



Republic of the Philippines
Department of Education
REGION III - CENTRAL LUZON
SCHOOLS DIVISION OFFICE OF NUEVA ECIJA

DEP. ED SDO N.E.
RELEASED
OCT 25 2021

RECORDS SECTION

October 22, 2021

DIVISION MEMORANDUM

No. 338, s. 2021

CONSTITUTING THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Education Program Supervisors
Senior Education Program Specialists
Education Program Specialists II
Unit Heads
All others concerned

1. Pursuant to the Regional Memorandum No. 063, s. 2021 "*Implementation Guidelines on the Operations of Regional Field Technical Assistance Team (RFTAT) and Division Field Technical Assistance Team (DFTAT) in the Provision of Technical Assistance*" which aims to facilitate continuous improvement mechanisms by providing timely and vital feedback on their role and functions to better serve the clientele for organizational effectiveness; identify the situation of the schools: their needs, aspirations, plans, strengths, and weaknesses that will lead towards the formulation of relevant and appropriate strategic plans to ensure effective and efficient school management and leadership; provide enabling interventions and strategies to help schools and LCs achieve their goals; and utilize relevant data to inform TA providers in the formulation and development of policies, the Schools Division of Nueva Ecija constitutes the Division Field Technical Assistance Team composed of the following:

Chairperson: Jessie D. Ferrer, CESO V
Schools Division Superintendent

Co-Chairperson: Mina Gracia L. Acosta, PhD, CESO VI
Assistant Schools Division Superintendent

Ronilo E. Hilario, CESE
Assistant Schools Division Superintendent

Team Leaders Jayne M. Garcia, EdD
Chief Supervisor, CID



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Luis M. Calison
Chief Supervisor, SGOD

Members

Education Program Supervisors
Public Schools District Supervisors
Senior Education Program Specialists
Education Program Specialists II
Education Program Specialists II for ALS
Unit Heads
Division/Unit Technical Personnel

2. The Division Field Technical Assistance Team shall perform the following duties and responsibilities:
 - a. Collaborate with the RFTAT to harmonize TA's provision to all schools and LCs and assist in the delivery of quality basic education services;
 - b. Provide support and guidance to the school leaders for continuous improvement in instructional leadership and School-Based Management;
 - c. Appraise schools regarding the status of their performance to ensure that together with their communities are equipped and empowered to make decisions on what is best for their learners;
 - d. Guide and help schools and LCs in planning, strategizing, implementing plans, evaluating performance and accomplishments by providing support coaching, and mentoring;
 - e. Share information regarding directions, mechanisms from higher management to improve school management and administrative processes; and
 - f. Prepare recommendations for the formulation of policies for school organizational effectiveness.

The SGOD/CID Chief

- a. Act as Team Leaders;
- b. Appoint a focal person and an alternate in the DFTAT who will represent their respective teams;
- c. Appoint an alternate who shall be the one to take over or coordinate the TA provision; and
- d. Collaborate with the RFTAT for systematic implementation of TA.

The SGOD Team Coordinators


The Education Program Supervisors/Senior Education Program Specialists (SEPS)/Educational Program Specialists II (EPS II) assigned in the SGOD Office shall:

- a. Act as the person in charge of coordinating, facilitating, and communicating with Division Technical Assistance Team (DFTAT) members;
- b. Lead consultative meetings with DFTAT;
- c. Identify situation of the districts/schools: their needs, aspirations, plans, strengths, and weaknesses that will lead towards the formulation of relevant

- and appropriate strategic plans to ensure effective and efficient school management and leadership;
- d. Facilitate the designing of TA plan to be employed;
 - e. Ensure the implementation of TA plan; and
 - f. Consolidate the TA reports and means of verifications.

DFTAT Team Members

- a. Each team shall be assigned some districts/clusters/schools/learning centers to take care of;
 - b. Serve as the extension arms of the division management in reaching out to all schools/learning centers;
 - c. Identify gaps/issues/concerns of the clientele;
 - d. Coordinate with the SGOD Team Coordinators regarding the situation of the districts/schools as contained in the TA plan that will lead towards the formulation of relevant and appropriate strategic plans to ensure effective and efficient school management and leadership;
 - e. Come up with TA plan to facilitate the resolution of a problem or issue through their team coordinator;
 - f. Execute the TA plan and apply according to the steps provided;
 - g. Accomplish agreement form and other related reports;
 - h. Facilitate continuous improvement mechanisms of each SDO by providing timely and vital feedback on their roles and functions to serve the stakeholders better;
 - i. Follow-up with the school leader to ensure the success of the TA provision; and
 - j. Utilize relevant gathered data to inform RFTAT that will aid in formulating and developing policies.
3. Enclosed is the list of focal persons by functional division in-charge to provide TA on specific needs of schools and learning centers.
 4. For information, dissemination, and compliance.


JESSIE D. FERRER, CESO V
Schools Division Superintendent

Enclosure to Division Memorandum No. _____, s. 2021

LIST OF FOCAL PERSONS BY FUNCTIONAL DIVISION

Curriculum Implementation Division

| | |
|---|------------------------------|
| Science | Rosemarie Z. Burayag |
| English | Ma. Checilia S. Bagsic, PhD |
| Mathematics | Florentino O. Ramos Jr., PhD |
| Aralin Panlipunan | Eva Fe Taclibon, PhD |
| Filipino | Reynaldo S. Reyes |
| TLE | Windsor B. Flores, PhD |
| | Catalina Patiag, PhD |
| MAPEH | Cristina Noora |
| Edukasyon sa Pagpapakatao | Evelyn P. Solis, EdD |
| Kindergarten | Beverly T. Mangulabnan, PhD |
| Alternative Learning System | Eleonor Manibog, PhD |
| Indigenous Peoples Education (IPEd) | Eleanor Manibog, PhD |
| MADRASAH | Eleonor Manibog, PhD |
| Special Education | Evelyn P. Solis, EdD |
| Special Program for the Arts | Cristina Noora |
| Special Program for Sports | Cristina Noora |
| Special Program for Journalism | Ma. Checilia S. Bagsic, PhD |
| Special Program for Foreign Language | Ma. Checilia S. Bagsic, PhD |
| LRMDS | Beverly T. Mangulabnan, PhD |
| ICT | Laberne Ladignon Jr. |

Administrative Matters

| | |
|--|-----------------------------|
| Administration and General Services | Orlando C. De Leon |
| Personnel Actions | Roxer Erwin B. Garcia Sarah |
| Budgeting | Regala |
| Accounting | Marah M. Pacson |

Disbursement Glecie B. De Leon

Records/Archiving Ma. Poriza Ariola
Supply Alberto Tecson

School Governance and Operations

School-Based Management Rowena M. Castillo, PhD

Social Mobilization
and Networking Joel V. Cruz
Mark Jayson Valdez, PhD

Planning/LIS/EBEIS/PMIS Erwin T. Donelo

Research Mauricio Angeles

School Management
Monitoring and Evaluation Jetlee Ocampo
Mark Anthony Calabano

Human Resource Development Irylaine T. Gapud
Mark Denisse De Jesus

DRRM Maria Luisa Gamino

Physical Facilities Engr. Ener Fuertes

Medical/School-Based
Feeding Program Dr. Antonio Felix
Dr. Robert Ernset Flores

Youth Formation Sherry-Anne R. Palasigue
Ciara Faye B. Mangulabnan
Hermogenes Camangeg