



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

September 2, 2021

REGIONAL MEMORANDUM

No. **00-501**, s. 2021

**3rd 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 3rd Quarter virtual monitoring on the implementation of Schools Divisions' 2021 Technical Assistance (TA) Plans on September 6-10, 21-23, 2021 and October 5 - 7, 12-13, 2021.

2. The objectives of this activity are to:

- a. assess the progress on the implementation of the Schools Divisions (SDs) 2021 LCP-Based TA Plan;
- b. monitor the progress of the schools with priority needs as identified by the Division Field Technical Assistance Composite Teams (DFACTs) in Quarters 1 and 2;
- c. monitor the implementation of the DFACTs' TA Provision Plan (DTAPP) as a result of the 3rd Quarter RFACT virtual deployment;
- d. monitor the deployment of DFACTs to concerned schools with priority needs; and
- e. observe and provide technical assistance to a DFACT in the conduct of TA provision to prioritized schools.

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

4. Below is the specific schedule of FTAD Field Monitoring:

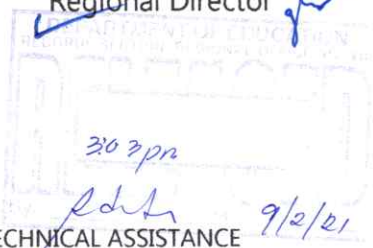
| DIVISION | DATE |
|------------|--------------------|
| Ormoc City | September 20, 2021 |



| | |
|-----------------|--------------------|
| Eastern Samar | September 21, 2021 |
| Borongan City | September 24, 2021 |
| Tacloban City | October 5, 2021 |
| Biliran | October 6, 2021 |
| Calbayog City | October 7, 2021 |
| Baybay City | October 12, 2021 |
| Catbalogan City | October 13, 2021 |
| Northern Samar | October 19, 2021 |
| Southern Leyte | October 21, 2021 |
| Leyte | October 22, 2021 |
| Samar | November 3, 2021 |
| Maasin City | November 4, 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. The MOVs of the enclosed Field Monitoring Tool on Schools Division Technical Assistance (TA) Plan implementation shall be presented in a Power Point Presentation and shall be submitted to the Regional Office thru ftad.region8@deped.gov.ph duly signed by all signatories.
7. For more information, you may contact the Office through Dr. Alejandrito L. Yman, Chief Field Technical Assistance Division or Ms. Geraldine M. Mangaliman, EPS at 09176325834 or email address ftad.region8@deped.gov.ph
8. Immediate dissemination of and compliance with this Memorandum are desired.


MA. GEMMA MERCADO LEDESMA
 Regional Director



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

FTAD-GMM

**SUGGESTED GUIDE FOR THE VIRTUAL REGULAR MONITORING
ON THE IMPLEMENTATION OF
SCHOOLS DIVISION 2021 TECHNICAL ASSISTANCE (TA) PLANS**

- I. Opening Program
 - A. National Anthem/Nationalistic Song
 - B. Prayer
 - C. DepEd Region VIII Hymn
 - D. Opening Remarks SDS/ASDS/Representative
 - E. Acknowledgement of Participants SDO Representative
 - F. Statement of Purpose FTAD Chief
- II. Monitoring and Technical Assistance Proper
 - A. Presentation of the MOVs based on the Field Monitoring Tool on SDO's TA Plan Implementation TA Coordinator
 - B. Conduct of the Focus Group Discussion by a DFTAC Team to an identified priority school.
 - C. Provision of TA by FTAD Team to the DFTACT's TA provision
- III. Next Step
 - A. Result of the Monitoring FTAD EPS
- IV. Closing Program
 - A. Acknowledgement of the Result SDS/ASDS/Representative
 - B. Closing Remarks ASDS

Moderator: To be identified by the SDO



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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. Designated a Division TA Coordinator. | | | Special Order | |
| 2. Designated an Alternate Division TA Coordinator. | | | Special Order | |
| 3. Organized/Reorganized the Division Field Technical Assistance Composite Teams for 2021. | | | Division Memo/List of DFACTs & TORs | |
| 4. 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 | |
| 5. Kept a copy of the contextualized TA handbook for ready reference. | | | CTAM Handbook | |
| 6. Crafted an approved Schools Division TA Plan for 2021. | | | 2019 Division TA Plan | |
| 7. Implemented the 2021 Division TA Plan | | | Percentage of activities completed/on progress per quarter | |
| 8. Identified the schools to be prioritized for TA provision per quarter. | | | Segmentation printout | |
| 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. DFACTs were deployed to identified schools with priority needs. | | | Schedule of Deployment per quarter/DFACT Deployment Report | |



| | | | | |
|--|--|--|--|--|
| 11. 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.) | | | | |
| 12. Designed a Monitoring Tool for Monitoring of DFTACTs' deployment, results, and progress on TA provision | | | Monitoring Tool for DFTACT's deployment | |
| 13. Started the conceptualization and or documentation of entry/ies for the Search for Innovative, Effective, and Best Practices on TA Provision of the Division | | | Sample documentations | |

Comments/Suggestions/Agreements:

Validated by:

Regional Monitor

Regional Monitor

Regional Monitor

Concurred:

SDS/ASDS/Representative