



Republic of the Philippines
Department of Education
 Cordillera Administrative Region

DEPED-CAR

February 26, 2021

Regional Memorandum
 No. 079-2021

**SUBMISSION OF REPORTS ON THE QUARTERLY LIST OF ISSUES/
 HINDERING FACTORS, TECHNICAL ASSISTANCE/INTERVENTION
 PLAN, ACCOMPLISHMENT REPORT & CATCH - UP PLAN**

TO: Schools Division Superintendents
 SGOD Chiefs
 SDOs Technical Assistance Coordinator
 PSDS, School Heads
 All divisions
 All others concerned

1. Pursuant to Republic Act No 9155 or the Governance of Basic Education Act of 2001 and DepEd Order 83 s 2012, re: Implementing Guidelines on the Revised School Based Management (SBM) Framework, Assessment Process and Tool (APAT) and guide the Schools Division Offices and schools in the assessment of their management level of practices, the Regional Office through Field Technical Assistance Division (FTAD) requests the submission of the following forms per quarter for Calendar Year 2021:

- Form 1 – List of Issues / Hindering Factors
- Form 2 – Technical Assistance /Intervention Plan
- Form 3 – Quarterly Completion / Accomplishment Report
- Form 4 – Quarterly Catch-up Plan

2. Reports must follow the template in the Technical Assistance Mechanism Manual Operation (TAMMO) using Microsoft Office Excel and submit to car@deped.gov.ph or ftad.depedcar@gmail.com on:

Forms	Office	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Form 1	School to District Office	Mar 5	Apr 5	Jun 25	Sept 30
	District Office to SDO	Mar 12	Apr 12	Jul 2	Oct 7
	SDO to Region	Mar 19	Apr 16	Jul 9	Oct 13
Form 2	School to District Office	Mar 5	Apr 5	Jun 25	Sept 30
	District Office to SDO	Mar 12	Apr 12	Jul 2	Oct 7
	SDO to Region	Mar 19	Apr 16	Jul 9	Oct 13



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ISO 9001:2015 Certified
 Quality Management System
 DE-50500784 QM15

MANAGEMENT SYSTEMS SOLUTIONS

Form 3	School to District Office	Apr 5	Jun 25	Sept 30	Dec 28
	District Office to SDO	Apr 12	Jul 2	Oct 7	Jan 5, 2022
	SDO to Region	Apr 16	Jul 9	Oct 13	Jan 12, 2022
Form 4	School to District Office	Apr 5	Jun 25	Sept 30	Dec 28
	District Office to SDO	Apr 12	Jul 2	Oct 7	Jan 5, 2022
	SDO to Region	Apr 16	Jul 9	Oct 13	Jan 12, 2022

3. Attached are the formats of Forms 1, 2, 3 and 4.
4. For further inquiries, you may contact DepED – RO FTAD Office or email at ftad.depedcar@gmail.com
5. Immediate dissemination and strict compliance of this Memorandum is desired.


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

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 21/22/2021

Enclosures:

Form 1. **List of Issues / Hindering Factors**

Issues / Concerns	Hindering Factors	Categories /Areas of Indicators	Possible Solution	Technical Assistance Provider

Form 2. **Technical Assistance /Intervention Plan**

Issues / Concerns / Hindering Factors	Objectives	TA Programs/ Activities	Physical Date	Target Date of Implementation	Person/s /Office Involved	Output

Form 3.a **Quarterly /Annual Accomplishment Report**

TA Program / Activities	Objectives	Physical Accomplishment		Financial Accomplishment		Persons Involved	Remarks
		Target	Actual	Target	Actual		

Form 3.b **Quarterly /Annual Completion Report (Report on Unaccomplished Activity)**

TA Programs / Activities	Expected Output		Hindering Factors	Recommendations / Suggestions
	Physical	Financial		

Form 4. **Catch-up Plan / Adjustment Plan**

Program and Interventions	Focus Area	Backlogs	Factors Causing the Problem	Strategic Planning / Formulation of Key Strategies	Processing Suggested Strategies to Close Gaps to Achieve Targets	Resources Needed