



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

January 14, 2021

REGIONAL MEMORANDUM

No. **025**, s. 2021

**1st QUARTER VIRTUAL REGULAR MONITORING ON THE IMPLEMENTATION OF
SCHOOLS DIVISION 2021 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 1st Quarter virtual monitoring on the implementation of Schools Divisions' 2021 Technical Assistance (TA) Plans starting January 19, 2021 to February 24, 2021.

2. The objectives of this activity are to:

- a. monitor the crafting of the 2021 Schools Divisions LCP-Based Technical Assistance (TA) Plan by the Division Field Technical Assistance Composite Teams (DFACTs);
- b. assess the progress of Technical Assistance Implementation Plan of the Schools Divisions as a result of the 4th Quarter RFACT virtual deployment;
- c. provide technical assistance to a DFACT in conducting TA provision; and
- d. observe the DFACT in the conduct of FGD in providing TA to prioritized schools.

3. Concerned Schools Division Offices are advised to prepare the DFACTs for the virtual visit.

4. Below is the schedule of FTAD Field Monitoring:

DIVISION	DATE
Leyte	January 19, 2021
Southern Leyte	January 20, 2021
Tacloban City	February 1, 2021
Biliran	February 3, 2021



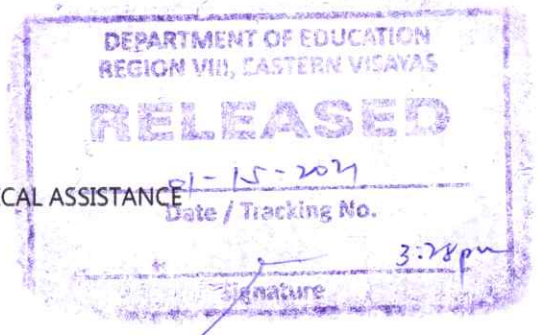
Ormoc City	February 4, 2021
Samar	February 5, 2021
Catbalogan City	February 9, 2021
Eastern Samar	February 10, 2021
Borongan City	February 11, 2021
Calbayog City	February 15, 2021
Northern Samar	February 22, 2021
Baybay City	February 23, 2021
Maasin City	February 24, 2021

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. Immediate dissemination of and compliance with this Memorandum are desired.


RAMIR B. UYTICO EdD, CESO IV
 Director IV

Enclosures: *As stated*
 References: *Regional Order No. 001, s. 2019*
 To be indicated in the Perpetual Index under the following subjects:

MONITORING SCHOOLS DIVISION TECHNICAL ASSISTANCE





Republic of the Philippines
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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 DFTACTs' deployment, results, and progress on TA provision			Monitoring Tool for DFTACT'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. DFTACTs were deployed to identified schools with priority needs.			Schedule of Deployment per quarter/DFTACT Deployment Report	

Comments/Suggestions/Agreements:

Validated by:

Concurred:

Regional Monitor

Regional Monitor

ASDS/SDS/Representative