



REPUBLIC OF THE PHILIPPINES  
**DEPARTMENT OF EDUCATION**  
NATIONAL CAPITAL REGION  
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DEC 03 2020

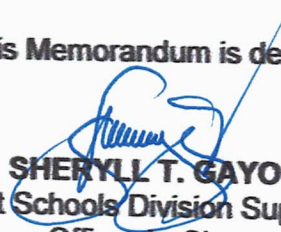
**DIVISION MEMORANDUM**

No. 086, s. 2020

**UTILIZATION OF CONTACT REPORT, TA PLAN,  
PERFORMANCE, AGREEMENT AND M&E TEMPLATE**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD and CID  
Elementary and Secondary School Heads  
All Others Concerned  
Public Schools Only

1. Attached is Regional Memorandum No. 352, s. 2020, dated November 16, 2020 from Dr. Malcolm S. Garma, Director IV, Office of the Regional Director, DepEd NCR, re: **Utilization of Contact Report, TA Plan, Performance, Agreement and M&E Template**, the content of which is self-explanatory, for information and guidance of all concerned.
2. Relative to this, Education Program Supervisors, Public School District Supervisors, and School Heads are encouraged to utilize the aforementioned standard templates in the provision of technical assistance.
3. Templates can be accessed through <https://bit.ly/TATemplates2020>.
4. Immediate and wide dissemination of this Memorandum is desired.

  
**SHERYLL T. GAYOLA**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

*Encl.: as stated*



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

DEPARTMENT OF EDUCATION  
RECORDS SECTION, DEPED NCR

**RELEASED**

By: \_\_\_\_\_ Date: \_\_\_\_\_

18 NOV 2020

DNCR-F-ORD-033/RO/01112019

**MEMORANDUM**

No. 353, 2020

TO : **Schools Division Superintendents  
ROP Division Chiefs and Section/Unit Heads  
All Others Concerned**

FROM : **MALCOLM S. GARMA**  
Director IV

SUBJECT : **Utilization of Contact Report, TA Plan, Performance, Agreement  
and M&E Template**

Date : November 16, 2020

1. To have standard template on the provision of technical assistance, this Office through Field Technical Assistance Division (FTAD) shall release the following:
  - a. Contact Report Template No. 1 entitled Contact Report, TA Plan, Performance, Agreement, and Monitoring Template for the Schools/CLCs;
  - b. Contact Report Template No. 2 entitled Contact Report, TA Plan, Performance, Agreement, and Monitoring Template for the Schools Division Office; and
  - c. Contact Report Template No. 3 entitled Contact Report, TA Plan, Performance, Agreement, and Monitoring Template for the Regional Office.
2. Templates can be accessed through <https://bit.ly/TATemplates2020>.
3. Immediate and wide dissemination of this Memorandum is desired.

/ftad-jal



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