



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

February 23, 2023

REGIONAL MEMORANDUM

No. **166**, s. 2023

**1st QUARTER REGULAR MONITORING ON THE IMPLEMENTATION OF
SCHOOLS DIVISIONS' 2023 TECHNICAL ASSISTANCE 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 Monitoring on the Implementation of Schools Divisions' 2023 Technical Assistance Plans on March 6 - 28, 2023.
2. The objectives of this activity are to:
 - a. monitor the results of the TA provision to the identified priority schools based on the DFACTs' TA Provision Plans (DTAPPs);
 - b. conduct inventory of implemented Technical Assistance interventions of the Schools Divisions; and
 - c. monitor the alignment of the 2023 SDO Technical Assistance (TA) Plan by the Division Field Technical Assistance Composite Teams (DFACTs) to the real-time priorities of the schools.
3. Schools Division Offices, through the TA and SBM coordinators shall be informed on the specific schedule prior to the actual visit.
4. The participants to this activity are the members of the Division Field Technical Assistance Composite Teams.
5. Travel expenses incurred by the RO personnel shall be charged against FTAD Funds while the Schools Divisions' expenses shall be charged against their local funds, subject to the usual accounting rules and regulations.
6. Enclosed is the Field Monitoring Tool on Schools Division Technical Assistance (TA) Plan Implementation for reference and guidance.



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


EVELYN R. FETALVERO, CESO IV
Regional Director 



Enclosures: *As stated*

References: *Regional Order No. 001, s. 2019, CTAM Handbook (2022)*

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

MONITORING

SCHOOLS DIVISION

TECHNICAL ASSISTANCE

FTAD-GMM



Republic of the Philippines
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FIELD MONITORING TOOL ON SCHOOLS DIVISION TECHNICAL ASSISTANCE (TA) PLAN IMPLEMENTATION
 QUARTER: _____ of CY _____

Schools Division: _____

Date Monitored: _____

Indicators	Action Taken		MOVs (Please prepare in folder)	Remarks
	Yes	No		
1. Crafted the 2023 Division TA Plan			2023 Division TA Plan	
2. Organized/Reorganized Division Field Technical Assistance Core and Composite Teams with Terms of Reference			Division Memo	
3. Conducted an Orientation/Reorientation on the Contextualized Technical Assistance Mechanism (CTAM) and/or TA Providers' roles and functions for 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	
4. Identified the schools to be prioritized for TA provision per quarter.			Division Memorandum	
5. 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 (DTAPP)			DTAPP	
d. Technical Assistance Provision Evaluation (DTAPE)			DTAPE	
6. DFACTs were deployed to identified schools with priority needs.			Schedule of Deployment per quarter/DFACT Deployment Report	
7. Provided TA to prioritized schools through:				
a. Focus Group Discussions (FGDs)				
b. Interviews				
c. Observations				
d. Others (Capacity-Building/Coaching & Mentoring/Orientation-Workshops/Seminars & Trainings, etc.)				
e. Others				



8. Adapted and/or designed a Monitoring Tool for:			Monitoring Tool	
a. DFACTs' Actual Deployment				
b. Implemented TA Interventions				
c. Progress Monitoring Plan and Report				

Comments/Suggestions/Agreements:

Validated by:

GERADINE M. MANGALIMAN
Regional Monitor

REYNALDO E. NAYRE, PhD
Regional Monitor

MERCEDES D. SARMIENTO
Regional Monitor

Concurred:

ASDS/SDS/Representative