



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

September 25, 2020

REGIONAL MEMORANDUM

No. **507**, s. 2020

SECOND AND THIRD QUARTER VIRTUAL REGULAR MONITORING ON THE IMPLEMENTATION OF SCHOOLS DIVISION 2020 TECHNICAL ASSISTANCE (TA) PLANS

To: Schools Division Superintendents
All Others Concerned

1. As part of the mechanisms for monitoring the implementation of technical assistance provision in the field, this Office, through the Field Technical Assistance Division (FTAD), shall conduct the **Second and Third Quarter Virtual Regular Monitoring on the Implementation of Schools Division 2020 Technical Assistance (TA) Plans** from October 12 to 16, 2020.
2. The activity aims to:
 - a. assess the progress of Technical Assistance Implementation Plan of the Schools Divisions as a result of the 1st and 2nd Virtual RFACT deployment;
 - b. align RO-DO 2020 LCP-Based Technical Assistance Plan (LCP-B TA) Plans;
 - c. virtually observe the DFACT in the conduct of a face to face or virtual FGD in providing TA to prioritized schools; and
 - d. provide technical assistance to a DFACT in conducting a face to face or virtual TA provision.
3. The Schools Division Offices are advised to prepare the DFACTs for the actual virtual visit.
4. The virtual field monitoring of the Field Technical Assistance Division is based on the schedules indicated below:

DATE	TIME	DIVISION
October 12, 2020	9:30-12:00 AM	Southern Leyte
	1:30- 3:00 PM	Maasin City
October 13, 2020	8:00- 9:30 AM	Baybay City



	9:30-12:00 AM	Calbayog City
	1:30- 3:00 PM	Biliran
October 14, 2020	8:00- 9:30 AM	Ormoc City
	9:30-12:00 AM	Tacloban City
	1:30- 3:00 PM	Borongan City
October 15, 2020	8:00- 9:30 AM	Catbalogan City
	9:30-12:00 AM	Northern Samar
	1:30- 3:00 PM	Samar
October 16, 2020	9:30-12:00 AM	Leyte
	1:30- 3:00 PM	Eastern Samar

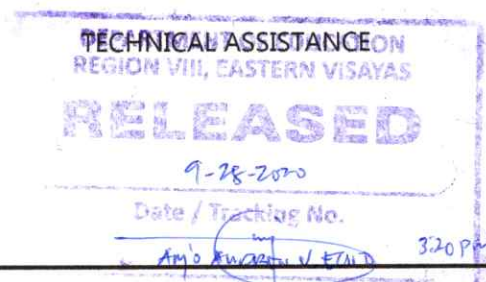
5. The Google Meet platform will be used in the video conferencing and the link to the activity will be sent through the DepEd e-mail accounts or in the Group Chat of the Division TA and SBM Coordinators who in turn will send to the participants. All attendees are reminded to observe proper netiquette.
6. Enclosed herewith is the Field Monitoring Tool on Schools Division Technical Assistance (TA) Plan Implementation for reference and guidance.
7. The MOVs of the Field Monitoring Tool shall be submitted to the Regional Office thru ftad.region8@deped.gov.ph duly signed by all signatories.
8. Expenses incurred relative to this activity such as one meal and two snacks shall be charged against FTAD Funds subject to the usual accounting and auditing rules and regulations.
9. Immediate dissemination of and compliance with this memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV 

Enclosures: None
 References: RM No. 488, s. 2020
 To be indicated in the Perpetual Index under the following subjects:

MONITORING SCHOOLS DIVISION

FTAD-GMM





Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

FIELD MONITORING TOOL ON SCHOOLS DIVISION TECHNICAL ASSISTANCE (TA) PLAN IMPLEMENTATION

Schools Division: _____

Date Monitored: _____

Indicators	Action Taken		MOVs (Please prepare in folder)	Remarks
	Yes	No		
1. Crafted an approved Schools Division TA Plan for 2020.			2020 Division TA Plan	
2. Conducted an Orientation/Reorientation on the Contextualized Technical Assistance Mechanism (CTAM) and/or TA Providers' roles and functions for new members of the DFACTs such as EPSs, Education Program Specialists, PSDS/DICs/Coordinating Principals, and other Technical Personnel in the Division.			Division Memo/ACR/ Pictorials /Attendance Sheets	
3. Organized/Reorganized the Division Field Technical Assistance Composite Teams for 2020.			Division Memo/List of DFACTs & TORs	
4. Identified the schools to be prioritized for TA provision per quarter.			Segmentation printout	
5. Provided TA to prioritized schools through:			List of Schools provided with TA/Reports on TA/Documents	
a. Focus Group Discussions (FGDs)				
b. Interviews				
c. Observations				
d. Others (Capacity-Building/Coaching & Mentoring/Orientation-Workshops/Seminars & Trainings, etc.)				
6. Kept a copy of the contextualized TA handbook for ready reference.			CTAM Handbook	
7. Designated a Division TA Coordinator.			Special Order	
8. Designated an Alternate Division TA Coordinator.			Special Order	
9. Necessary forms for TA are readily available for TA provision activities such as:			Samples of filled-out report forms	
a. Needs Assessment Form				
b. Performance Contract/Agreement				
c. Team Technical Assistance Plan				
d. Technical Assistance Reporting Log				
e. Others				
10. Implemented the 2020 Division TA Plan			Percentage of activities completed/on progress per quarter	



11. Designed a Monitoring Tool for Monitoring of DFACTs' deployment, results, and progress on TA provision			Monitoring Tool for DFACT's deployment	
12. Started the conceptualization and or documentation of entries for the Search for Innovative, Effective, and Best Practices on TA Provision of the Division			Sample documentations	
13. DFACTs were deployed to identified schools with priority needs.			Schedule of Deployment per quarter/DFACT Deployment Report	

Comments/Suggestions/Agreements:

Validated by:

Concurred:

Regional Monitor

Regional Monitor

ASDS/SDS/Representative