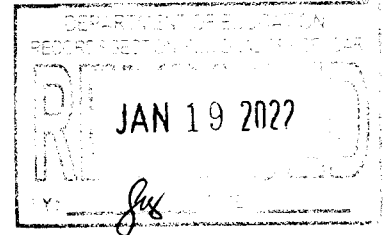




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 18, 2022

REGIONAL MEMORANDUM

No. 020-2022

**COMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE
 TEAM (RFTAT) AND SUBMISSION OF DIVISION FTAT
 FOR THE YEAR 2022**

To: OIC-Assistant Regional Director
 Schools Division Superintendents
 Chiefs/OICs of Functional Divisions
 All others concerned

1. To further strengthen the collaboration among the different Regional Office functional divisions and Schools Division Offices in the provision of technical assistance to resolve issues and concerns in the region, this office announces the composition of RFTAT as approved during the RFTAT coordination meeting held January 17, 2022. The composition of the RFTAT is hereby reconstituted as follows:

Management Team: Estela L. Cariño EdD, CESO III
 Regional Director

Florante E. Vergara
 Schools Division Superintendent
 OIC, Office of the Assistant Regional Director

Coordinator: Ethielyn E. Taqued
 Chief Education Supervisor
 Field Technical Assistance Division

Member/Focal	Alternate	Areas of Concern	Roles, Functions/ Terms of Reference
Vanessa B. Flora <i>Attorney IV, Legal Unit</i>	Dalton S. Teliao <i>Legal Assistant II, Legal Unit</i>	Legal Matters	Address the needs on legal matters, render legal opinions/advice/recommendations to DepEd personnel and its stakeholders, provide support services on administrative cases filed in DepEd and school titling
Georaloy L. Palao-ay <i>Public Affairs Officer, PAU</i>	Cyrille Gaye B. Miranda <i>Project Development Officer II</i>	Public Affairs	Provide assistance on issues/concerns on information and public affairs
Jumar B. Yago-an	Vandolph B. Flora	ICT Matters	Address the issues /needs/concerns in the management of ICT System



Member/Focal	Alternate	Areas of Concern	Roles, Functions/ Terms of Reference
<i>Information Technology Officer I, ICTU</i>	<i>Computer Programmer II, ICTU</i> <i>Glenn P. Papa Computer Maintenance Technologist I</i>		
<i>Chief Administrative Officer, Administrative Division</i>	<i>Cornelia Adaci-Dulnuan Supervising Administrative Officer, Administrative Division</i>	Administrative Matters	Deals with the issues and concerns of personnel on salary/payroll, salary deductions e.g., GSIS, HDMF, PhilHealth, loans
	<i>Eleonora A. Albidas Administrative Officer V, Personnel Section</i>	Personnel Matters	Address the concerns /issues of DepEd personnel on personnel matters such as service records, appointment, retirement, ERF, reclass, transfer, application for leave, permission to travel (number of days and status)
	<i>Daisy P. Eswat Administrative Officer IV, Asset Management Section</i>	Asset Management System	Assist the DepEd personnel in issues on properties, plant, and equipment such as disposal, maintenance
	<i>Lilia A. Banawe, Administrative Officer IV, General Services Section</i>	General Services	Assist the DepEd personnel in providing necessary information for effective performance of the personnel in security, facilities, and maintenance management
	<i>Susan B. Bangnan, Administrative Officer V, Records Section</i>	Records Services	Assist the DepEd personnel in the establishment, implementation, and maintenance of a systematic and scientific records management; management cycles such as classification, filling, maintenance, and disposal documents
	<i>Marites A. Calica, Administrative Officer V, Cash Section</i>	Cash section	Assist the DepEd personnel in ensuring efficient cash collection and receipt, judicious utilization/disbursement of fund; preparation and submission of financial reports based on updated government forms

Member/Focal	Alternate	Areas of Concern	Roles, Functions/ Terms of Reference
Rosita C. Agnasi, <i>Officer-in-Charge, CLMD</i>	Thelma T. Dalayon, <i>Education Program Supervisor, CLMD</i>	Curriculum and Learning Management	Address the issues, concerns, problems of SDOs in the development and implementation of the curriculum, learning delivery and learning environment
Edgar H. Madlaing, <i>Chief Education Supervisor, ESSD</i>	Angeline F. Calatan, <i>Medical Officer IV, Health and Nutrition Section</i>	Medical/ Dental Health Sanitation	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
	Christopher Hadsan, <i>Engineer III, Education Facilities Section</i>	Educational Facilities	Facilitate the conduct of need assessment of DepEd personnel/learners on basic education facilities such as school buildings, furniture, and other facilities; to ensure the equitable distribution of resources
	May Claire C. Jimenez, <i>Project Development Officer IV, Special Programs and Projects Section</i> Evangeline P. Malag, <i>Project Development Officer II, Special Programs and Projects Section</i>	Events Management / DRRM	Deal in the issues/problems in the different programs of the department such as sports program, youth formation, adopt a school program, Disaster risk Reduction Management (DRRM), Bottoms up Budgeting (BuB), partnership and linkages; implement progress and result on system to SDOs; undertake coordination on prepositioning of materials and interventions for preparedness, response, rehabilitation and recovery; develop enhance and disseminate IEC and advocacy resource materials on YLF, DRRM, CCA, EIE
Sebastian G. Tayaban, <i>Chief Administrative Officer, Finance Division</i>	Cristina L. Paquit, <i>Supervising Administrative Officer, Finance Division</i>	Budget and Finance	Lead in the monitoring of financial management – prioritization of programs and projects; mobilization and utilization of financial resources – claims, payments of salaries, tax deductions and other benefits
Jennifer P. Ande, <i>Chief Education Supervisor, Officer-in-Charge, NEAPR</i>	Nover Keithley S. Mente, <i>Education Program Supervisor, NEAPR</i>	Professional Learning and Development, Performance	Provide support address the issues/concerns/ need based/ competency-based of professional development

Member/Focal	Alternate	Areas of Concern	Roles, Functions/ Terms of Reference
Sasha Joseph L. Daganos, <i>Officer-in-Charge, HRDD</i>	Emmanuela M. Gabol, <i>Education Program Specialist II, HRDD</i>	Management, Employees Welfare	Programs, performance management, employee's welfare; to provide technical assistance in the implementation of Induction program to all DepEd personnel; lead in monitoring and implementation of the PMS
Maksim A. Botilas, <i>Officer-in-Charge, QAD</i>	Romulo B. Basa, <i>Education Program Supervisor, QAD</i>	Quality Assurance	Assist in the monitoring that the systems and processes are utilized and services are effective; raise the performance rating of RO and SDO personnel, help ensure that learners performance increases through implementation of relevant programs, activities and projects; lead in conducting proper assessment of public (SHS offering, integrated schools offering, learner assessment, etc.) and private (permit recognition, tuition fee increase) schools in compliance to requirements and standards of quality education
Aida L. Payang, <i>Chief Education Supervisor, PPRD</i>	Florence E. Balictan, <i>Education Program Supervisor, PPRD</i>	Policy, Planning and Research	Provide technical assistance in the development of DEDP; lead and review the existing policies and issuances for further policy development recommendation, provide technical assistance in the conduct of research studies; provide technical assistance on data management – valid, complete, timely and accurate data and information for planning, budgeting, and policy direction
Ethielyn E. Taqued, <i>Chief Education Supervisor, FTAD</i>	FTAD Staff	Technical Assistance / TWG	Lead in tracking and analyzing the implementation and results of technical interventions; to facilitate the issues and needs on Oplan Balik Eskwela (OBE), School Based Management (SBM) validation

2. The team shall perform the roles, functions of monitoring and addressing the issues / problems/concerns on health and safety, peace and order that may arise in the context of COVID-19 pandemic to ensure the learning delivery and quality implementation of education based on BE-LCP, SIP, DEDP, REDP and other operational plans.

3. All members shall ensure attendance and participation during coordination meetings stipulated in Office Memorandum No. 009, s. 2022 entitled “Conduct of Regular Coordination Meetings of the Regional Field Technical Assistance Team” and other activities that the management team may conduct. The alternate/s shall perform the roles and functions of the focal/member whenever the latter is/are not available.

4. This memorandum repeals the composition of RFTAT issued last January 7, 2021 under Regional Memorandum No. 009, s. 2021.

5. Further, **Schools Division Offices are requested to review/reorganize their respective DFTAT composition** vis-à-vis technical assistance mechanism/framework and critical areas of concern. List of members with corresponding roles and functions shall be submitted on or before **January 31, 2022** through email address **ftad.deped@gmail.com**.

6. Immediate dissemination and strict compliance to this memorandum is directed.


ESTELA LEON-CARIÑO EdD, CESO III
Regional Director 