



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



January 10, 2020

REGIONAL MEMORANDUMNo. **031** s. 2020

**SUBMISSION OF PROFILE OF DESIGNATED SDO COORDINATORS/FOCAL PERSONS FOR
 TEACHNICAL ASSISTANCE (TA) AND SCHOOL-BASED MANAGEMENT (SBM)**

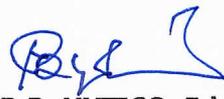
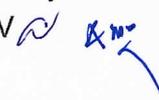
To: Schools Division Superintendents
 All Others Concerned

1. To effectively implement the programs and projects at the Division and at the School levels and to properly coordinate in providing Technical Assistance on curriculum implementation and assessment of learning outcomes and to fully implement the SBM at the optimum level of practices, this Office, through the Field Technical Assistance Division (FTAD) requires submission of the profile of SDO Technical Assistance and SBM Coordinators/Focal Persons following the attached template on or before January 31, 2020.
2. The Schools Division Superintendent shall designate the best EPS from the CID as the SDO-TA Coordinator. The SDO-TA Coordinator shall organize the DFTACTs under the direct supervision of the CID Chief, in coordination with the SGOD Chief. He/She shall become a regular member of the Division SBM validation team.
3. The SDO School-Based Management (SBM) Coordinator must be an Education Program Supervisor (EPS) or a Senior Education Program Specialist (SEPS) from the SGOD, who shall be under the direct supervision of the SGOD Chief and shall become a regular member of the DFTACT Core Team.
4. The Division Field Technical Assistance Composite Teams (DFTACTs) shall be represented by the following: Chief EPSs, EPSs, PSDSs, SEPSs, EPS II, Sections and Unit Heads of SDOs. School Principals, Head Teachers, Teacher In-Charge shall in no case be members of the DFTACT. The School Principals/SHs are the recipients of SDO Technical Assistance provisions.
5. If the current focal persons are already in place, the same name shall still be submitted. Scanned copy of SDO Focal Persons designation must be sent via email to ftad.region8@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum are desired.



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 ...where LEADers create great schools

Page 1 of 1


RAMIR B. UYTICO, Ed.D., CESO IV
Director IV 

Enclosure: None

Reference:

To be indicated in the Perpetual Index under the following subjects:

DESIGNATION FOCAL SBM TECHNICAL ASSISTANCE

Enclosure to Regional Memorandum No. _____



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PROFILE

DESIGNATED DIVISION TECHNICAL ASSISTANCE (TA) FOCAL PERSON

Personal Information:

Name: _____ Designation: _____

Home Address: _____ Division: _____

Mobile No. _____ Office Tel. No. _____

Email Address: _____ Citizenship: _____

Date of Birth: _____ Place of Birth: _____

Age: _____ Sex: _____ Civil Status: _____

Latest Appointment: _____ Date: _____

Present Position/Designation: _____ Date: _____

Office Designations (other than TA FP) _____

Educational Attainment:

Level of Education	School Graduated	Inclusive Year of Graduation	Degree Received	Academic honors Received
College				
Graduate (MA/MS)				
Post Graduate (Ph.D.)				
Vocational				
Others				

Eligibility: (Civil Service, PBET/LET, Bar Examinations Passed)

Title	Date Taken	Place	Rating

Relevant Trainings: (use a separate sheet if necessary)

Title	Inclusive Dates	Venue	Sponsor

Prepared by:

Division TA Focal Person

Reviewed by:

CID Chief

APPROVED:

Schools Division Superintendent

Enclosure to Regional Memorandum No. _____



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PROFILE

DESIGNATED DIVISION SCHOOL-BASED MANAGEMENT (SBM) FOCAL PERSON

Personal Information:

Name: _____ Designation: _____

Home Address: _____ Division: _____

Mobile No. _____ Office Tel. No. _____

Email Address: _____ Citizenship: _____

Date of Birth: _____ Place of Birth: _____

Age: _____ Sex: _____ Civil Status: _____

Latest Appointment: _____ Date: _____

Present Position/Designation: _____ Date: _____

Office Designations (other than TA FP) _____

Educational Attainment:

Level of Education	School Graduated	Inclusive Year of Graduation	Degree Received	Academic honors Received
College				
Graduate (MA/MS)				
Post Graduate (Ph.D.)				
Vocational				
Others				

Eligibility: (Civil Service, PBET/LET, Bar Examinations Passed)

Title	Date Taken	Place	Rating

Relevant Trainings: (use a separate sheet if necessary)

Title	Inclusive Dates	Venue	Sponsor

Prepared by:

Division SBM Focal Person

Reviewed by:

SGOD Chief

APPROVED:

Schools Division Superintendent