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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY**

July 27, 2023

(DM No. 143, s. 2023 re: Reconstitution of Division Field Technical Assistance Team (DFTAT) of DepEd Naga)

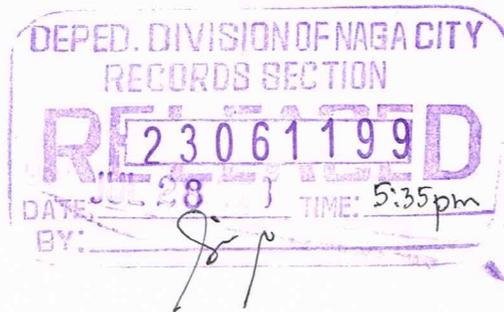
In relation to the newly reconstituted DFTATs of SDO Naga and the established Process Flow of Technical Assistance Mechanism, the following processes will be followed to address the pressing needs in the conduct of the National Learning Camp Activities:

1. The PSDSs are expected to upload the Weekly M & E findings in the shared Google Sheet on **Fridays on or before 1:00 p.m. starting July 28, 2023;**
2. Other SDO Personnel (EPSs and other SGOD Personnel) who conducted monitoring in the schools using the Contextualized NLC M & E Tool may submit the hard copy to SMME section following the same deadline stated above;
3. On **Mondays starting July 31, 2023 every 2:00 p.m.**, DFTATs shall convene in the SDO Conference Room to prepare action plan based on M & E Result and include the next steps of the DFTATs using the TA Mechanism/Flowchart of SDO Naga;
4. DFTATs shall agree on the timelines, compliance and submissions of required forms (TANA, TAP & TAR) which can be accessed from [https://bit.ly/TA\\_templates](https://bit.ly/TA_templates)

Enclosed is the List of Division Field Technical Assistance Teams and Flow Chart of the Technical Assistance Process Framework of SDO Naga.

For guidance and compliance of all the concerned.

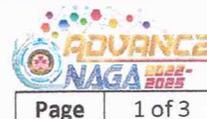
**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



DO 31, s. 2019 A



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REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Enclosure No. 1: Advisory dated July 27, 2023

**LIST OF DIVISION FIELD TECHNICAL ASSISTANCE TEAMS (DFTATs)  
of SDO Naga**

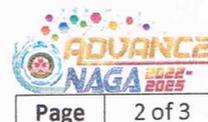
	<b>TEAM 1</b>	<b>TEAM 2</b>	<b>TEAM 3</b>	<b>TEAM 4</b>
<b>Team Leaders</b>	ANNA LIZA F. ABULOC CES-CID		MICHAEL A. DEL ROSARIO, OIC CES – SGOD	
<b>Asst. Team Leaders</b>	Cesar T. Arriola	Jarme D. Taumatorgo	Corazon Fatima A. Silerio	Elvin B. Monroy
<b>Members:</b>				
<b>EPS</b>	Josefina DIC. Solis	Emma B. Naguna Jobert P. Narvadez	Rudyand C. Balacano Herman E. Bobis Eduardo C. Laureles	Noel A. Balares Rhea SB. Samino
<b>PSDS</b>	Ramil S. Pederio Teresita Irma S. Dy – Cok Fernando M. Carandang Mary Ann A. Papica	Benedik Warren R. Ubante Gina B. Bobis	Dante R. Santelices Emelyn A. Brofas	Margerie B. Bathan Joretze S. Carandang
<b>SEPS</b>	Vilma B. Cueto	Maria Teresita R. Rentoy	Jerome H. Baldemoro	Joseph M. Condeno
<b>EPS II/PO</b>	Antonette C. Maristela	Michelle A. Lo	Arturo A. Armea	Nancy A. Morada
<b>Other Division Personnel</b>	Joanne G. Sebastian Mary Ann M. Encila	Gerardo P. Brizuela Edelaine A. Manlapaz Michael Noe B. Dizon Shiela Margarita M. Durante	Junmar Rey B. Aguilar Mary Ann B. Rosauo Darcy Bertulfo E. De Lima	Hazel Rose L. Sumpay Gemma L. Borromeo Salvacion T. Verona
<b>Assigned Districts/ Schools for TA</b>	North District 1 North District 2 North District 3 North District 4	East District 1 East District 2	West District 1 West District 2	South District 1 South District 2

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**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

Enclosure No. 2: Advisory dated July 27, 2023

**FLOWCHART OF TECHNICAL ASSISTANCE PROCESS FRAMEWORK OF SDO NAGA**  
*(Adopted from the Technical Assistance Mechanism Agenda of ROV)*

As a result of the 4 – day Training Workshop on Technical Assistance Monitoring and Evaluation on Continuous QUESTS Program, the SDO Naga will be following the Technical Assistance Process Framework of ROV dubbed as Technical Assistance Mechanism Agenda (TAMA) of ROV. This aims to attain the following objectives:

1. Facilitate continuous improvement mechanisms in all governance levels by providing timely and vital feedback on their roles and functions to better serve the clientele for organizational effectiveness
2. Identify the situation of the schools; their needs, aspirations, plans, strengths, and weaknesses that will lead towards the formulation of the relevant and appropriate strategic plans to ensure effective and efficient school management and leadership
3. Provide enabling interventions and strategies to help schools and LCs achieve their goals and targets; and
4. Utilize relevant data to inform TA providers in the formulation and development of policies.

TA Process Flow	Concerned Officials	Templates Needed	Tasks
	DFTATs School Personnel/Leaders	TANA	1. Diagnose needs of schools by assessing Inputs from SBM Readiness Assessment Results, School AIP Implementation Results, BEIS Data, QAME Report (Quantitative & Qualitative), PIRPA Report and other data in Schools
	DFTAT Leaders Assistant DFTAT Leaders DFTAT members OIC SEPS – SMME	TAP	2. Prioritize TA needs of school 3. Team will conduct consultative meeting 4. Team will establish agreements on a particular performance target. 5. Prepare/craft the TA plan 6. Submit the signed TANA and TAP to SMME via google drive link: <a href="https://bit.ly/DFTAT_NagaFinal">https://bit.ly/DFTAT_NagaFinal</a>
	Assistant DFTAT Leaders DFTAT members	Signed TANA & TAP	7. Conduct the TA Plan/intervention 8. Conduct Progress Monitoring 9. Conduct Team Discussion on Progress Monitoring Result and Feedbacking session
	Assistant DFTAT Leaders DFTAT members	TAR	10. If during the feedbacking, the target group progress is within the planned target then prepare the TA Report. 11. If during the feedbacking session, there is a need to adjust performance target then adjust the TA Plan.
	DFTAT Leader Assistant DFTAT Leader DFTAT members OIC SEPS – SMME ASDS SDS	Signed TAR	12. TA Provision Report will be read by the Asst DFTAT Leader during the Quarterly PIRPA Reporting. 13. Submit the signed TAR to SMME via google drive link to be shared to ROV: <a href="https://bit.ly/DFTAT_NagaFinal">https://bit.ly/DFTAT_NagaFinal</a> 14. SMME will provide the Top Mgt with consolidated Technical Assistance Report (TAR) quarterly.

Note: Technical Assistance Templates (TANA, TAP and TAR) are provided in soft copy in the Google Drive Link: <https://bit.ly/TAtemplates>

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