



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

8 Oct 2025

DIVISION MEMORANDUM
No. 573, s. 2025

**DIVISION-WIDE IMPLEMENTATION OF TEAM-BASED PROVISION
OF TECHNICAL ASSISTANCE**

To: Assistant Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief-School Governance and Operation Division (SGOD)
Division Field Technical Assistance Teams (DFTACTs)
All Elementary and Secondary School Heads
All Others Concerned

1. Relative to **Division Memorandum No. 467, s. 2025**, titled "*Reorganization and Deployment of Division Field Technical Assistance Teammates (DFTACTs) 2025*," this Office, through the School Governance and Operations Division (SGOD), hereby announces the team-based provision of technical assistance starting October 14, 2025 onwards.
2. Enclosed are the Priority Schools and the corresponding DFTACTs for reference and guidance (*See attachments*).
3. For clarifications and further assistance, you may contact Ms. Cora V. Samson at mobile no. 0977-812-3293 or via email at cora.samson@deped.gov.ph.
4. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent

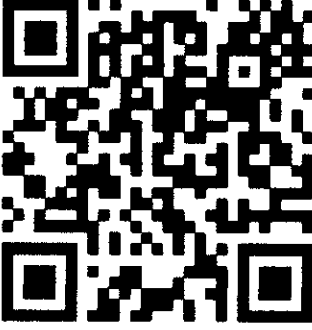
Enc. As Stated
Reference: Division Memorandum No. 467, s. 2025
To be indicated in the Perpetual Index under the following subject:

Issuances-Division Memorandum

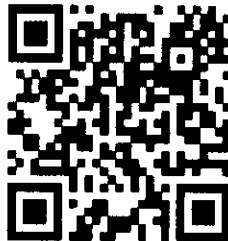
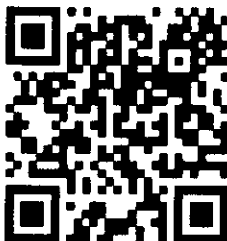
CVS, DIVISION-WIDE IMPLEMENTATION OF TEAM-BASED PROVISION OF TECHNICAL ASSISTANCE
S2-112442, 10-08-2025

Date	CD/SO	Priority School	School ID	Principal	Identified Need/Issue	Responsible Person/Team	
Oct. 14, 2025 onwards	CD 1				SBM Self-Assessment Results; NAT-G6; NAT-G10; NAT-G12; ELLNA	Team 1	
		Balayan East	Lucban National High School	301110	Ma. Verla A. Alvaran		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 
		Balayan East	Sucol Elementary School	163507	Ernesto S. Pinano		
		Calatagan	Bucal Elementary School	107317	Dionisia B. Ramos		
		Calatagan	Luya Elementary School	107328	Luisa D. Obrador		
		Calatagan	Calatagan 2.0 National High School	306399	Herminia C. Hernandez		
		Calatagan	Carlota Elementary School	107320	Imelda H. De Sagun		
		Lemery	Niogan Elementary School	107417	IVAN M. DE CASTRO		
		Lemery	MARCOS CATIBOG MEMORIAL ELEMENTARY SCHOOL	107387	PAULO GAYLORD R. CAJUD		
		Nasugbu East	KAYRILAW ELEMENTARY SCHOOL	107505	LUISA M. PENDON		
		Nasugbu East	Bilaran Elementary School	107494	Ma. Rita Luz M. De Padua		
		Nasugbu East	PAARALANG ELEMENTARYA NG BANILAD	107494	LUISA P. FENOL		
		Nasugbu East	AGA ELEMENTARY SCHOOL	107491	MARY GRACE P. TITO		
		Nasugbu West	Balayigue Elementary School	107492	Michael T. Villaluna		
		Nasugbu West	Maugat Elementary School	107510	Florencio A. Avena		
		Nasugbu West	Nasugbu National High School	306224	Rachel I. Bacit, PhD		
		Taal	Luntal Elementary School	107733	Emely N. Moredo		
		Tuy	Bolbok Elementary School	107822	Noel C. Aseremo		
Oct. 14, 2025 onwards	CD2				SBM Self-Assessment Results; NAT-G6; NAT-G10; NAT-G12; ELLNA	Team 2	
		Bauan East	MANGHINAO I ELEMENTARY SCHOOL	103685	ALLEN M. CUSI		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home
		Bauan East	New Danglayan-Sto. Domingo Elementary School	107274	Baby Marites M. Abel		
		Bauan East	PITUGO ELEMENTARY SCHOOL	107275	JENEFFER F. MAMARADLO		
		Bauan West	Bauan National and Vocational Integrated High School	301079	Rona Blanca G. Briones		
		Bauan West	Bauan Technical Integrated High School	301080	Dulce Amor M. Abante		
		Lobo	Basilio S. Marasigan Memorial National High School	305718	Glory Deil D. Anyayahan		
		Lobo	Malapad na Parang Elementary School	107439	Elmer A. Ramirez		

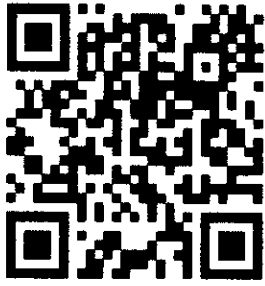
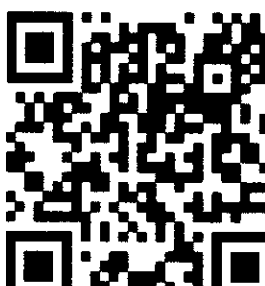
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Oct. 14, 2025 onwards	CD4					SBM Self-Assessment Results; NAT-G6; NAT-G10; NAT-G12; ELLNA	Team 4
	Ibaan	Panghayaan Elementary School	107360	Analyn T. Inandan		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
	Ibaan	Malainin Elementary School	107358	Larry M. Roallos			
	Ibaan	MAXIMO T. HERNANDEZ MEMORIAL INTEGRATED SCHOOL	307716	MA. VERONICA C. ROXAS			
	Padre Garcia	MANGGAS - TAMAK ELEMENTARY SCHOOL	107529	ROSITA A. LASIG			
	Padre Garcia	Bukal Elementary School	107526	Mary Ann M. Lopez			
	Padre Garcia	Tangob Elementary School	107539	Leny L. Mercado			
	Rosario East	The Saint Isidore National High School	307711	Edwin A. Cabanig			
	Rosario West	San Ignacio Elementary School	107576	Edwin B. Litong			
	Rosario West	QUILIB - SAN ROQUE ELEMENTARY SCHOOL	107570	ANALYN C. BICO			
	Rosario West	Rosario Integrated National High School	301139	Rowena R. Masilang			
	Rosario West	Masaya Elementary School	107561	Rolita L. Eguia			
	Rosario West	Calantas Senior High School	342222	John Phol A. Comia			
	Rosario West	Calantas National High School	307732	John Phol A. Comia			
	San Jose	BIGAIN INTEGRATED SCHOOL	301085	MARIEL G. HUNGOY			
	San Jose	Pinagtungulan Elementary School	107595	Igmedio M. Garing			
	San Jose	Taysan Elementary School	107598	Nida T. Mendoza			
	San Juan East	Timoteo D. Aguila Elementary School	137178	Cristeta T. Sosing			
	San Juan East	Paaralang Elementarya ng Tipas	107638	Leilani D. Maulion			
	San Juan East	Catmon Elementary School	107610	Gregoria P. Rodriguez			
	San Juan East	LUMANGBAYAN INTEGRATED NATIONAL	305472	MARYCHRIS S. EUGENIO			
	San Juan East	Calitcalit Elementary School	163515	Leilani D. Maulion			
	San Juan West	Paaralang Elementarya ng Escribano	107612	Milagros G. Maquinto			
	San Juan West	Calabasahan Elementary School	107607	Luz B. Manimtim			
	San Juan West	Pulangbato National High School	305730	MARY ANN S. MACALALAD			
	San Juan West	Paaralang Elementarya ng Sampiro	107630	Eden E. Cleofe			
	San Juan West	Paaralang Elementarya ng Janaoanano	107615	Edison V. Cabato			
	Taysan	Mahanadiong National High School	305560	Rod R. Magalona			

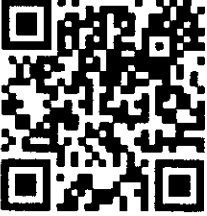
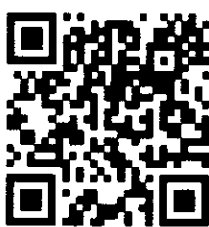
Date	CD/SO	Priority School	School ID	Identified Need/Issue	Responsible Person/Team
Oct. 14, 2025 onwards	CD 1			Misalignment of NAT-G6 Result with the SBM Self-Assessment	Team 1
		Balayan East	107247	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Balayan West	107248		
		Calatagan	107314		
		Calatagan	107315		
		Calatagan	107326		
		Lemery	107415		
		Lian	107399		
		Lian	107410		
		Lian	107411		
		Lian	163501		
		Lian	107422		
		Nasugbu West	107499		
		Tuy	107826		
		Tuy	107831		
		Tuy	107830		
Oct. 14, 2025 onwards	CD2			Misalignment of NAT-G6 Result with the SBM Self-Assessment	Team 2
		Bauan	107279	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Lobo	107443		
		Lobo	107427		
		Lobo	107431		
		Lobo	107433		
		Lobo	107441		
		San Pascual	107685		
		San Pascual	102290		
		San Pascual	107684		
		San Pascual	107675		
		San Pascual	107679		
		San Teodoro Elementary School			
		Pinaghawanan Elementary School			
		Balatbat Elementary School			
		Bignay Primary School			
Calumpit Elementary School					
Nagtaluntong Elementary School					
San Pascual Central School					
Balimbing Elementary School					
San Mariano Elementary School					
Malakimpook Elementary School					
Pook Ng Kapitan Elementary School					

Oct. 14, 2025 onwards	CD3				Misalignment of NAT-G6 Result with the SBM Self-Assessment	Team 3
	Alitagtag	Ping-as Coral Elementary School	107221		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboards/home 	
	Alitagtag	Munlawin Elementary School	107218			
	Cuenca	Dalipit Elementary School	107342			
	Laurel	Sta. Maria Elementary School	107383			
	Laurel	Laurel Central School	107374			
	Malvar	Luta Norte Elementary School	163502			
	Malvar	Malvar Central School	107471			
	Malvar	Luta Elementary School	107470			
	Mataasna kahoy	Paaralang Elementarya ng Calingatan	107481			
	Talisay	Venancio Trinidad Sr. Memorial School	107736			
Oct. 14, 2025 onwards	CD4				Misalignment of NAT-G6 Result with the SBM Self-Assessment	Team 4
	Padre Garcia	Banaba Elementary School	107523		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboards/home 	
	Padre Garcia	Castillo Elementary School	107527			
	Padre Garcia	Paaralang Elementarya ng Banaybanay	107524			
	Rosario East	Bagong Pook Elementary School	107542			
	San Jose	Galamay-Amo Elementary School	107592			
	San Juan East	Hugom Elementary School	107613			
	San Juan East	Paaralang Elementarya ng Calubcub 1	107608			
	San Juan East	Banualte Elementary School	107603			
	San Juan East	Pinagbayanan Elementary School	107625			
	San Juan West	Paaralang Elementarya ng Pal-Sico	107624			
	San Juan West	Paaralang Elementarya Ng Janaojanao	107615			
	San Juan West	Paaralang Elementarya ng Mabalano	107618			
	Taysan	Guinhawa Elementary School	107800			
	Taysan	Pag-asa Elementary School	107793			

Date	CD/SO	Priority School	Identified Need/Issue	Responsible Person/Team
Oct. 14, 2025 onwards	CD 1		Misalignment of NAT-G10 Result with the SBM Self-Assessment	Team 1
		Calatagan	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Lemery		
		Lemery		
		Lian		
		Nasugbu East		
		Nasugbu East		
		Nasugbu East		
		Nasugbu West		
		Nasugbu West		
		Tuy		
		Tuy		
		Tuy		
Oct. 14, 2025 onwards	CD2		Misalignment of NAT-G10 Result with the SBM Self-Assessment	Team 2
		Lobo	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Mabini		
		San Luis		
		San Luis		
		San Pascual		
		San Pascual		
Oct. 14, 2025 onwards	CD3		Misalignment of NAT-G10 Result with the SBM Self-Assessment	Team 3
		Agoncillo	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home	
		Balete		

	Balete	Emilia L. Malabanan Integrated School	501264
	Cuenca	Cuenca National High School	301096
	Laurel	Bugaan Integrated School	501012
	Laurel	Wenceslao Trinidad Memorial NHS	301164
	Mataasnakahoy	Mataas na Kahoy National High School	301124
	San Nicolas	Maabud National High School	301114
	CD4		
Oct. 14, 2025 onwards	Ibaan	Dr. Juan A. Pastor Integrated NHS	301153
	Ibaan	Procopio Mailig Memorial Integrated School	501015
	Ibaan	San Agustin Integrated School	501013
	Padre Garcia	Padre Garcia Integrated National High School	301129
	Rosario East	Palakpak Integrated National High School	301131
	Rosario East	Alupay Integrated National High School	301069
	Rosario East	Rosario Technical High School	307730
	Rosario East	Baybayin Integrated National High School	301082
	Rosario West	Bulihan Integrated Senior High School	301092
	Rosario West	Timbugan National High School	301157
	Rosario West	Itlugan Integrated National High School	301105
	San Jose	Dr. Bonifacio A. Masilungan Integrated NHS	307714
	San Jose	Taysan San Jose Integrated NHS	301155
	San Juan East	Lipahan National High School	307725
	San Juan East	Nagsaulay Integrated National High School	307707
	San Juan West	Palahanan Integrated National High School	301130
	Taysan	Mahanadiong National High School	305560
			
Misalignment of NAT-G10 Result with the SBM Self-Assessment TA: Check the FINAL PRIORITY SCHOOLS FOR https://sites.google.com/deped.gov.ph/sbm-dashboard/home			
			
			Team 4

Date	CD/SO	Priority School	School ID	Identified Need/Issue	Responsible Person/Team
Oct. 14, 2025 onwards	CD 1			Misalignment of NAT-G12 Result with the SBM Self-Assessment	Team 1
	Calatagan	Calatagan Senior High School	342211	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
	Nasugbu East	Nasugbu East Senior High School	342198		
Oct. 14, 2025 onwards	CD2			Misalignment of NAT-G12 Result with the SBM Self-Assessment	Team 2
	Lobo	Lobo Senior High School	342212	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
	San Luis	San Luis Senior High School	342213		
	San Pascual	San Pascual Senior High School 1	342214		
	San Pascual	San Pascual Senior High School 2	342215		
	San Pascual	Batangas Province High School Culture	301077		

Oct. 14, 2025 onwards	CD3				Misalignment of NAT-G12 Result with the SBM Self-Assessment	Team 3
	Malvar	Malvar Senior High School	342217		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
Oct. 14, 2025 onwards	CD4				Misalignment of NAT-G12 Result with the SBM Self-Assessment	Team 4
	Ibaan	Dr. Juan A. Pastor Integrated National High School	301153		Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
	Padre Garcia	Padre Garcia Integrated National High School	301129			
	Rosario East	Palakpak Integrated National High School	301131			
	Rosario East	Baybayin Integrated National High School	301082			
	Rosario West	Bulihan Integrated Senior High School	301092			
	Rosario West	Illugan Integrated National High School	301105			
	San Jose	Taysan San Jose Integrated National High School	301155			
	San Jose	Dr. Bonifacio A. Masilungan Integrated National High School	307714			
	San Juan East	Nagsaulay Integrated National High School	307707			
	San Juan East	Calubcub I Senior High School	305473			
	San Juan West	Palahanan Integrated National High School	301130			
	San Juan West	Sico 1.0 Integrated National High School	307708			
	Taysan	Dagatan Integrated National High School	301098			

Date	CD/SO	Priority School	SCHOOL ID	Identified Need/Issue	Responsible Person/Team
Oct. 14, 2025 onwards	CD 1			Misalignment of ELLNA Result with the SBM Self-Assessment	Team 1
		Calatagan	107320	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Calatagan	107321		
		Calatagan	107325		
		Calatagan	107326		
		Calatagan	107329		
		Lian	107401		
		Lian	107410		
		Lian	107422		
		Lian	107425		
Nasugbu West	107502				
Nasugbu West	107510				
Tuy	107834				
Oct. 14, 2025 onwards	CD2			Misalignment of ELLNA Result with the SBM Self-Assessment	Team 2
		Bauan	107267	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/deped.gov.ph/sbm-dashboard/home 	
		Lobo	107433		
		Lobo	107442		

Oct. 14, 2025 onwards	CD3		Misalignment of ELLNA Result with the SBM Self-Assessment	Team 3
	Alitagtag	Ping-as Coral Elementary School		
	Alitagtag	Dalipit Elementary School	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/depd.gov.ph/sbm-dashboard/home 	
	Laurel	Martin Esperanza Elementary School		
	Malvar	San Juan Elementary School		
	Malvar	San Juan Sitio Balayan ES		
	San Nicolas	Hipit Elementary School		
Oct. 14, 2025 onwards	CD4		Misalignment of ELLNA Result with the SBM Self-Assessment	Team 4
	Ibaan	Tulay Elementary School		
	Rosario East	Compradia Elementary School	Check the FINAL PRIORITY SCHOOLS FOR TA: https://sites.google.com/depd.gov.ph/sbm-dashboard/home 	
	Rosario East	Malinao Elementary School		
	Rosario West	Lumbangan Elementary School		
	San Jose	Galamay-Amo Elementary School		
	San Juan East	Hugom Elementary School		
	San Juan East	Paaralang Elementarya ng Talahiban 1.0		
	San Juan East	San Juan East Central School		
	San Juan East	Wenceslao I, Liana Memorial School		
	San Juan West	Paaralang Elementarya ng Mabalanoy		
	Taysan	Bucal Elementary School		
	Taysan	Mataas na Lupa Elementary School		
	Taysan	Pinagbayanan Elementary School		

Prepared by:

Noted by:

Recommending Approval:

Approved:


Cora V. Samson
 SEPS


Mario B. Maramot, PhD
 OIC-SGOD Chief


Jon P. Dayoc, CESE
 OIC-Asst. Schools Division Superintendent


Marites A. Ibanez, CESO V
 Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

27 Aug 2025

DIVISION MEMORANDUM
No. 467, s. 2025

REORGANIZATION AND DEPLOYMENT OF DIVISION FIELD TECHNICAL ASSISTANCE TEAMMATES (DFTACTs) 2025

To: Assistant Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief-School Governance and Operation Division (SGOD)
Division Field Technical Assistance Teams (DFTACTs)
All Elementary and Secondary School Heads
All Others Concerned

1. Relative to **Regional Memorandum No. 620, s. 2025**, titled "*Guidelines in Institutionalizing the Team-Based Provision of Technical Assistance Through the Establishment of Division Field Technical Assistance Composite Teams*," this Office, through the School Governance and Operations Division (SGOD), hereby issues the guidelines to further strengthen and institutionalize the team-based provision of technical assistance through the Reorganization and Deployment of the Division Field Technical Assistance Teammates (DFTACTs) 2025.
2. Enclosed are the following for reference and guidance:
 - a. DFTACTs Composition and Deployment;
 - b. Technical Assistance (TA) Processes and Standards;
 - c. TA Tools;
 - d. Roles and Responsibilities of SDO DFTACTs and School Heads; and
 - e. TA Timeline.
3. Each team shall be composed of ten (10) members, with at least four (4) to five (5) members present during the conduct of Technical Assistance.
4. Members of one team may provide support to another team as needs arise, regardless of team assignment. For example, if the Legal Officer belongs to Team 1 but Team 2 requires legal expertise, he/she may temporarily join Team 2 for the conduct of TA.
5. For clarifications and further assistance, you may contact Ms. Cora V. Samson at mobile no. 0977-812-3293 or via email at cora.samson@deped.gov.ph.
6. Immediate and wide dissemination of and strict compliance with this Memorandum is directed.

MARITES A. IBANEZ, CESO V
Schools Division Superintendent



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Encl.: As Stated

Reference: Regional Memorandum No. 620, s. 2025

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

Issuances-Division Memorandum

CVS/DM- REORGANIZATION AND DEPLOYMENT OF DIVISION FIELD TECHNICAL ASSISTANCE TEAMMATES
(DFTACTs) 2025 / S2-111300/AUGUST 27, 2025



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

DIVISION FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMS (DFTACTs)

DFTACTs	Assignment	Position / Designation	E-mail	Assigned Congressional District
Marites A. Ibanez	Chair / Lead	SDS	maritesarada.ibanez@deped.gov.ph	
Team 1 Rhina O. Ilagan	Co-Chair / Co-Lead	ASDS	rhina.silva@deped.gov.ph	CD 1
Team 2 Jofit P. Dayoc	Co-Chair / Co-Lead	ASDS	jofit.davoc001@deped.gov.ph	CD 2
Team 3 David M. Nuay	Co-Chair / Co-Lead	CID Chief	david.nuay001@deped.gov.ph	CD 3
Team 4 Mario B. Maramot	Co-Chair / Co-Lead	SGOD Chief	mario.maramot@deped.gov.ph	CD 4
Cora V. Samson	Secretariat	SEPS-SMME	cora.samson@deped.gov.ph	
Jessa S. Guerra	Co-Secretariat	EPS II-SMME	jessa.guerra@deped.gov.ph	
TEAM 1				
Members				
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2. Miguel B. Ullarte		EPS I-English	miguel.ullarte003@deped.gov.ph	
3. Jimmy J. Morillo		EPS I-MAPEH	jimmy.morillo@deped.gov.ph	
4. Aris U. Dimaano		Planning Officer III	aris.dimaano@deped.gov.ph	
5. Noah P. Duque		EPS II-SocMoNet	noah.duque@deped.gov.ph	
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7. Lou C. Panaligan		Administrative Officer V	lou.panaligan@deped.gov.ph	
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10. Jaysen R. Toraliza		EPS II- ALS	jaysen.toraliza@deped.gov.ph	
TEAM 2				
Members				
1. Marian L. Arias		EPS I-SGOD	marian.arias@deped.gov.ph	CD 2



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Republic of the Philippines
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 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF BATANGAS

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Members		
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10. Cash Section	AO IV-Cash	
TEAM 4		
Members		
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		CD 4

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Republic of the Philippines
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REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

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10. Anabel E. Magalona	SEPS-SocMoNet	anabel.magalona@deped.gov.ph



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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



18 August 2025

Regional Memorandum

No. 620 s. 2025

**GUIDELINES IN INSTITUTIONALIZING THE TEAM-BASED
PROVISION OF TECHNICAL ASSISTANCE THROUGH THE
ESTABLISHMENT OF DIVISION FIELD TECHNICAL
ASSISTANCE COMPOSITE TEAMS (DFTACTS)**

To: **Schools Division Superintendents**

1. Pursuant to the mandate of the Department of Education to ensure the effective delivery of educational services, and in accordance with the provisions of the Administrative Code of 1987—which requires regional offices to provide continuous technical assistance, supervision, and support to field units, this Office, through the Field Technical Assistance Division hereby issues these guidelines to strengthen and institutionalize the team-based provision of technical assistance through the establishment of Division Field Technical Assistance Composite Teams (DFTACTS).
2. Anchored on the principles of shared governance and school-based management, the Department of Education (DepEd) reinforces team-based mechanisms to provide responsive, needs-based technical assistance (TA) to schools. Republic Act No. 9155¹ empowers schools and field offices to improve learning outcomes through local initiatives and clearly defines the authority and accountability of school heads. The implementation of the 2013 DepEd Rationalization Program² institutionalized Technical Assistance functions in the governance structure, including the Field Technical Assistance Division.
3. The delivery of team-based technical assistance (DFTACTS) aims to:
 - a. strengthen the capacity of Division Field Technical Assistance Composite Teams in providing responsive and needs-based support to schools;
 - b. ensure the effective implementation of DepEd programs and projects at the school level; and
 - c. institutionalize a collaborative and data-driven approach in the delivery of technical assistance.

¹ Republic Act No. 9155: (Governance of Basic Education Act of 2001)

² DepEd Order No. 53, s. 2013, as amended by DO 27, s. 2014



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4. Each Schools Division Office shall organize and enhance its DFTACTs, composed of personnel from the Curriculum Implementation Division, School Governance and Operations Division, and other relevant units. The Team shall conduct regular needs assessment, planning, and delivery of technical assistance to schools, focusing on priority areas identified through data analysis.
5. The SDO shall **constitute or enhance** a DFTACT to lead and coordinate TA to schools/CLCs, consistent with DO 53, s. 2013 structures and DO 002, s. 2024 and DO 007, s. 2024 requirements. The TA shall be **needs-based, evidence-informed, and results-focused**, aligned to SBM standards and MATATAG priorities, and shall reduce administrative burdens on teachers consistent with DO 002, s. 2024. The DFTACTs shall operate on an **approved annual TA plan** synchronized with the Regional TA Roadmap and the SDO's Education Development Plan (EDP) and Annual Implementation Plan (AIP). The TA outputs shall be documented using **standard templates**, with data privacy and records management safeguards.
6. The Regional Office through the Field Technical Assistance Division shall provide oversight, capacity-building, and monitoring to ensure the effectiveness of technical assistance provided by the Division Teams. Reports on technical assistance activities and outcomes shall be submitted to the Regional Office on a quarterly basis.
7. The SDO is requested to submit approved Division Technical Assistance Plan the Composition of the Division Field Technical Assistance Composite Team (DFTACTs).
8. For further details, contact Chief Michael Girard R. Alba of the Field Technical Assistance Division at 09178882731 or through email at Michael.Girard@deped.gov.ph
9. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

**GUIDELINES IN INSTITUTIONALIZING THE TEAM-BASED PROVISION OF
TECHNICAL ASSISTANCE THROUGH THE ESTABLISHMENT OF DIVISION
FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMS (DFTACTS)**

Anchored on the principles of shared governance and school-based management, the Department of Education (DepEd) reinforces team-based mechanisms to provide responsive, needs-based technical assistance (TA) to schools. Republic Act No. 9155³ empowers schools and field offices to improve learning outcomes through local initiatives and clearly defines the authority and accountability of school heads. The implementation of the 2013 DepEd Rationalization Program⁴ institutionalized Technical Assistance functions in the governance structure, including the Field Technical Assistance function.

Recent policy issuances—DepEd Order No. 002, s. 2024⁵ and DepEd Order No. 007, s. 2024⁶ require strengthened and well-coordinated TA from the Regional Offices (ROs) and Schools Division Offices (SDOs) to ensure compliance, capacity-building, and continuous improvement in school governance and learning outcomes. To operationalize these, this Regional Memorandum prescribes the creation and/or enhancement of Division Field Technical Assistance Composite Teams (DFTACTs) to deliver integrated TA to schools and learning centers.

These guidelines aim to:

1. Institutionalize the Division Field Technical Assistance Composite Teams (DFTACTs) in every SDO.
2. Standardize the processes, tools, and reporting for team-based TA to schools and community learning centers (CLCs).
3. Align TA priorities with SBM standards, DepEd priorities, and policy compliance
4. Strengthen regional oversight and support to SDOs in planning, deploying, and evaluating TA.

These guidelines apply to all SDOs under DepEd Region IV – A CALABARZON including public elementary and secondary schools and CLCs. It covers needs assessment, planning, delivery, documentation, and M&E of TA.

1. Every SDO shall constitute or enhance a DFTACT to lead and coordinate TA to schools/CLCs, consistent with DO 53, s. 2013 structures and DO 002, s. 2024 and DO 007, s. 2024 requirements.
2. TA shall be needs-based, evidence-informed, and results-focused, aligned to SBM standards and DepEd priorities, and shall reduce administrative burdens on teachers consistent with DO 002, s. 2024.
3. DFTACTs shall operate on an approved annual TA plan synchronized with the Regional TA Roadmap and the SDO's Education Development Plan (EDP) and Annual Implementation Plan (AIP).
4. TA outputs shall be documented using standard templates, with data privacy and records management safeguards.

Suggested Composition of the Division Field Technical Assistance Composite Teams:

1. Chair/Lead: Schools Division Superintendent

³ Governance of Basic Education Act of 2001

⁴ DepEd Order No. 53, s. 2013, as amended by DO 27, s. 2014

⁵ Immediate Removal of Administrative Tasks of Public School Teachers

⁶ Policy Guidelines on the Implementation of the Revised School-Based Management System

2. Co- Chair / Co – Lead - Assistant Schools Division Superintendent (ASDS) or designated SGOD and CID Chief
3. Core Members:
 - o SGOD: Planning & Research, Social Mobilization & Partnerships, HRD, DRRM, School Health, Youth Formation.
 - o CID: EPS in key learning areas, LR, Curriculum Implementation, Learning Recovery, Assessment and ALS
 - o Support Units: Administrative (HR/Personnel, Finance/Budget/Accounting, Supply/Property, Records), ICT, Legal (as available), Procurement.
4. ad hoc/Expanded Members: As required by TA focus (e.g., IPED, SPED, GAD, Child Protection, Inclusive Education, School Safety).
5. Secretariat: SGOD—School M and E

Roles and Responsibilities

A. Regional Office:

Issue policy direction, develop the Regional TA Roadmap, provide orientation and capability-building to SDOs; consolidate and analyze TA reports; and conduct supportive supervision and tracking and analysis.

B. Schools Division Office (SDO):

Schools Division Superintendent

Approves the annual Division TA Plan; ensures alignment with EDP/AIP and policy priorities.

Assistant Schools Division Superintendent /SGOD/ CID Chief (DFTACT Lead):

Leads TA cycle management, deployment scheduling, and tracking and analysis of outputs.

- CID Chief: Ensures instructional leadership TA is integrated (learning recovery, curriculum, assessment, LACs).
- SGOD Units: Lead on governance, SBM, partnerships, HRD, DRRM, school health, youth formation, and data systems.
- Administrative/Support Units: Provide solutions that remove administrative load from teachers (per DO 002, s. 2024), including clustering of schools for shared admin support, streamlining processes, and deploying COS/JO personnel where applicable.
- School Heads: Co-create the TA plan, allocate school resources, ensure implementation and follow-through, and submit evidence of progress.

Suggested Processes and Standards (DFTACTS TA CYCLE)

1. **Diagnose (Quarterly/As Needed):**
 - o Review data: SBM assessments (DO 007, s. 2024), learner outcomes, EBEIS/LIS, NAT/ACTFL/Div. assessments, audit findings, grievance patterns, and DO 002 compliance (administrative tasks removed from teachers).
 - o Conduct school walkthroughs, focus group discussions (FGDs), and desk reviews.
 - o Produce a TA Diagnosis Brief with prioritized issues, root causes, and success indicators.

2. **Plan:**

- o Co-design a School TA Action Plan with SMART outputs (policy compliance, process redesign, capacity-building, resource mobilization), timelines, and responsible persons.
- o Indicate teacher work-relief solutions (e.g., admin support deployment, digitized workflows) pursuant to DO 002, s. 2024.

3. **Deliver:**

- o Implement on-site/virtual TA (coaching, clinics, clinics-on-wheels, LAC integration, tabletop exercises for DRRM, process mapping for admin workflows, lesson study, etc.).
- o Use standard TA Visit Checklist and Attendance/Engagement Logs.

4. **Follow-Through & Evaluate:**

- o Within 30 calendar days after TA, conduct follow-through (coaching calls, micro-trainings, document review).
- o Rate progress against indicators; agree on next-cycle actions.

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DIVISION FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMS (DFTACTs)

DFTACTs	Assignment	Designation	E-mail	Assigned District / Schools

ROF1



Republic of the Philippines

Department of Education

REGION IV-A CALABARZON

TECHNICAL ASSISTANCE PLAN

Prioritized Needs of Clients	TA Objectives	Strategies / Activities	Expected Results	Time Frame	Person's Responsible	Resources Funding Requirement	Material

Prepared by:

Approved by:



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Effectivity: 02-09-22 Page: 1 of 1





Republic of the Philippines
Department of Education
REGION IV-A CALABARZON

TECHNICAL ASSISTANCE JOURNAL

Title of the Activity: _____

Purpose of Technical Assistance: _____

Please complete the following statements:

* I learned that:

* I realized that:

* I intend to:

* Comments:

* Suggestions:

Note: * Required to answer all the following statements, if not applicable write N/A

Name:	
School:	
District:	
Division:	
Date:	





Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON

TECHNICAL ASSISTANCE FEEDBACK

We welcome the general views of our clients on the Technical Assistance we provide. Please check the space provided that corresponds to your evaluation.

Legend:

- 4 - Very Satisfied
- 3 - Satisfied
- 2 - Unsatisfied
- 1 - Very Unsatisfied

STATEMENT	4	3	2	1	TOTAL
1) Observes the schedule					
2) Establishes the objectives of the technical assistance					
3) Uses necessary tools / process / procedure for the conduct of the Technical Assistance					
4) Provide relevant, timely and appropriate technical assistance					
5) Understand the situation of Schools Division, Districts or schools in case may be, their needs, aspirations, plans, strength and weaknesses					
6) Recommends/suggests points for improvement					
7) Provides constructive feedback and establishes a cordial atmosphere in giving of feedback					
8) Manifest skills and competencies of the TA Provider					
9) Processes the results of the technical assistance					
10) Shows clearer view in the provision of Technical Assistance					

Comments:

Suggestions:

Signature over Printed Name

Division/School: _____

Date: _____

