a series of activities on technical assistance. It is commendable that the SDOs share their expertise and accomplishments, which contribute to the enhancement of the Web-Based TA (WEBTA) Portal.
2. Furthermore, due to the suggestions and recommendations for the enhancement of the WEBTA Portal from SDO participants during the series of activities, there will be changes to the schedule of activities stated in Enclosure No. 1.
3. Participants, Technical Working Group, writers 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.
4. 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.
5. 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)



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	1 of 4





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within one day after the activity. This article will be published on the DepEd NCR website and WeBTAP Portal.

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. All other provisions in the previous Memorandum shall remain.
8. For strict compliance.

  
**JOCELYN DR ANDAYA**

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



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	2 of 4

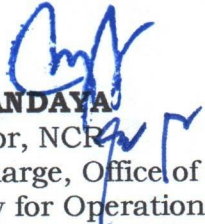




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7. All other provisions in the previous Memorandum shall remain.
8. For strict compliance.

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



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	2 of 4





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**ENCLOSURE NO. 1: CHANGES IN THE REGIONAL MEMORANDUM NO. 089, s. 2025**  
**- 2025 SCHEDULE OF ACTIVITIES FOR FIELD TECHNICAL ASSISTANCE DIVISION**

ACTIVITY	FROM	TO	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/ Facilitato rs/ TWG
<b>Collaborative Writershop: Validation of DepEd NCR TASK Field Guide</b>  <i>(AC-25-5821-GASS-006)</i>	<b>February 18, 2025</b>  8:00 AM- 5:00 PM  Varela Hall, DepEd NCR  <i>Host:</i>  <b>SDO- Malabon</b>	<b>February 27, 2025</b>  8:00 AM- 5:00 PM  Varela Hall, DepEd NCR  <i>Host:</i>  <b>SDO- Malabon</b>	<b>Date of SUBMISSION:</b>  <b>*February 27, 2025</b>  <b>4:00 PM</b>  <ul style="list-style-type: none"> <li>o Accomplished validation form</li> </ul> <b>DOCUMENTS NEEDED</b>  <ul style="list-style-type: none"> <li>o SDO 4<sup>th</sup> Quarter TA Contact Report (2024) signed by the SDS</li> <li>o TA-Project/ Activity Completion Report</li> <li>o 1-page SDO TA Accomplishments, Emerging or Notable Practices</li> <li>o Pictures of the TA activities</li> <li>o laptop</li> <li>o pocket WIFI</li> <li>o extension cord</li> </ul>	<b>SDO</b>  <ul style="list-style-type: none"> <li>• 1 SDS or ASDS</li> <li>• 1 SGOD Chief</li> <li>• 1 SEPS-SMME or SBM Coordinator</li> <li>• 1 ITO</li> <li>• 1 School Head</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>• Melandro D. Santos</li> <li>• Rouelle A. Santero</li> </ul>	<b>February 21, 2025</b>  <b>8:30 AM</b>



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	3 of 4

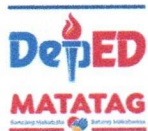


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				<ul style="list-style-type: none"> <li>Ana Marie O. Hernandez</li> <li>Flor Abel M. Vilog</li> <li>Mary Grace Espiel</li> <li>Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/ facilitators/ resource speakers</li> </ul>	
<b>Collaborative Writeshop: Development of DepEd NCR TASK Field Guide</b> <small>(AC-25-5821-GASS-005)</small>	<b>February 13-15, 2025</b> 8:00 AM-5:00 PM Venue: TBA Host: TWG	<b>February 18-19 &amp; 21, 2025</b> 8:00 AM-5:00 PM Venue: 2nd floor, LRMDC, DepEd NCR Host: TWG	<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>laptop</li> <li>pocket WIFI</li> <li>extension cord</li> </ul>	<b>TWG / Participants</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>Jerson R. Castillo</li> </ul> <b>WRITERS</b> <ul style="list-style-type: none"> <li>Jelyn C. Vigonte</li> <li>Cerille Joseph M. Reyes</li> </ul>	<b>February 7, 2025</b> <b>8:30 AM</b>
<b>Collaborative Writeshop: Finalization of DepEd NCR TASK Field Guide</b> <small>(AC-25-5821-GASS-007)</small>	<b>February 19-21, 2025</b> 8:00 AM-5:00 PM Venue: TBA Host: TWG	<b>February 28-March 3-4, 2025</b> 8:00 AM-5:00 PM Venue: TBA Host: TWG	<b>Date of SUBMISSION:</b> <b>*February 22, 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>	<ul style="list-style-type: none"> <li>Michael B. Armentia</li> <li>Jessie A. Matriano</li> <li>Herry C. Balisacan</li> <li>Melandro D. Santos</li> <li>Rouelle A. Santero</li> <li>Ana Marie O. Hernandez</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>February 17, 2025</b> <b>8:30 AM</b>



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Doc. Ref. Code	RO-ORD-F004	Rev	00
Effectivity	01.26.23	Page	4 of 4



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