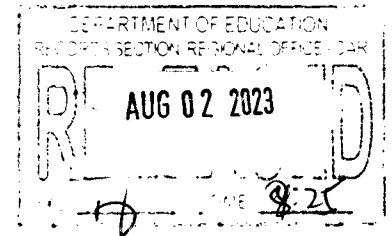




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



July 31, 2023

**REGIONAL MEMORANDUM**  
NO. **419-2023**

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

To: OIC Asst. 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:

<b>CONCERN FUNCTIONAL DIVISION</b>	<b>CHAIRPERSON</b>	<b>CO-CHAIR / MEMBERS</b>	<b>ROLES, FUNCTIONS/ TERMS OF REFERENCE</b>
Office of the Regional Director	Estela P. Leon-Cariño EdD, CESO III	Ronald B. Castillo	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, Dalton Teliao	Provides prompt and responsive legal services to the stakeholders of the region to ensure integrity and accountability in public service and the efficient delivery of quality basic education
Public Affairs	Cyrille Gaye Miranda	Manilyn D. Botilas	Provides the stakeholders with accurate, adequate, and timely information and strengthens



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			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, Elena Tawanna, Mary Mendoza	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, Mary Cris B. Sotelo, Dwayne Ryland P. Colas	Ensures that Regional functional divisions and SDOs are equitably provided with quality supplies, materials, and equipment.
General Services		Lilia Banawe, 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 Unit		Randolf Flynn B. Daculog, Edralyn C. Ganga, Archie	Ensures accurate preparation and prompt submission of procurement documents and reports; monitor the compliance of the procurement

		Russel T. Baluyo	process with RA 9184, its IRR, Government Procurement Policy Board issuances, DepED procurement issuances, and BAC secretariat office procedures
Curriculum and Learning Management	OIC Chief Rosita Agnasi	Alfredo B. Lanas, Asterio C. Madalla, Benjamin Dio-al, Jonalyn Ambrona, Corazon Alos, Denia Tarnate, Rosemarie Yangkin, Nover Keithley S. Mente, Edgar D. Vicente	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	Chief Edgar Madlaing	Angeline Calatan, MD; 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	Chief Jennifer Ande	Sasha Joseph L. Daganos, Dexter B. Andres,	To provide supports to Regional Office and Schools Division Offices (SDO) teaching, teaching related,

Management, Employees Welfare		Emmanuela Gabol, Margie Gardingan, Laureen Likigan, Elvernice S. Fanged	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	OIC Chief Clemente D. Bandao	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	Chief Georgina C. Ducayso	Rose Melody 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	Chief Ethielyn E. Taqued	Marjory T. Valdez, Annie Rose B. Cayasen, Elvira M. Cudli	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.

2. Aside from the issues that may arise from the above 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 with the National Quality Management System (NQMS) TA Plan of RFTAT.
4. This memorandum repeals the composition of RFTAT issued last January 11, 2023, under RM 022 s 2023.
5. It is advised that all SDOs shall submit their Division Field Technical Assistance Team (DFTAT) members on or before August 15, 2023, through [ftad.deped@gmail.com](mailto:ftad.deped@gmail.com).
6. Immediate dissemination of and strict compliance with this Memorandum is directed.

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