



Republic of the Philippines  
**Department of Education**  
 REGION III – CENTRAL LUZON  
 SCHOOLS DIVISION OFFICE - SCIENCE CITY OF MUNOZ

April 26, 2021

**DIVISION MEMORANDUM**

No. 146, s. 2021

**RE-ALIGNMENT OF DFTAT ACTIVITIES, PROCESSES AND FORMS IN THE PROVISION OF TECHNICAL ASSISTANCE IN THE DIVISION**

To: ASDS  
 All Members of the DFTAT  
 All Others Concerned

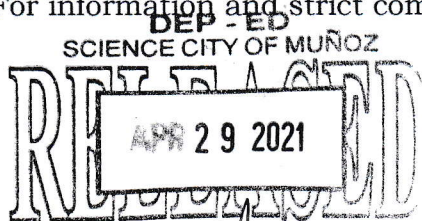
1. Relative to the Division Memorandum No. 48, s.2021 stating the strengthening of schools to achieve the desired performance outcome, please be advised that the Division Field Technical Assistance Team (Team A and Team B) members shall conduct re-alignment of DFTAT activities, observance of the TA processes and the use of TA forms on May 6, 2021 at 9am using Online platform.

2. The activity aims to:

- 2.1 Craft Technical Assistance Plans as approved by the DFTAT Team Leaders (Form A - Technical Assistance Plan) based on the identified issues and concerns;
- 2.2 Signify common intentions in forging contract of agreements between DFTAT members and TA Clients. Design appropriate implementation of TA plans as agreed by the DFTAT and the TA Client or concerned schools (Form B - Technical Assistance Contract);
- 2.3 Conduct a regular tracking of the implemented interventions (Form C – Tracking Form);
- 2.4 Submit reports focusing on TA progress, accomplishment and result;
- 2.5 Consolidate reports for submission to RO3 and DMEA report on accomplishments.

3. For clarification, you may contact the DFTAT Team Leaders, CID Chief Larry B. Espiritu, PhD and SGOD Chief, Bernardo A. Gargabite, EdD, through [bernardo.gargabite@deped.gov.ph](mailto:bernardo.gargabite@deped.gov.ph) or at cellphone numbers 0917 186 9854 and 0917 311 6656.

4. For information and strict compliance.



**DANTE G. PARUNGAO, CESO VI**  
 Officer-in-Charge  
 Office of the Schools Division Superintendent

LPCSepts2021

By:

*Loyal, Excellent, Accountable and Dedicated to Service*



Address: Brgy. Rizal, Science City of Muñoz, 3119  
 Telephone No.: (044) 806 -2192; Email Address: [munozscience.city@deped.gov.ph](mailto:munozscience.city@deped.gov.ph)  
 DSCM-QMS-QMR-QSF-008 Rev.04 (01.31.20)



Certificate No. 50500731 QM15