



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

March 28, 2025

REGIONAL MEMORANDUM

No. 327, s. 2025

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

**TECHNICAL ASSISTANCE PLAN:
PREPARATION, ADJUSTMENT, AND MONITORING**

1. In adherence to the Memorandum DM-HROD-2023-0617 titled "DepEd RO and SDO Office Functions Version 3", this Office, through the Field Technical Assistance Division (FTAD) shall conduct the **Technical Assistance (TA) Plan: Preparation, Adjustment, and Monitoring** on the schedule stated in **Enclosure No. 1**.
2. A series of activities for the preparation of Schools Division Offices' (SDOs) Technical Assistance (TA) Plan and Agreement, along with the utilization of the Enhanced Web-Based TA (WEBTA) Portal, has been successfully concluded. The activities outlined in Enclosure No. 1 aim to present the SDOs' quarterly TA initiatives, track and document progress, assess implementation status, and make necessary adjustments as needed.
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 at least 10 working days before each activity, to allow ample time for meal and venue preparations.
4. Furthermore, this Office sincerely **acknowledges the Schools Division Offices (SDOs)** listed in Enclosure No. 2 for **successfully utilizing the WEBTA Portal (<https://bit.ly/WEBTAPortal>)**. They have effectively encoded their Annual Technical Assistance Plan and Agreement (ATAPA), uploaded the ATAPA CSV file, and submitted the approved ATAPA using the official template through the portal. **Special recognition** is given to **SDO-Taguig City and Pateros for their bottom-up approach (schools to SDO, SDO to RO) in encoding and submitting their ATAPA**.



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5. In the event that the activity falls on a holiday/weekend/official suspension of work in government offices, the participants, writers, Technical Working Group (TWG) members, 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.

6. The designated host for each activity shall be responsible for preparing the activity teaser, program invitation, 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 two photos, through **bit.ly/HostSDO** within one day after the activity for publication on the WeBTAP Portal, DepEd NCR website and official social media platforms.

7. For clarifications and concerns, please contact Dr. Jingle A. Lim, Education Program Supervisor, Field Technical Assistance Division, through jingle.lim@deped.gov.ph.

8. All other provisions in the previous Memorandum shall remain.

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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FTAD



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ENCLOSURE NO. 1:

SCHEDULE OF ACTIVITIES				
ACTIVITY	DATE / VENUE / HOST SDO	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/ Writers/ TWG
TA Plan: Preparation, Adjustment, and Monitoring <i>(AC-25-5821-GASS-004)</i>	APRIL 7-8, 2025 8:00 AM-5:00 PM Varela Hall, DepEd NCR <i>Host: SDO-Parañaque</i>	Date of SUBMISSION: <i>* April 2, 2025</i> 3:00 PM 1st QUARTER Accomplished SDO's TA Contact Report for 1st Quarter signed by the SDS TA-Project Activity Completion Report signed by the SDS Bring the following: Laptop pocket WIFI extension cord	SDO <ul style="list-style-type: none"> • 1 SGOD Chief or SEPS-SMME or SBM Coordinator • 1 PSDS • 1 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 • Juliet J. Icamen/ Authorized representative 	April 4, 2025 8:30 AM
	July 10-11, 2025 8:00 AM-5:00 PM Venue: Varela Hall <i>Host: SDO-Muntinlupa</i>	Date of SUBMISSION: <i>* July 2, 2025</i> 3:00 PM 2nd QUARTER Reviewed and adjusted SDO's TA Contact Report for 2nd Quarter signed by the SDS TA-Project Activity Completion Report signed by the SDS 1-page SDO's TA Accomplishments, Emerging, or Notable	<ul style="list-style-type: none"> • Hajji R. Palmero/ Authorized representative • Atty. Joylyn P. Dulnuan/ Authorized representative • Atty. Analiza Esperanza/Atty. Maria Hannah D. Perez-Formento/ Authorized representative • Restituto I. Rodelas/ Authorized representative 	March 4, July 4, 2025 8:30 AM Venue: TBA



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		<p>Practices camera-ready for posting in the WeBTA Portal 1-minute video on SDO's TA Accomplishments, Emerging, or Notable Practices ready for posting in portal/social media Bring the following: Laptop pocket WIFI extension cord</p>	<ul style="list-style-type: none"> • Micah G. Pacheco/ Authorized representative • Charito A. Villanueva • Roland D. Montes • Andrew E. Tan • James Roldan • Arren V. Aduan • Joan R. Pedroche • Engr. Epifanio A. Macaraeg, Jr. 	
	<p>October 9-10, 2025 8:00 AM-5:00 PM DepEd NCR Conference Hall Host: SDO-TAPAT</p>	<p>Date of SUBMISSION: *October 1, 2025 3:00 PM 3rd QUARTER Reviewed and adjusted SDO's TA Contact Report for 3rd Quarter 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 Bring the following: Laptop pocket WIFI extension cord</p>	<ul style="list-style-type: none"> • Arnel M. Peralta • Perlito G. Manalad • Herbert D. Verticio • Richard Catain • Gerrie A. Padilla • Gina Galvez • RFTAT Leaders • RFTAT Members • Adelina H. Velasco • Cerille Joseph M. Reyes • Michael B. Armentia • Jerson R. Castillo • Jessie A. Matriano • Herry C. Balisacan • Melandro D. Santos • Rouelle A. Santero • Jelyn C. Vigonte • Flor Abel M. Villog • Mary Grace Espiel • Other concerned personnel/writer/layout artists/digitized resource developers/ portal developers/facilitators/ resource speakers 	<p>October 3, 2025 8:30 AM Venue: TBA</p>



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ENCLOSURE No. 2

SDOs SUCCESSFULLY UTILIZED THE WEBTA PORTAL (as of March 31, 2025, 3:00 PM)			
SDO	ENCODED SDO ATAPA & UPLOADED THE CSV FILE	SUBMITTED APPROVED SDO's ATAPA	REMARKS
Caloocan City	√	√	Complete
Las Piñas City	x	x	Incomplete
Makati City	√	x	Incomplete
Malabon City	√	x	Incomplete
Mandaluyong City	x	x	Incomplete
Manila	√	x	Incomplete
Marikina City	√	x	Incomplete
Muntinlupa City	<i>Partially encoded</i> - No data on TA Needed/Help Needed from the TA Provider (RO)	x	Incomplete
Navotas City	√	√	Complete
Parañaque City	√	√	Complete
Pasay City	<i>Partially encoded</i> - No data on TA Needed/Help Needed from the TA Provider (RO)	x	Incomplete
Pasig City	x	x	Incomplete
Quezon City	x	x	Incomplete
San Juan City	<i>Partially encoded</i> - No data on TA Needed/Help Needed from the TA Provider (RO)	x	Incomplete
Taguig City & Pateros	√	√	Complete
Valenzuela City	<i>Partially encoded</i> - No data on TA Needed/Help Needed from the TA Provider (RO)	x	Incomplete



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