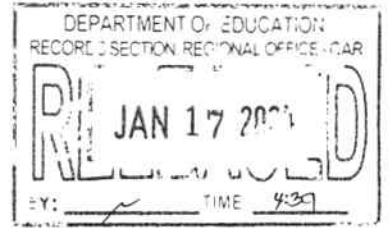




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



January 17, 2024

**REGIONAL MEMORANDUM**  
 NO. ~~034.2024~~

**RECOMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAM (RFTAT) AND SUBMISSION OF DIVISION FTAT COMPOSITIONS**

To: Assistant Regional Director  
 Schools Division Superintendents  
 CES/OIC of RO Functional Divisions  
 All Others Concerned

1. To further strengthen the collaboration among the different Regional Office Functional Divisions and Schools Division Offices (SDOs) in the provision of Technical Assistance (TA) aligned to the mandates of Version 3 Compendium of Key Result Areas (KRAs), this office announces the recomposition of Regional Field Technical Assistance Team (RFTAT) together with their roles and functions and terms of references. The composition of the RFTAT is hereby reconstituted as follows:

CONCERN FUNCTIONAL DIVISION	CHAIRPERSON	CO-CHAIR / MEMBERS	ROLES, FUNCTIONS/ TERMS OF REFERENCE
Office of the Regional Director	Estela P. Leon-Cariño EdD, CESO III	Ronald B. Castillo, CESO V	Leads and engages Regional Office units, Schools Division Offices (SDOs), partners and other educational stakeholders in providing quality and accessible basic education through policy and direction setting, partnership building, enforcement of standards, and resource management.
Legal Matters	Atty. Vanessa B. Flora	Atty. Edward C. Magalalit, Atty. Janelle Dogao, Dalton Teliao	Provides prompt and responsive legal services to the stakeholders of the region to ensure integrity and accountability in public service and the delivery of quality basic education
Public Affairs	Cyrille Gaye Miranda	Manilyn D. Botilas	Provides the stakeholders with accurate, adequate,



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DepEd Tayo Cordillera



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			and timely information and strengthens linkages with internal and external stakeholders towards enhanced awareness and perception of the region and of the department.
ICT Matters	Jumar Yago-an	Clinton Bugtong, Glenn Papa	Provides support to regional office personnel and the Division Information Technology Officers (DITOs) to ensure quality services through delivery and deployment of ICT-enabled solutions and services
Administrative Matters	Maksim A. Botilas	Cornelia Adaci-Dulnuan	Provides the Regional Office and stakeholders with client focused administrative support services
Personnel Matters		Eleonora Albidas, Lilia A. Banawe, Mary Mendoza, Tomasa Pis-o	Ensures that DepED personnel are properly compensated for work rendered, provided with mandated benefits, and properly managed through an efficient and effective employee data base
Asset Management System		Vandolf B. Flora, Dwayne Ryland P. Colas	Ensures that Regional functional divisions and SDOs are equitably provided with quality supplies, materials, and equipment.
General Services		Elena Tawana, Purita delos Santos	Ensures that Regional Office personnel and clients are provided with safe, clean, and healthy working environment, eco-friendly means of mobility.
Records Services		Daisy P. Eswat, Marilou S. Bugatan	Ensures that clients have accurate and prompt access to records and documents.
Cash section		Marites Calica, Marissa W. Soc-a, Eric Marvin B. Urmaza	Ensures that Regional Office's clients and claimants has accurate and timely release of payment, deposit of collections, and liquidation of cash advance of Disbursing Officers
Procurement		Randolf Flynn	Ensures accurate

Unit		B. Daculog, Edralyn C. Ganga, Archie Russel T. Baluyo	preparation and prompt submission of procurement documents and reports; monitor the compliance of the procurement process with RA 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC secretariat office procedures
Curriculum and Learning Management	Jennifer P. Ande	Alfredo B. Lanas, Asterio C. Madalla, Benjamin Dio-al, Jonalyn Ambrona, Corazon Alos, Denia Tarnate, Rosemarie Yangkin, Nover Keithley S. Mente, Edgar D. Vicente, Wilfredo C. Bagsao	Manages and collaborates with Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.
Medical/Dental Health Sanitation	Georgina C. Ducayso	Joanne Bumanghat, DMD, Diane Joaquin	Lead in the monitoring of health and nutrition status of all DepEd personnel and Cordillera learners; to provide technical assistance for the provision of Health and Nutrition Services
Educational Facilities		Engr Christopher Hadsan, Engr Margaret C. Gomeyac	To provide quality services and equitable resources to schools and LCs for learner's readiness, wellness, youth leadership formation, sports, and other child protection programs
Partnership and Linkages		May Claire Jimenez, Evangeline Malag	Establish, sustain, strengthen, and increase partnership and linkages to address the resource gaps
Finance	Atty. Sebastian G. Tayaban	Cristina Paquit, Corazon Walcien, Erniely Godoy	To provide Regional Office functional divisions and Schools Division Offices (SDOs) accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and

			efficient utilization of fiscal resources.
Professional Learning and Development, Performance Management, Employees Welfare	Rosita C. Agnasi	Sasha Joseph L. Daganos, Dexter B. Andres, Emmanuela Gabol, Margie Gardingan, Laureen Likigan, Elvernice S. Fanged	To provide supports to Regional Office and Schools Division Offices (SDO) teaching, teaching related, non-teaching personnel, and school leaders to become effective and efficient in the delivery of Basic Education Services by addressing their needs through the development and implementation of strategic Human Resource (HR) systems towards improved personal and professional competencies
Quality Assurance	Ethielyn E. Taqued	Romulo B. Basa, Leonardo M. Aquino, Florence E. Balictan, Ester L. Gallotan	To monitor and evaluate the performance of RO functional divisions and SDOs on the compliance to statutory and regulatory policy standards and requirements for the continuous improvement of organizational performance and delivery of basic education services
Policy, Planning and Research	Clemente D. Bandao	Rose Melody M. Flores, Janet Ambucay, Crisanta Pantaleon	To provide the RO functional divisions, SDOs, and other stakeholders an accurate, updated, reliable and relevant data, information and analysis for policy review and recommendation, planning, research, and other data-driven decisions.
Field Technical Assistance	Edgar H. Madlaing	Marjory T. Valdez, Annie Rose B. Cayasen, Elvira T. Martin	To lead, coordinate, and integrate the provision of Technical Assistance (TA) in collaboration with the Regional Field Technical Assistance Team (RFTAT), the SDOs covering all areas of management, and operations based on the needs to have a better and improved School-Based Management practice that leads to increased learning outcomes and turnaround

			schools.
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2. Aside from the issues that may arise from the above-mentioned areas of concern, the team shall perform the roles, functions of monitoring and addressing the issues/ problems/concerns in the context of MaTaTaG thrust to ensure the quality learning delivery.
3. A template for Monitoring and Evaluation is provided in reference to the National Quality Management System (NQMS) TA Plan of RFTAT.
4. This memorandum repeals the composition of RFTAT issued last August 4, 2023, under Regional Memorandum 419, s. 2023.
5. It is advised that all SDOs shall submit their Division Field Technical Assistance Team (DFTAT) members on or before February 2, 2023, through [car.ftad@deped.gov.ph](mailto:car.ftad@deped.gov.ph).
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Regional Director 