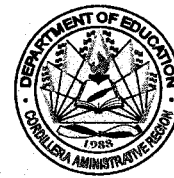




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



MAY 23 2017
RC
DEPED-CAR Time: _____

May 22, 2017

REGIONAL MEMORANDUM
NO. 158 - 2017

**COMPOSITION, ROLES, AND FUNCTIONS OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAM
AND DIVISION FIELD TECHNICAL ASSISTANCE TEAM**

To: Schools Division Superintendents
Chiefs
All Schools Division Offices & RO Functional Divisions

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 the Field Technical Assistance Team for the Regional Office and Schools Division Offices together with their roles and functions and terms of reference.

2. The Regional Field Technical Assistance team (RFTAT) shall be composed of the following:

- Coordinator: Chief of FTAD
- Team leader: Education Program Supervisors of the FTAD
- Members:
 - Chiefs- RO Divisions
 - Representatives from all Functional Divisions in the Region (Education Program Supervisor, Senior Education Program Specialist, Technical Personnel) assigned by their respective chief/Head of Unit according to TA needs
- Secretariat: FTAD Staff

The Division Field Technical Assistance Team (DFTAT) shall also be composed of the following:

- DFTAT Coordinator:** Designated Division Coordinator
- Team Leader:** Chiefs, CID & SGOD
- Members:** Education Program Supervisor/Education Program Specialist
Public Schools District Supervisors (PSDS) / Principal-in-Charge/Principal
Coordinators, Other Division Personnel
- Secretariat:** Selected staff from the SGOD and CID

3. The **Regional Field Technical Assistance Team** serves as the extended arm of the Regional Management reaching out to **Schools Division Offices** while the **Division Field Technical Assistance Team** serves as the extended arm of the Division Management reaching out to the **Schools** for technical assistance provision.

4. The functions of both teams are the following:

- a. Provide support, coaching, and guidance to schools division/schools in the performance of their functions,
- b. Regularly monitor the status of schools division/ schools in the performance of their functions
- c. Provide necessary information for effective performance of their functions.
- d. Provide motivation and encouragement to move forward and for continuous improvement.
- e. Utilize data gathered to inform TA providers/Management in aid for policy formulation

5. Relative to the functions of the teams, the following responsibilities are expected of them:

Telephone Numbers:			
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155
Fax Machine	-422-4074	Elementary Education Division	-422-7096
Office of the Director III	-309-3013	Alternative Learning System	-422-5187
Administrative Division	-422-1804	Secondary Education Division	-309-3014
		Cash Section	-309-3017
		Physical Facilities Unit/ICT	-309-3011
		Regional Planning Unit	-309-1234
		Supply Unit	-422-2198
		Record Section	-309-3015
		Payroll Services Unit	-424-3993
		Special Services Division	-424-5167
		Commission on Audit	-422-7434

- a. Guide and help clients in planning, strategizing, implementing plans, evaluating performance and accomplishment.
 - b. Share information regarding directions from higher management.
 - c. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd.
 - d. Offer clients information where to source out the needed TA.
 - e. Give feedback, especially those coming from clients for continuous improvement
 - f. Commit to perform specific roles as indicated in the TA plan.
6. The terms of reference herein described shall be used by the TA Teams.

RFTAT/ DFTAT Coordinator:

- a. Coordinates with all the Regional / Division TA team and the chiefs/ head other functional divisions/ Units for all activities relative to provision of technical assistance.
- b. Facilitates the Development of the Regional/Division TA Plans
- c. Reports directly to the Regional Director/ Schools Division Superintendent and Asst. Regional Director / Assistant Schools Division Superintendent by providing data updates on each schools division/Schools District during REXECOM.

Team Leader:

- a. Manages the functioning of his/her TA team
- b. Leads the team in the analysis of DMEA, ROMEA & RMEA results for TA provision.
- c. Collaborate with other TA team leaders for further analysis of issues and concerns that need TA.
- d. Provide/Facilitate provision of TA

Members:


- a. Assist the team leader in the conduct of all TA related activities like TA M&E, Validation Visits, Results analysis, etc.
- b. Provide/facilitate the provision of technical assistance to assigned schools division.
- c. Provide the necessary information to update performance status of assigned schools division

A. Secretariat:

- a. Consolidates all reports coming from the different team leaders.
- b. Prepare power point presentation of the performance status of each schools division for reporting during the REXECOM
- b. Functions also as member of the team

7. The names, designation and contact details of the Division Field Technical Assistance Teams shall be submitted to DepED-CAR, FTAD through its email address ftad.depedcar@gmail.com on or before June 15, 2017 duly endorsed by the Schools Division Superintendent.

8. Immediate dissemination of this Memorandum is desired.


BEATRIZ G. TORNO, Ph.D, CESO IV
OIC, Office of the Regional Director
and Concurrent Officer-In-Charge
Office of the Schools Division Superintendent