



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

18 FEB 2021

DIVISION MEMORANDUM

No. 065 s. 2021

**CAPABILITY ENHANCEMENT TRAINING
 ON PROVISION OF TECHNICAL ASSISTANCE**

To: OIC - Assistant Schools Division Superintendent
 Chief Education Supervisors
 Heads, Unit/Section
 Public Elementary and Secondary School Heads
 All Others Concerned

1. With reference to Executive Order No. 366 issued in October 2004, one of the eight functional divisions – Field Technical Assistance Division (FTAD), in the Department of Education Regional Offices was instituted.
2. The goal of FTAD is to strengthen the schools divisions in managing their respective schools leading to the achievement of their performance outcomes with the end in view of providing relevant, timely and appropriate technical assistance to schools divisions through the coordination of all the units in the Regional Office.
3. Anchoring on this goal, the Schools Division of Tayabas City created the Division Field Technical Assistance Teams (DFTATs) in order to reach schools to respond to their needs, and to assess gains and gaps, in a relevant and timely manner.
4. Relative to this, this office announces through the School Governance and Operations Division (SGOD) the conduct of a capability enhancement training on the provision of technical assistance, on **February 26, 2021** at the SDO Main Building, to be attended by the members of the DFTATs.
5. Participants are required to pre-register at <https://tinyurl.com/dftats2021> on or before February 24, 2021.
6. Attached are Enclosure 1 – Program Matrix, Enclosure 2 – List of Participants, Enclosure 3 – Technical Working Group with Terms of Reference.
7. Wide dissemination and strict compliance of this Memorandum is desired.

ANIANO M. OGAYON, CESO V
 Schools Division Superintendent

Enc. As stated.



Brgy. PotoI, Tayabas City



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Enclosure 1

PROGRAM MATRIX
CAPABILITY ENHANCEMENT TRAINING
ON PROVISION OF TECHNICAL ASSISTANCE
February 26, 2021

Time	Program
7:00-8:00	Registration
8:00 – 8:30	Opening Program
8:30 – 10:00	DFTATs Structure Dr. Edwin R. Rodriguez SGOD Chief
10:00 – 10:15	BREAK
10:15 – 12:00	Competencies of Technical Assistance Providers Imelda C. Raymundo CID Chief
12:00 – 1:00	LUNCH BREAK
1:00 – 3:00	Technical Assistance Process Maylani L. Galicia OIC - ASDS
3:00 – 3:15	BREAK
3:15 – 4:15	Reporting of Technical Assistance Provided Dr. Edwin R. Rodriguez SGOD - Chief
4:15– 4:30	Presentation of Output
4:30 – 5:00	Closing Program



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LIST OF PARTICIPANTS
CAPABILITY ENHANCEMENT TRAINING
ON PROVISION OF TECHNICAL ASSISTANCE
February 26, 2021

No.	NAME	POSITION	SEX
1	Maylani L. Galicia	OIC - ASDS	F
2	Imelda C. Raymundo	CID - Chief	F
3	Dr. Edwin R. Rodriguez	SGOD - Chief	M
4	Georgia P. Talabong	EPS – Science	F
5	Sancho Calatrava	EPS – AP	M
6	Mildred Z. Galleno	EPS – SPED/ALS/Kindergarten	F
7	Maria Corazon A. Borbon	SEPS M & E	F
8	Richelle F. Quintero	EPS – English	F
9	Louie L. Fulleo	EPS – TLE	M
10	Agnes M. Luzadas	Accountant III	F
11	Fideliza V. Lucas	SEPS – HRTD	F
12	Mariles F. Contreras	Nurse II	F
13	Ferex O. Zafranco	HRMO I	F
14	Generosa F. Zubieta	EPS – LRMDs	F
15	Jerome A. Chavez	EPS –Mathematics	M
16	Conrado C. Gabarda	AO V	M
17	Benjamin A. Millares	Budget Officer	M
18	Marife R. Lagar	Planning Officer III	F
19	Kendrick C. Cabrera	ITO I	M
20	Alelie A. Padillo	Nurse II	F
21	Dr. Christian Bables	EPS – Filipino	M
22	Dr. Joseph Aureada	EPS – EsP	M
23	Dra. Connie Sia	Medical Officer	F
24	Josefina R. Oabel	HRMO II	F
25	Joan Kathleen T. Brizuela	EPS II	F
26	Rosemarie Morales	ADAS III	F
27	Sherwin Quesca	EPS - MAPEH	M
28	Dra. Jedd Aguilar	Dentist	F
29	Teofila Ocumin	EPS II	F
30	Luzviminda E. Saldares	EPS II	F
31	Nicole May R. Lagar	PDO	F
32	Juslyn Rose Sanchez	ADAS II	F
33	Maria Elizabeth S. Pastrana	OIC – Supply Officer	F
34	Jerome A. Javin	JO	M



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Enclosure 3

TECHNICAL WORKING COMMITTEE / TERMS OF REFERENCE
CAPABILITY ENHANCEMENT TRAINING
ON PROVISION OF TECHNICAL ASSISTANCE
February 26, 2021

Over-all Chairperson: Aniano M. Ogayon, CESO V
Co - chairpersons: Maylani L. Galicia
Dr. Edwin R. Rodriguez
Imelda C. Raymundo
Lead person for the Event: Maria Corazon A. Borbon

Committee	Chairperson/s	Terms of Reference
Program Preparation	Maria Corazon A. Borbon	<ul style="list-style-type: none">➤ Plan on conduct of the Program➤ Prepare Matrix of the program
Documentation	Luzviminda E. Saldares	<ul style="list-style-type: none">➤ Document the activities from the opening until the closing program➤ Prepare and submit complete report including photo taken (Narrative Report)
Masters of Ceremony	Nicole May Lagar	<ul style="list-style-type: none">➤ Coordinate with the Program Committee to have a copy of the Program Matrix➤ Coordinate with the program committee in managing the time during program execution.
Medical / First Aid	Dra. Connie S. Sia	<ul style="list-style-type: none">➤ Provide viable medical and health services for all the participants in the venue.➤ Administer first aid and health services during the event.➤ Ensure the provision of proper handling storage and serving of foods.➤ Monitor the food being served
QAME	Joan Kathleen Brizuela	<ul style="list-style-type: none">➤ Oversee the cleanliness, sanitation and safety in the venue.➤ Conduct on-site inspection of the venue.➤ Conduct M & E and gather feedback.
Registration/Arrangement of participants	Fideliza V. Lucas	<ul style="list-style-type: none">➤ Prepare registration forms, attendance sheets and meal attendance sheets with printed information of the participants.➤ Validate the completion of registration forms, attendance sheets, meal attendance sheets by affixing the signatures at the bottom of each page of the forms
Certificate	Jerome Javin	<ul style="list-style-type: none">➤ Prepares Certificate of Participation and Appearance



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