MEMORANDUM

TO: SDO Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists

FROM: NYMPHA D. GUEMO
Assistant Schools Division Superintendent
Officer - In - Charge

SUBJECT: DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) and
MUNICIPAL FIELD TECHNICAL ASSISTANCE TEAMS (MFTATs)

DATE: August 10, 2015

1. In compliance with Regional Unnumbered Memorandum dated July 23, 2015, and as part of Management Plan under the Rationalization Program of the Department of Education, the Division Field Technical Assistance Teams (DFTATs) were organized.

2. The following are the responsibilities of Technical Assistance Providers:
   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 client's information where to source out the needed TA.
   e. Give feedback, especially those coming from the clients for continuous improvement.
   f. Prepare recommendations for policy formulation.

3. Enclosure 1 is the Division Field Technical Assistance Team (DFTAT) and Municipal Field Technical Assistance Team (MFTAT).

4. In connection with the above-mentioned roles and functions, the MFTATs are expected to come up with Technical Assistance Report (Enclosure 2) and Technical Reporting Log (Enclosure 3) per month to be consolidated by DFTAT to be submitted to Regional Office.

5. For your information, guidance and compliance.
### Division Field Technical Assistance Team (DFTAT)

**Chairman:**
NYMPHA D. GUEMO  
Asst. Schools Division Superintendent  
Officer - In - Charge

**Co - Chairman:**
JOSEFA V. ZAFE  
Chief Education Supervisor - CID

**MIGUEL C. OGA LINOLA**  
Chief Education Supervisor - SGOD

**Team Leader:**
MARY JEAN S. ROMERO  
Education Supervisor - SGOD

**Co - Team Leaders:**
SARAH S. CHIONG  
Senior Education Program Specialist, School Monitoring and Evaluation

**MARY ROSE V. STAROSA**  
Education Program Specialist II, School Monitoring and Evaluation

**Members:**
EMELINE FRANCIA P. ABRASALDO  
Senior Education Program Specialist – HRDD

MARIA IMELDA S. ABEJO  
Senior Education Program Specialist – Social Mobilization & Networking

RAQUEL PAHUYO  
Senior Education Program Specialist, Planning and Research

REY BONAYON  
Planning Officer III

MA. SIONNE MAY T. CRISPINO  
Education Program Specialist II – HRDD

MARIFE B. BREQUILLO  
Education Program Specialist II – Social Mobilization & Networking

MICHELLE ANNE B. OGA LINOLA  
Project Development Officer - DRRM

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<tr>
<th><strong>Municipal Field Technical Assistance Teams (MFTATs)</strong></th>
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<td><strong>Virac</strong></td>
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<tr>
<td>Team Leader:    LYDIA D. ABUNDO</td>
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<td>Members:        MERLY GONZALES</td>
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<tr>
<td>Public Schools District Supervisor</td>
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<td>ELIAS ABUNDO</td>
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<td>Public Schools District Supervisor</td>
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**San Andres**

Team Leader:  
NELSON T. SICIO  
Education Supervisor - MAPEH/PESS
Bato
GINA B. PANTINO

Member:

Education Supervisor - English/Information Officer/Reading Recovery/Speaker's Bureau

Baras
Team Leader:

AMELIA CABRERA
Education Supervisor - ALS/Library Hub

Members:

HERMAN L. BODOTA
Public Schools District Supervisor

ERLINDA BORBE
Public Schools District Supervisor

San Miguel
Team Leader:

ROMEL G. PETAJEN
Education Supervisor - Mathematics/ADM

Member:

EDGAR RIMA
Public Schools District Supervisor

Gigmoto
Team Leader:

GINA TEMPLONUEVO
Education Supervisor - Filipino/Foreign Language

Member:

HENRY MARIN
Public Schools District Supervisor

Viga
Team Leader:

ROSA T. TUSI
Education Supervisor - Edukasyon sa Pagpapakatao

Member:

NIEVA DJ. TUIBEO
Public Schools District Supervisor – OIC

Panganiban
Team Leader:

GINA L. CUSTODIO
Education Supervisor - Kindergarten/Private School/Multigrade/K to 12 Coordinator (Elementary)

Member:

JOSELITO RUIZ
Public Schools District Supervisor – OIC

Bagamanoc
Team Leader:

CYNTHIA T. SONEJA
Education Supervisor – Araling Panlipunan/SPED

Member:

BRENDA V. VILLAREY
Public Schools District Supervisor
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<tr>
<th>Team</th>
<th>Leader</th>
<th>Position</th>
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<td>Caramoran</td>
<td>JOSEFA V. ZAFE</td>
<td>Chief Supervisor – CID</td>
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<td>EDGARDO VALENCIA</td>
<td>Public Schools District Supervisor</td>
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<td>Pandan</td>
<td>JEZRAHEL T. OMADTO</td>
<td>Education Supervisor – Science/Student Teaching/K to 12 Coordinator (Secondary)</td>
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<td>CECILIA V. SONEJA</td>
<td>Public Schools District Supervisor</td>
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<td>NELSON ISORENA</td>
<td>Public Schools District Supervisor</td>
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Enclosure No. 2

TECHNICAL ASSISTANCE REPORT

Division: Catanduanes District: ____________
Quarter/Month: ____________

SITUATIONAL ANALYSIS/CONTEXT:


TECHNICAL ASSISTANCE OBJECTIVES:


WHAT WAS UNDERTAKEN:

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<thead>
<tr>
<th>Planning Made</th>
<th>Action Taken</th>
<th>Results</th>
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Technical Assistance Provider/s:

NAME, SIGNATURE & DATE

NAME, SIGNATURE & DATE
# TECHNICAL ASSISTANCE REPORTING LOG

Quarter/Month: 
School Year: 

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<tr>
<th>Date</th>
<th>CLIENT</th>
<th>Consultants Referred</th>
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