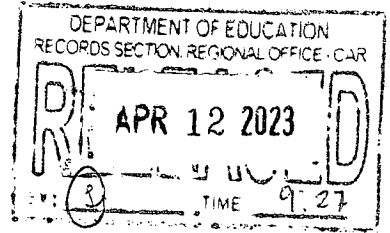




Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION



April 11, 2023

**REGIONAL MEMORANDUM**

No. 169.2023

**LEARNING OPPORTUNITIES TO OPERATIONALIZE TECHNICAL ASSISTANCE PROGRAM IN DEPED-CAR**

To: Assistant Regional Director  
 Chiefs/Unit Head of CLMD, ESSD, FTAD and ICTU  
 Schools Division Superintendents  
 All Divisions  
 All Others Concerned

1. The office through the Field Technical Assistance Division in collaboration with NEAPR will conduct a Learning Opportunities to Operationalize Technical Assistance Program in DepEd-CAR on April 25-27, 2023 at NEAPR, Wangal La Trinidad Benguet.
2. The activity aims to:
  - a. discuss and address the top three priority concerns of the Schools Division Offices (SDOs) particularly educational facilities, curriculum and teaching/learning and information communication technology;
  - b. review the Technical Assistance Mechanism Manual of Operation in harmony with MaTaTag agenda and other RFTAT/DFTAT initiatives;
  - c. capacitate the RFTAT and DFTAT members on the utilization of electronic tools in generating valid and authentic monitoring results;
  - d. strengthen the awareness and utilization of the information and repository system as baseline data for any TA agenda; and,
  - e. appreciate and value all TA efforts of the department.

3. The participants are as follows:

Participants	Number	Participants	Number
<b>Regional Office</b>		<b>SDOs</b>	
Regional Director	1	SGOD Chief	8
Asst. Regional Director	1	SGOD EPS (1 pax from each SDO)	8
CLMD	2	SMME (1 pax from each SDO)	8
ICT	1	PSDS (2 pax from each SDO)	16
ESSD	2	SBM Coordinator (1 pax from each SDO)	8
FTAD	3	CID EPS (1 pax from each SDO)	8
<b>Total:</b>		<b>66</b>	



4. The Schools Division Office participants except Baguio and Benguet shall be provided with board and lodging. First meal is dinner of April 24, 2023, and last meal is PM snacks of April 27, 2023. Check-in starts at 2:00 PM on April 24, 2023, while check out is 12:00 PM on April 27, 2023. Baguio City and Benguet participants are entitled to breakfast, 2 snacks and lunch while Regional Office participants are entitled to 2 snacks and lunch only.
5. Board and lodging of SDO participants, meals and snacks during the activity shall be charged against the Regional Office MOOE while travel and incidental expenses of SDO participants relative to their participation in this activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
6. Attached herewith is the program of activities.
7. In the light of Executive Order, No. 7 s 2022, allowing voluntary wearing of face masks in indoor and outdoor settings, this office strongly encourage everyone to wear their face mask throughout the duration of the activity.
8. For further inquiries and clarifications, please contact FTAD through email address [car.ftad@deped.gov.ph](mailto:car.ftad@deped.gov.ph).
9. Immediate dissemination of and compliance to this Memorandum is desired.

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

**Enclosure I**

**LEARNING OPPORTUNITIES TO OPERATIONALIZE TECHNICAL ASSISTANCE PROGRAM IN DEPED CAR  
Matrix**

<b>Day 1- April 25, 2023</b>		
<b>TIME</b>	<b>TOPIC</b>	<b>RESOURCE SPEAKER</b>
8:00-8:15	Registration/Attendance	
8:15 - 8:30	Opening Program	
8:30 - 9:30	Technical Assistance Directions in CAR	<b>ESTELA L. CARIÑO EdD, CESO III</b> Regional Director/Director IV <b>RONALD B. CASTILLO, CESO V</b> Asst. Regional Director
9:30-10:00	Technical Assistance Mechanism Manual of Operations Manual	<b>ETHIELYN E. TAQUED EdD</b> Chief Education Supervisor Field Technical Assistance Division
10:00 - 10:15	<b>HEALTH BREAK</b>	
10:15 - 12:00	Continuation of the discussion on Technical Assistance Management and Operations Manual	<b>ETHIELYN E. TAQUED EdD</b> Chief Education Supervisor Field Technical Assistance Division
12:00 - 1:00	<b>LUNCH BREAK</b>	
1:00 - 2:00	Automated Technical Assistance Needs Assessment and Analysis (TANAA); and	<b>ELVIRA M. CUDLI</b> Administrative Assistant 1 Field Technical Assistance Division
2:01-4:00	Online Help Desk	
<i>Facilitator: Marjory T. Valdez</i>		
<b>DAY 2- April 26, 2023</b>		
<b>TIME</b>	<b>TOPIC</b>	<b>RESOURCE SPEAKER</b>
8:00 - 8:10	<b>MANAGEMENT OF LEARNING (MOL)</b>	
8:10 - 9:00	FTAD-Management Information System	<b>ETHIELYN E. TAQUED EdD</b> Chief Education Supervisor Field Technical Assistance Division <b>JUMAR B. YAGO-AN</b> Information Technology Officer, Information and Communication Technology Unit
9:00 - 10:00	Writing Executive Summary for Exemplary Practices	<b>ETHIELYN E. TAQUED EdD</b> Chief Education Supervisor Field Technical Assistance Division
10:00 - 10:15	<b>HEALTH BREAK</b>	
10:15 - 12:00	Write shop (Writing Executive Summary)	
12:00 - 1:00	<b>LUNCH BREAK</b>	
1:00 - 4:00	Technical Assistance: SGC & TA Principles	<b>MARJORY T. VALDEZ</b> Education Program Supervisor

**Enclosure I****LEARNING OPPORTUNITIES TO OPERATIONALIZE TECHNICAL ASSISTANCE PROGRAM IN DEPED CAR  
Matrix**

<i>Facilitator: Elvira M. Cudli</i>		
<b>DAY 3- April 27, 2023</b>		
<b>TIME</b>	<b>TOPIC</b>	<b>RESOURCE SPEAKER</b>
<b>8:00 - 8:10</b>	<b>MANAGEMENT OF LEARNING (MOL)</b>	
<b>8:11 - 9:20</b>	Educational Facilities Concern	<b>Engr. CHRISTOPHER HADSAN</b> ESSD
<b>9:21 - 10:40</b>	Curriculum and Management Concerns	<b>ROSITA C. AGNASI</b> OIC-CES, CLMD
<b>10:41 - 12:00</b>	Admin and Personnel Matters	<b>Maksim A. Botilas</b> CES - Administrative Division
<b>12:00 - 1:00</b>	<b>LUNCH BREAK</b>	
<b>1:00 - 2:20</b>	ICT Matters	<b>JUMAR B. YAGO-AN</b> ITO, ICTU
<b>2:20-3:20</b>	Open Forum and Ways Forward	
<b>3:21 - 3:30</b>	<b>HEALTH BREAK</b>	
<b>3:31-4:00</b>	Closing Program	
<i>Facilitator: Marjory Valdez</i>		