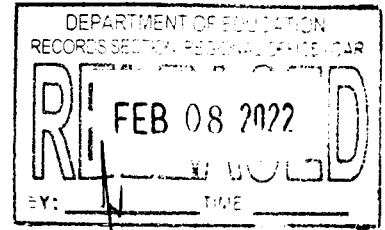




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



07 February 2022

Regional Memorandum
 No. 054.2022

CONDUCT OF WORKSHOP ON FINALIZATION OF CUSTOMIZED TECHNICAL ASSISTANCE MECHANISM AND DEVELOPMENT OF POLICY STANDARDS FOR BEST PRACTICES IN THE PROVISION OF TECHNICAL ASSISTANCE

To: Assistant Regional Director
 Schools Division Superintendents
 Regional/Division SBM Task Forces
 All Divisions
 All others concerned

1. Pursuant to Regional Memorandum No. 223, s. 2020, “*Regional Guidelines on the Adoption of Technical Assistance Framework*”, which outlines the different stages in the provision of technical assistance towards giving support and guidance in identifying needs and giving the appropriate solution for a more effective organization, the regional office through the Field Technical Assistance Division announces the conduct of virtual workshop on the Finalization of Customized Technical Assistance Mechanism and Development of Policy Standards for SBM Best Practices in the provision of technical assistance on **February 23, 2022** at 8:30 am-5:00 pm.

2. The workshop aims to:

- a. update team members on the Contextualized Excel Application for School-based Management (SBM) data;
- b. plan and consult the SBM Focal persons on the process and policy standards for SBM best practices in the provision of technical assistance;
- c. gather feedback in the use of technical assistance forms in the Technical Assistance Mechanism Manual of Operations;
- d. present mechanism in providing technical assistance by the Schools Division Offices; and,
- e. appreciate members participation in facilitating technical assistance provision for the implementation of programs, projects, and activities.

3. The link of the activity shall be coordinated through the email addresses of the following participants via DepEd email accounts on the day before the activity:

Division	Name of Participants	Number of participants
ORD	RD Estela L. Cariño ARD Florante E. Vergara	2



Division	Name of Participants	Number of participants
RO SBM Task Force Core Team	Ethielyn E. Taqued Rose Melody M. Flores Marjory T. Valdez Alfredo B. Lanas Annie Rose B. Cayasen Florence E. Balictan Emmanuela B. Gabol Elvira M. Cudli	8
RFTAT Members/Alternate from the Regional Functional Division	Administrative Division PPRD QAD ESSD CLMD Finance Division	6
SDO's	SDO SBM Focal Person/Coordinator	8
Total		24

4. Attached are the matrix of activities (Enclosure 1) and management team and functions (Enclosure 2) for guidance and reference.
5. Meals and snacks of the regional office participants shall be charged against regional MOOE subject to existing procurement, budgeting, accounting, and auditing rules and regulations.
6. Immediate dissemination of and strict compliance with this memorandum is directed.

ESTELA L. CARINO EdD, CESO III
Director IV/ Regional Director

By Authority of the Regional Director:


FLORANTE E. VERGARA
 Assistant Regional Director

MATRIX OF ACTIVITY

TIME	ACTIVITY	PERSON IN-CHARGE
7:45 – 8:00	Registration	c/o FTAD
8:00 – 8:15	Opening Program Pambansang Awit Prayer Cordillera Hymn Acknowledgement of Participants Welcome Remarks Policy Statement Statement of purpose Message	c/o Elvira M. Cudli Marjory T. Valdez ARD Florante E. Vergara Rose Melody Flores CES Ethielyn Taqued RD Estela L. Cariño
8:16 – 9:00	Re-orientation on contextualized excel Application for SBM Data	CES Ethielyn E. Taqued/ Rasul Pundogar
9:00-10:00	Workshop on contextualized excel Application for SBM Data	CES Ethielyn E. Taqued/ Elvira T. Cudli
10:01 -12:00	Critiquing	
12:00 - 1:00	Lunch Break	
1:00 – 2:30	Planning and consultation on the process and policy standards for SBM practices in the Provision of Technical Assistance.	Rose Melody Flores
2:30 – 4:30	Assessment and evaluation of the TA Forms (1-4) Presentation of TA mechanism by SDO's.	Marjory T. Valdez
4:31 – 5:30	Synthesis Clearing House Closing Program	Rose Melody M. Flores
Facilitators	Marjory T. Valdez / Rose Melody Flores	

Enclosure 2 of RM No. 054.2022

ACTIVITY COMMITTEE

COMMITTEES	TERMS OF REFERENCE	PERSONNEL
Consultants	Manages the overall conduct of the activity	RD Estela L. Cariño, ARD Florante E. Vergara
Chairperson/s	Plans the details and organize the activity Recommends procedures or guidelines in the implementation of the activity	CES Ethielyn E. Taqued
Coordinator/s	Coordinates/assists in providing direction to the activity	Marjory T. Valdez
Co-Coordinator	Assists the coordinator in providing direction to the activity	Rose Melody Flores
Registration and Attendance	Handles the registration and attendance of the activity	Elvira M. Cudli
Documenter/s	Documents the highlights of the presentation, questions from participants and reactions of the reactors	Rose Melody Flores Marjory T. Valdez