



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON  
GATE 2, KARANGALAN VILLAGE  
1900 CAINTA, RIZAL




13 July 2020

**Regional Memorandum**

**SCHOOLS DIVISION OFFICE COACHING ASSIGNMENT OF REGIONAL FIELD  
TECHNICAL ASSISTANCE TEAMMATES FOR LEARNING DELIVERY MODALITY (LDM)  
COURSES**

To **SCHOOLS DIVISION SUPERINTENDENTS  
FUNCTIONAL DIVISION CHIEFS  
REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES**

- 1) In reference to NEAP Memorandum No. OSEC – NEAP – OD- 2020-0618, this Office, through the Field Technical Assistance Division, announces the Schools Division Offices coaching assignment of the Regional Field Technical Assistance Teammates (RFTATs) in providing technical assistance on learning delivery modality (LDM).
- 2) Copy of the list of the RFTATs with their assigned SDO to coach and Terms of Reference are attached herewith. The Chief and Education Program Supervisors of Field Technical Assistance Division personnel shall be assigned to all Schools Division Offices and shall coordinate with the RFTATs assigned in the Division. The National Coaches maybe assigned accross all SDOs.
- 3) The provision of technical assistance by the RFTATs relative to this purpose shall be coordinated with the Field Technical Assistance Division
- 4) For technical assistance on the Implementation Guide for Learning Delivery Modalities Courses under the Basic Education Continuity Plan (BE-LCP), you may contact Michael Girard R. Alba 09178885853, Andrea Mabel Abrencillo 09178885850 and Eugenio Adrao 09479915198 of Field Technical Assistance Division.
- 5) Immediate dissemination of this Memorandum is highly desired.

  
**WILFREDO E. CABRAL**  
Regional Director

cc:ftad/alba



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## SDO COACHING ASSIGNMENT OF REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES

### REGIONAL FIELD TECHNICAL ASSISTANCE TEAMMATES LEARNING DELIVERY MODALITY

RFTATs	Assignment	Designation	Expertise /Specialization	Assigned Schools Division Office
Regional Field Technical Assistance Steering Committee				
Wilfredo E. Cabral	Chairman	Regional Director		All Schools Division Offices
Ruth L. Fuentes	Co – Chaiman	Assitant Regional Director		
Michael Girard R. Alba	Over – All Team Leader	Chief, FTAD		
Edward Garcia	National Coach on LDM	Chief, Quality Assurance NEAP		Binan City and across ALL SDOs
Joan Atienza	National Coach on LDM	SEAMEO INNOTECH		Batangas Province and across ALL SDOs
Regional Field Technical Assistance Teammates				
Team 1				
1. Job S. Zape Jr.	Team Leader	OIC Chief – CLMD	Sta. Rosa City  Binan City  Cabuyao City	
2. Ariel Azuelo	Assistant Team Leader	Public Affairs Unit Head		
3. Donna L. Lago	Member	Education Program Supervisor		
4. Jocelyn Buclig		Attorney IV		
5. Allan Tipan		Education Program Supervisor		
6. Pearl Oliveth Intia		Medical Doctor III		
7. Elaine Balaogan		Education Program Supervisor		
8. Lea Villalobos		Accountant III		
Team 2				
1. Eduarda Zapanta	Team Leader	Chief – ESSD		

2. Bernardo C. Pacual	Assistant Team Leader	PDO IV	Rizal  Antipolo City  Cavite City
3. Rey Valenzuela	Member	ICT Unit Head	
4. Ferdinand Marquez		Education Program Supervisor	
5. Jocelyn Martin		Legal Officer	
6. Wilbert Ulpindo		Project Development Officer II	
7. Jonard Mangalindan		Budget Officer	
8. Evan Lynn – Dell C. Masing		Administrative Assistant V	
Team 3			
1. Andrea Maybel E. Abrencillo	Team Leader	Education Program Supervisor	Tanuaun City  Lipa City  Calamba City
2. Angelina Mendiola	Assistant Team Leader	Supervising Administrative Officer	
3. Kelvin Matib	Member	Legal Investigator	
4. Neil Evangelista		Nutritionist-Dietitian II	
5. Glenda dela Torre		Education Program Specialist	
6. Leonel Domingo		Accountant II	
7. Leonardo Cargullo		Education Program Supervisor	
Team 4			
1. Edenia O. Libranda	Team Leader	Chief – QAD	Laguna Province  San Pablo City
2. Maria Susana M. Oliveros	Assistant Team Leader	Administrative Officer V	
3. Jumar M. Sadsad	Member	Planning Officer III	
4. Gian Carlo G. Ventura		Administrative Officer IV	
5. Jema Daproza		Accountant I	
6. Emelia M. Aytona		Education Program Supervisor	

7. Elena Lopez		Education Program Supervisor	
Team 5			
1. Luz E. Osmeña	Team Leader	Chief	Cavite Province  General Trias City
2. Jisela Ulpina	Assistant Team Leader	OIC – Chief HRDD	
3. Jonathan Cadavedo	Member	Education Program Supervisor	
4. Jaypee Lopo		Education Program Supervisor	
5. Elino S. Garcia		Education Program Supervisor	
6. Virginia Bagacay		Administrative Officer V	
7. Jeremiah Trinidad		Accountant II	
8. Maricris Tadioan		Education Program Specialist	
Team 6			
1. Viemalyn M. Nama	Team Leader	Chief – PPRD	Bacoor City  Imus City  Dasmariñas City
2. Nadina Gatón	Assistant Team Leader	Education Program Supervisor	
3. Laarni Evaristo	Member	Administrative Officer V	
4. Robert Perez		Engineer III	
5. Romyr L. Lazo		Education Program Supervisor	
6. Ma. Rojane Miranda		Administrative Officer IV	
7. Adrian Bullo		Statistician I	
8. Syril Zenarosa		Administrative Officer V	
Team 7			
1. Marites L. Gloria	Team Leader	Chief – Finance Division	Batangas Province  Batangas City
2. Danilo H. Ilagan	Asst. Team Leader	Education Program Supervisor	
3. Allain Alvarez		Education Program Supervisor	

4. Ma. Joan Paula Dino	Member	Project Development Officer II	
5. Nimfa Bermendi		Teacher Credential Evaluator	
6. Jona Malonzo		Education Program Specialist	
7. Eugenio Adrao		Education Program Supervisor	
Team 8			
1. Ann Geralyn T. Pelias	Team Leader	Chief – Administrative Division	Quezon Province
2. Nancy Dizon	Assistant Team Leader	Supervising Administrative Officer	
3. Annaliza Araojo	Member	Dentist III	
4. Mark Anthony Malonzo		Education Program Specialist	Tayabas City
5. Pacita Lungcay		Education Program Supervisor	
6. Buenalyn M. Manuel		Education Program Supervisor	
7. Jerome Chavez		Education Program Supervisor	

## **I. TERMS OF REFERENCE OF TA PROVIDES/ COACHES**

### **A. GENERAL TERMS OF REFERENCE OF TA PROVIDERS AND COACHES**

The Terms of Reference of Regional Field Technical Assistance Teams (All Regional Supervisors from Functional Divisions), National Coaches from Central Office (Specialists from Bureaus, Services, and Offices), and External Coaches (Experts provided by External Partners)

1. Coordinate and work with their regional counterparts as they provide coaching and technical assistance to the schools division offices, school heads and teachers either online (thru chats, video conferencing and other modes) or face to face where deemed safe and appropriate.
2. Provide coaching and technical assistance that revolve around their respective area of expertise.
3. Using the existing data (results from regional mapping, DEDPs, and SIPs), classify and prioritize the identified support that will be given the school leaders and teachers.
4. Routinely monitor school leaders and teachers' performance against professional standards or on agreed upon monthly or quarterly milestones and the coachee's professional goals.
5. Accomplish the Coaching Design Template for each Coachee assigned to them.
6. Provide annotated record of coaching activities and agreements using standard tools used in the field.
7. Do follow-up sessions to check on the status of the agreed action plan.
8. Follow rules, procedures, and standards set in the chapter of Effective Coaching and Giving Effective Performance Feedback found in the DepEd RPMS Manual or the DepEd Coaching Guidebook.
9. Accomplish the Coaching Monitoring and Evaluation Documentation Worksheets for each coachee where highlights of the coaching session are recorded. This document shall be used to show coaching session/activities results, provide basis for other forms professional development interventions along with records of improvement of each coachee.
10. All coaches are expected to submit all documents and the coaching completion reports to the LCP coaching Lead of the Region.

**B. SPECIFIC TERMS OF REFERENCE****TOR OF CO TECHNICAL ASSISTANCE PROVIDERS/COACHES**

1. Provide technical assistance and coaching on LDM course implementation and LDM implementation in the regions and divisions
2. Coordinate with NEAP CO on regional and division assignments
3. Coordinate with RO FTA team in the development of TA/coaching plan in the assigned region in collaboration with other team members
4. Attend meetings as may be called
5. Evaluate portfolio of LDM1 course participants for certification
6. Recommend to the NEAP-CO through the Regional Director for issuance of certificate of participation to successful LDM1 Course and Training of LDM2 Coaches participants
7. In coordination with the other TA/coaching team members, submit TA/coaching activities in the assigned region to NEAP-CO
8. Submit a report on TA/Coaching activities to the head of office

**TOR OF EXTERNAL TECHNICAL ASSISTANCE PROVIDERS/COACHES**

1. Provide technical assistance and coaching on LDM course implementation and LDM implementation in the regions and divisions
  2. Coordinate with NEAP CO on regional and division assignments
  3. Coordinate with RO FTA team in the development of TA/coaching plan in the assigned region in collaboration with other team members
  4. Attend meetings as may be called
  5. Evaluate portfolio of LDM1 course participants for certification
  6. Recommend to the NEAP-CO through the Regional Director for issuance of certificate of participation to successful LDM1 Course and Training of LDM2 Coaches participants
  7. In coordination with the other TA/coaching team members, submit TA/coaching activities in the assigned region to NEAP-CO
- Submit a report on TA/Coaching activities to the mother organization

## **TOR OF REGIONAL TECHNICAL ASSISTANCE PROVIDERS/COACHES**

1. Provide technical assistance and coaching on LDM course implementation and LDM implementation in the divisions
2. Coordinate with NEAP CO on regional and division assignments
3. Coordinate with assigned national TA/coaching team in the development of TA/coaching plan for the region
4. Attend meetings as may be called
5. Evaluate portfolio of LDM1 course participants for certification
6. Recommend to the NEAP-CO through the Regional Director for issuance of certificate of participation to successful LDM1 Course and Training of LDM2 Coaches participants
7. In coordination with the other TA/coaching team members, submit TA/coaching activities in the assigned region to NEAP-CO
8. Submit a report on TA/Coaching activities to the head of office

## **TOR OF DIVISION TECHNICAL ASSISTANCE PROVIDERS/COACHES**

1. Provide technical assistance and coaching on LDM2 course implementation for teachers and LDM implementation in the division
2. Coordinate with the SDO leadership on school and teacher assignments provided that the number of teachers assigned to the coach should not exceed 20
3. Coordinate the school heads and teachers in the development of TA/coaching plan
4. Attend meetings as may be called by appropriate authorities related to the LDM courses
5. Evaluate portfolio of LDM2 course participants for certification
6. Recommend to the Regional Office c/o NEAP in the Region through the SDS for issuance of certificate of participation to successful candidates
7. In coordination with the other TA/coaching team members, submit TA/coaching activities in the assigned region to NEAP-CO
8. Submit a report on TA/Coaching activities to the head of office



**II.**

**PROCEDURE IN THE SELECTION AND ASSIGNMENT OF COACHES**

**In order to organize the selection and assignment of coaches, the following stipulations are provided:**

- A. The National Coaching Team members should have the following qualifications:
  - 1. Should have a working knowledge of the enabling policies on the implementation of Learning Delivery Modalities.
  - 2. Should have a working knowledge of the curriculum (MELCSs), the learning delivery standards,
  - 3. Preferably with experience in the implementation of the LDMs through existing DepEd programs such as MISOSA, IMPACT/E-IMPACT, Open High School, Night High School or the Alternative Learning System
  - 4. Should be willing to work the external partners as well as field partners from the regions.
  - 5. Should be willing to share their expertise with their assigned regions, divisions and schools and willing to spare time to provide technical assistance/ coaching
  - 6. Should be familiar with DepEd processes especially the TA mechanisms
- B. All members of the RFTAD, National Coaches and External Partner Coaches have been pre-selected by their respective offices.
- C. Each region will need to designate the LCP Coaching Lead, his Co-Lead and team of administrative staff who will oversee the documentation of the activity and safe keeping & recording of progress reports in the Professional Development Information System (PDIS) of the Divisions and Schools.
- D. The national and external partner coaches are given the prerogative which region or regions they wish to serve provided the number of assigned coaches to the regions is equitable.

### **III. ROLES AND RESPONSIBILITIES OF LEVELS OF GOVERNANCE**

The following are the expected responsibilities of each level of governance in the management and implementation of the LDM Program, based on the inherent mandates in DepEd:

#### **A. NEAP CO**

1. Constitute the national coaching team for the LDM course and implementation
2. Facilitate the assignment of coaching teams to the regions
3. Set the criteria for selecting TA and coaching team members
4. Coordinate with the units, levels of governance and external partners in the identification of TA and coaching specialists
5. Orient the national TA and coaching team
6. Develop the TA and coaching mechanism for the LDM courses and implementation
7. Monitor and evaluate the implementation of the TA and coaching mechanism
8. Issue certificate of participation with corresponding PD credit units to participants are recommended by their respective coaches

#### **B. CO BUREAUS AND UNITS**

1. Identify and nominate specialists within the office to serve as TA and Coaching team members
2. Monitor the performance of the specialists as TA and coaching team members

#### **C. REGIONAL OFFICE**

1. Constitute the Regional Field Technical Assistance Teams
2. Coordinate with schools divisions in the assignment of Regional FTAT and National FTAT
3. Monitor the TA and coaching activities in the region
4. Submit report to NEAP-CO on the TA and coaching activities in the region
  - a. NEAP in the Region
    - i. Coordinate with NEAP CO regarding the implementation of the LDM courses in the region

- ii. Coordinate with FTAD regarding the implementation of the LDM courses in the region
- iii. Manage the implementation of the LDM courses in the region
- iv. Monitor the implementation of the LDM courses in the region
- v. Report to NEAP-CO on the implementation of LDM courses
- vi. Issue certificate of participation with corresponding PD credit units to the participants of LDM2 course (teachers) and the Training of TAPs for the LDM2 course (district and division supervisors)

**b. Regional Functional Technical Assistance Division**

- i. Under the guidance and leadership of the Regional Director, lead in planning for the FTA implementation in the region in relation to the LDM courses and LDM implementation
- ii. Lead in the monitoring of TA and coaching mechanism implementation in the region
- iii. Coordinate with the assigned national TA and coaching team

**D. SCHOOLS DIVISION OFFICE**

- 1. Coordinate with the RFTAT in the assignment of TA and coaching team in the Division
- 2. Coordinate with the HRDD in the Region in the implementation of the LDM courses in the Division
- 3. Constitute and assign TA providers to the school heads and teachers for the LDM course and implementation following the 1:20 ratio of coach to coaches
- 4. Monitor the TA and coaching activities in the SDO in relation to the LDM course and implementation
- 5. Submit report on the TA and coaching activities in the Division to the Regional Office

**E. SCHOOLS**

- 1. Coordinate with the Schools Division in the assignment of TA and coaching team in the school
- 2. Monitor the TA and coaching activities in the school in relation to the LDM course and implementation
- 3. Submit to SDO the TA/coaching activities in the school in relation to the LDM course and implementation