DIVISION MEMORANDUM
No. 162, s. 2019

TO: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools Only

COMPOSITION OF DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)

1. Pursuant to DepEd NCR Memorandum dated September 13, 2019 re:
Reiteration on the Submission of Technical Assistance Report, this division will
organize Field Technical Assistance Team to strengthen coordination and provision
of Technical Assistance to address the issues and concerns of all schools.

2. Composition of the Division Field Technical Assistance Team (DFTAT) are as
follows;

(a) SDO Management
   Dr. Joel T. Torrecampo
   OIC, Office of the Schools
   Division Superintendent

(b) Supervising Fellow (SF)
   Dr. Elisa O. Cerveza
   OIC, Office of the Assistant Schools
   Division Superintendent

(c) Assistant Supervising Fellow (ASF)
   Dr. Elizalde Q. Cena
   Chief Educ. Supervisor, SGOD
   Dr. Elisa O. Cerveza
   Chief Educ. Supervisor, CID

(d) Team Leaders (TL)
   Dr. Nida A. Andrada
   Public Schools District Supervisor
   Mr. Alberto D. Villamor
   Educ. Program Supervisor, SGOD
   Galcoso C. Alburo
   Educ. Program Supervisor, CID

(e) Members/Specialists:
   e.1 Education Program Supervisors (EPS)
      Ms. Jovita Consorcia F. Mani, MSEP/MAPEH
      Ms. Janet Cajuguiran, English
      Ms. Leah A. de Leon, Kindergarten / OIC-EPS in Araling Panlipunan
      Ms. Leilani N. Villanueva, EsP, Guidance and Counseling
      Mr. Dominador J. Villafria, Mathematics
      Mr. Joseph T. Santos, EPP and TLE
      Mr. Galcoso C. Alburo, Filipino
      Ms. Jessica S. Mateo, Science

September 27, 2019

Maka-Diyos, Makatao, Makakalikasen at Makabansa
e.2 Public School District Supervisors with Adopted Schools

Dr. Nida P. Andrada  Industrial Valley ES, Nangka HS,
                     Concepcion Integrated School (Secondary),
                     and SSS National HS

Ms. Zenaida S. Munar  Sto. Niño ES, H. Bautista ES, Parang ES,
                      SSS Village ES and Kapitan Moy ES

Ms. Remia L. Ricabar  Concepcion ES, Concepcion Integrated
                      School (Elementary), Fortune ES,
                      St. Mary ES

Dr. Josefino DL. Lu    Nangka ES, Malanday NHS, Fortune HS,
                      Barangka National HS

Dr. Nancy Suegay      Sta. Elena HS, Marikina Science HS,
                      J. dela Peña National HS

Ms. Lilia G. Garperio  Barangka ES, L. Victorino ES, Marikina ES,
                       Malanday ES

Ms. Emily G. Santos   Marikina HS, Marikina Heights National HS,
                      Parang HS

Mr. Freddie D. Viernes Tañong HS, Kalumpang National HS,
                       Sto. Niño National HS

Ms. Anna A. Japone    Kalumpang ES, San Roque ES,
                       San Roque National HS

e.3 Specialists

Ms. Maria Chona M. Sarmiento, SEPS in Planning & Research
Dr. Noemi A. Velario, SEPS in Human Resource Development
Mr. Reinan M. Ignacio, Education Program Specialist II, Social
                     Mobilization and Networking
Mr. Sunny T. Cortes, Education Program Specialist II, Human
                     Resource Development, Gender and Development
Mr. Primo N. Quintana III, Project Development Officer II, DRRM

e.4 Education Facilities
Engr. Remigio O. Alegro, Education Facilities

e.5 School Health and Nutrition
Ms. Marielle Ann R. Aguirre, School Health and Nutrition

e.6 Finance and Budget Services
Ms. Ivy R. Ruallo, Accounting Section
Ms. Richie B. Ignacio, Budget Section

e.7 Information Communication Technology Services
Mr. Ryan Lee Regencia, Information Technology Officer I

e.8 Administrative Services
Mr. Claro L. Capco, Administrative Officer V

e.9 Legal Services
Atty. Ceasar Augustus Cebujano, Legal Officer
3. Division Field Technical Assistance Team (DFTAT) core functions are the following:

(a) SDO Management - Schools Division Superintendent (SDS)
   - Provides management direction or inputs to the DFTAT.
   - Resolves problems and issues affecting DFTAT's work
   - Approves the field validation and Technical Assistance Plan (TAP)

(b) Supervising Fellow (SF)
   - Assistant Schools Division Superintendent will serve as permanent SF focusing on quality assurance of the TA Process
   - The SF will provide technical guidance to the DFTAT.

(c) Assistant Supervising Fellow (ASF)
   - Two Division Chiefs from Curriculum Implementation Division (CID) and Schools Governance and Operations Division (SGOD) will be appointed as ASFs to oversee the technical inputs or requirements of the TA.

(d) Team Leader (TL)
   - The TL will be responsible for the day to day activities of the team.
   - Resolves operational issues
   - Leads the preparation of field validation plan, TAP and Contact Report.
   - Present findings and recommendations in the MEA sessions.

(e) Members / Specialists
   - Acts as subject area specialist
   - Act as facilitator for workshops, FGDs and other group discussions
   - Participates in data validation, deliberations of findings, MEA presentation and report writing.

(f) Planning Officer
   - Provides access to education data and information
   - Acts as main resource or expert on education planning requirements.

(g) School Management, Monitoring and Evaluation Section (SMME)
   - Acts as main resource or expert on M&E
   - Serves as documenter of the TA process

(h) External Expert / Resource Speaker
   - Provide technical advisory services to the team, and or provides technical inputs during the TA conference
   - Act as resource person and/or facilitator

4. Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
MEMORANDUM

TO : SCHOOLS DIVISION SUPERINTENDENTS

FROM : WILFREDO CABRAL
        Director III
        Officer-in-Charge
        Office of the Regional Director

SUBJECT : REITERATION ON THE SUBMISSION OF TECHNICAL ASSISTANCE REPORT

Date : September 13, 2019

1. To recognize the schools division offices' advocacy and implementation of the DepEd NCR Technical Assistance System and Knack (TASK) Operations written on the manual, this Office through Field Technical Assistance Division (FTAD) reiterates the submission of the list of organized or reconstituted Division Field Technical Assistance Team (DFTAT), policy review and recommendations, contact report (TA Plan, Agreement, and Status of TA provided) project/activity completion report on the initial steps on the implementation of DFTAT activity in providing TA to the target groups, and/or contact report signed by Schools Division Superintendent or person in authority on or before September 27, 2019, 4:00 PM.


3. Kindly submit the hard copy of the accomplished forms, templates, and tools to DepEd NCR, FTAD; and the scanned copy to ftad.ncr@gmail.com.

4. For further clarifications, you may contact Dr. Jingle A. Lim at +632 921-3815 loc 851.

5. For compliance.

/ftad-jal

A legacy as rich as excellence
Misamis St, Bago Bantay, Quezon City
Tel. Nos.: 920-5824; 926-2213 loc. 801
Email Address: ncr@deped.gov.ph
Website: http://www.deped.gov.ph/regions/ncr/