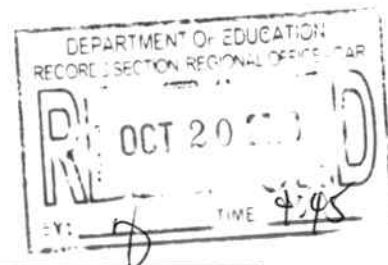




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



20 October 2023

REGIONAL MEMORANDUM

No. 638-2023

TUNGTOGAN: TECHNICAL ASSISTANCE TO TECHNICAL ASSISTANCE

To: Assistant Regional Director
 Schools Division Superintendents
 Chiefs/Unit Heads
 All Others Concerned

1. Relative to the DepEd's MaTaTaG thrust specifically on the fourth component which is to "Give support to teachers to teach better", the office will conduct a Tungtongan: Technical Assistance to Technical Assistance to all Schools Division Offices to discuss ways in which we can expedite a timely and more efficient delivery of basic services to teaching and non-teaching personnel. The schedule will be as follows:

SDO	Date
Abra	November 17, 2023
Apayao	November 15, 2023
Baguio City	November 7, 2023
Benguet	November 6, 2023
Ifugao	November 8, 2023
Kalinga	November 14, 2023
Mt. Province	November 9, 2023
Tabuk City	November 14, 2023

2. The specific objectives are:
- discuss the status of service delivery to schools (teaching and non-teaching personnel);
 - identify specific bottlenecks, lags, issues, concerns, and challenges that may be causing delays;
 - collaboratively plan strategies to expedite service delivery and improve the overall experience for teachers; and,
 - explore potential solutions and resources to overcome these challenges.

3. The participants are as follows:

Regional Office	Number	SDOs	Number
Regional Director/ARD	1	SDS/ASDS	1
FTAD	3	SGOD Chiefs	1
ESSD – Health & Nutrition	1	Health & Nutrition	1
CAO - ASD	1	SMME	1



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

ASD (Personnel)	1	Administrative Officer V	1
ASD (Asset Management)	1	Personnel	1
ASD (PSU)	1	Supply Officer	1
Finance	1	Finance	1
		PSDS	10
TOTAL			28

4. The matrix of the activities is found in Enclosure 1.
5. Travel expenses for the Regional Office personnel shall be charged against the Regional MOOE while the meal allowance will be downloaded to the Schools Division Offices (SDOs) subject to the usual accounting and auditing rules and regulations. Below is the amount to be downloaded per SDO.

List of Amounts to be downloaded per SDOs	
SDO	Amount
Abra	P 14,500.00
Apayao	P 14,500.00
Baguio City	P 14,500.00
Benguet	P 14,500.00
Ifugao	P 14,500.00
Kalinga	P 14,500.00
Mt. Province	P 14,500.00
Tabuk City	P 14,500.00
TOTAL	P 116,000.00

6. For further inquiries and clarifications, please contact FTAD through email address car.ftad@deped.gov.ph.
7. Immediate dissemination of and compliance to this Memorandum is desired.


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

Matrix of Activities

TIME	TOPIC	Person Involved
8:00 – 8:30 / 1:00 – 1:30	Registration Opening Program <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Welcome Remarks • Statement of Purpose • Message 	c/o FTAD staff SDS/ASDS Edgar Madlaing RD/ARD
8:31 – 11:30 / 1:31 – 4:30	Interface of RFTAT with its counterpart in DFTAT <ul style="list-style-type: none"> a. Salary Disbursement - Timely and accurate payment of salaries is essential to the financial well-being of teachers and their families. b. Pay slip - teachers need copy/ies of pay slips as attachment to application of their loans which they may need immediately after the end of the month. c. Certificate of last payment - An important requirement for teachers to claim benefits. d. ERF / Reclassification / Step Increment The best way to recognize the contribution of teachers is to facilitate their promotions without delay. e. Healthcare Services, Mental Health and well-being support - Access to healthcare, check-ups, support for teaching and non-teaching personnel mental health and well-being, is critical. f. Others 	RFTAT and DFTAT members
11:31 – 12:00/ 4:31-5:00	Ways forward Closing Program	
	Facilitators	FTAD personnel