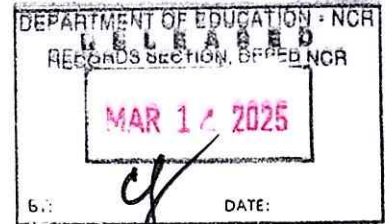




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



5:21 pm

March 13, 2025

REGIONAL MEMORANDUM

No. 266, 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), this Region sincerely acknowledges the invaluable support, active involvement, and collaborative efforts of all Schools Division Office (SDO) representatives. Their collective expertise and dedication have played a significant role in enhancing technical assistance initiatives. These efforts have notably improved the functionality and effectiveness of the Web-Based Technical Assistance (WEBTA) Portal, contributing to better service delivery and education management.
2. Following the agreements made during the activities conducted on February 10 and March 4, 2025, all Schools Division Offices are directed to **immediately utilize the WEBTA Portal (<https://bit.ly/WEBTAPortal>)**. **Deadline for submission, presentation of the SDOs 1st Quarter TA interventions**, and other activities are 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, writers, 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



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Website: depedncr.com.ph




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


CRISTITO A. ECO
Director III
Officer-in-Charge
Office of the Regional Director

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



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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 Pework activity with the Resource Persons/ Facilitators/ Writers/ TWG
TA Plan: Preparation, Adjustment, and Monitoring <i>(AC-25-5821-GASS-004)</i>	February 11- 12, 2025 8:00 AM- 5:00 PM DepEd NCR Conference Hall <i>Host:</i> SDO- Mandaluyong	February 11-12, 2025 8:00 AM- 5:00 PM DepEd NCR Conference Hall <i>Host:</i> SDO- Mandaluyong	Date of SUBMISSION * MARCH 18, 2025 3:00 PM Accomplished SDO's ANNUAL TA Plan (Contact Report) signed by the SDS	SDO <ul style="list-style-type: none"> • 1 SGOD Chief or SEPS-SMME or SBM Coordinator • 1 PSDS • ICT personnel • 1 Principal TWG/ RESOURCE PERSONS/ Learning Area or PPA In-Charge <ul style="list-style-type: none"> • Roger R. Morillos • Jingle A. Lim • Christian T. Español • Arren V. Aduan • Gerrie A. Padilla • Gina Galvez • RFTAT Leaders • RFTAT Members • Adelina H. Velasco • Jelyn C. Vigonte • Cerille Joseph M. Reyes • Michael B. Armentia • Jerson R. Castillo • Jessie A. Matriano • Herry C. Balisacan • Melandro D. Santos • Rouelle A. Santero • Ana Marie O. Hernandez 	



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				<ul style="list-style-type: none"> • Flor Abel M. Vilog • Mary Grace Espiel • Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/ resource speakers 	
2nd Pilot Run on the Utilization of the Enhanced Web-Based TA Portal	April 2, 2025 8:00 AM-5:00 PM Venue: Varela Hall, DepEd NCR Host: SDO-Paranaque	April 2, 2025 8:00 AM-5:00 PM Venue: Varela Hall, DepEd NCR Host: SDO-Paranaque	Date of SUBMISSION: * MARCH 28, 2025 4:00 PM 1st QUARTER <ul style="list-style-type: none"> o Accomplished SDO's TA Contact Report for 1st Quarter signed by the SDS o TA-Project Activity Completion Report signed by the SDS o Laptop o pocket WIFI o extension cord 	SDO <ul style="list-style-type: none"> • 1 SGOD Chief or SEPS-SMME or SBM Coordinator • 1 PSDS • ICT personnel • 1 Principal TWG/ RESOURCE PERSONS/ Learning Area or PPA In-Charge <ul style="list-style-type: none"> • Roger R. Morillos • Jingle A. Lim • Christian T. Español • Arren V. Aduan • Gerrie A. Padilla • Gina Galvez • RFTAT Leaders • RFTAT Members • Adelina H. Velasco • Jelyn C. Vigonte • Cerille Joseph M. Reyes • Michael B. Armentia • Jerson R. Castillo • Jessie A. Matriano • Herry C. Balisacan • Melandro D. Santos • Rouelle A. Santero • Ana Marie O. Hernandez • Flor Abel M. Vilog • Mary Grace Espiel 	March 20, 2025 8:30 AM Venue: FTAD, 3rd floor, Varela Building, DepEd NCR
TA Plan: Preparation, Adjustment, and Monitoring <i>(AC-25-5821-GASS-004)</i>	April 7-8, 2025 8:00 AM-5:00 PM Venue: Varela Hall, DepEd NCR Host: SDO-Paranaque	April 3-4, 2025 8:00 AM-5:00 PM Venue: Varela Hall, DepEd NCR Host: SDO-Paranaque			



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				Other concerned personnel/writer/ layout artists/ digitized resource developers/ portal developers/ facilitators/ resource speakers	
Collaborative Writeshop: Finalization of DepEd NCR TASK Field Guide <small>(AC-25-5821-GASS-007)</small>	February 19-21 8:00 AM-5:00 PM Venue: TBA Host: TWG	March 19-21, 2025 8:00 AM-5:00 PM Venue: TBA Host: TWG	Date of SUBMISSION: *MARCH 21, 2025 3:00 PM <ul style="list-style-type: none"> o WeBTAP digitized resources o Updated WEBTA Portal o Article/s assigned to the writer o laptop o pocket WIFI o extension cord 	TWG/ RESOURCE PERSONS/ Learning Area or PPA In-Charge <ul style="list-style-type: none"> • Roger R. Morillos • Jingle A. Lim • Christian T. Español • Arren V. Aduan • Gerrie A. Padilla • Gina Galvez • RFTAT Leaders • RFTAT Members • Adelina H. Velasco • Jelyn C. Vigonte • Cerille Joseph M. Reyes • Michael B. Armentia • Jerson R. Castillo • Jessie A. Matriano • Herry C. Balisacan • Melandro D. Santos • Rouelle A. Santero • Ana Marie O. Hernandez • Flor Abel M. Vilog • Mary Grace Espiel • Other concerned personnel/writer/ layout artists/ digitized resource developers/ portal developers/ facilitators/ resource speakers 	March 4, 2025 8:30 AM Venue: TBA



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