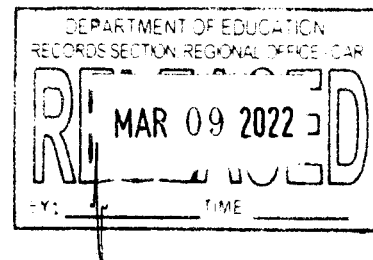




Republic of the Philippines
Department of Education
 Cordillera Administrative Region



March 4, 2022

Regional Memorandum
 No. 115-2022

**ORIENTATION AND DISSEMINATION OF CUSTOMIZED
 TECHNICAL ASSISTANCE MECHANISM MANUAL OF OPERATION**

To: Assistant Regional Director
 Schools Division Superintendents
 All Regional/Division Field Technical Assistance Team Members
 All Divisions
 All Others concerned

1. Pursuant to RM No 412, s. 2021, *Utilization of the Technical Assistance Mechanism Manual of Operation (TAMMO)* which outlines the different stages of technical assistance provision, the Regional Office through the Field Technical Assistance Division (FTAD) announces the conduct of an Orientation and Dissemination of Customized TAMMO on March 22, 2022, at 8:00 AM through Zoom link which will be emailed through your deped emailed addresses.

2. The objectives of the activity are:
- a. Utilize the regional contextualized Technical Assistance Mechanism Manual of Operation in executing the different processes in providing technical assistance to clients;
 - b. Update team members on the Contextualized Tracking System (CTS), Knowledge Management System;
 - c. Appreciate the significance on members' participation in facilitating TA provision for the implementation of programs, projects, and activities.

3. The participants of the said activity are the following:

Regional Office	SDOs
RD, ARD	CID & SGOD chiefs
CLMD, PPRD, QAD, HRDD Chiefs or its alternate	EPS – SGOD, All PSDS
FTAD Chief and staff	SBM Focal Person / Coordinators

Note: All SDO participants are requested to send their email address through your School Management Monitoring and Evaluation (SMME) section.



4. For further inquiries and clarifications, please contact FTAD through email address car.ftad@deped.gov.ph.
5. Attached are the matrix of activities (Enclosure 1) and management team & its functions (Enclosure 2) for reference and guidance.
6. Meals and snacks of the regional participants shall be charged against regional MOOE subject to usual accounting and auditing rules and regulations.
7. Immediate and widest dissemination of and strict compliance with this Memorandum is earnestly desired.

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

For the Regional Director:


FLORANTE E. VERGARA
Assistant Regional Director

115-2022

Enclosure 1 RM No s. 2022

MATRIX OF ACTIVITY

TIME	ACTIVITY	PERSON IN-CHARGE
7:45 – 8:00	Registration	c/o FTAD
8:00 – 8:15	Opening Program Nationalistic song Prayer Cordillera Hymn Acknowledgement of Participants Welcome Remarks Statement of Purpose Message	c/o Elvira Cudli Marjory T. Valdez Florante E. Vergara Asst. Regional Director CES Ethielyn Taqued Estela P. Leon-Cariño Regional Director
8:16 – 10:00	Orientation of Regional Memorandum 412 s 2021 Utilization of the Technical Assistance Mechanism Manual of Operation (TAMMO)	Marjory T. Valdez
10:01 -12:00	Review of the following: 1.RM No 278 s 2019, Guidelines on the Utilization of School Based Management (SBM) Tool with Contextualized Means of Verification 2.RM No 210 s 2021, Implementing Guidelines on the Online Validation of School Based- Management (SBM) Level of Practice	Marjory T. Valdez
12:00 - 1:00	Lunch Break	
1:00 – 3:00	FTAD Advocacies / Innovations Contextualized Tracking System (CTS), Knowledge Management Information System (KMIS)	Rose Melody M. Flores
3:00 – 4:30	Critiquing	c/o FTAD
4:31 – 5:30	Synthesis Clearing House Closing Program	Rose Melody M. Flores
Facilitators	Rose Melody Flores & Marjory T. Valdez	

ACTIVITY COMMITTEE

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