



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Division of City Schools - Tagbilaran City

**Office of the Schools Division
Superintendent**

MEMORANDUM

MLA/ SGOD -2021 080

TO : Dr. BEATRIZ C. LUGA
SGOD Chief
Ms. MAURINE C. CASTAÑO
Principal III, DCPNH

FROM : **JOSEPH IRWIN A. LAGURA, Ph.D.**
Schools Division Superintendent
Office of the Schools Division Superintendent

SUBJECT : Consultative Conference on the Processes of Providing TA
Interventions, M&E (SGOD)

DATE : May 24, 2021

1. In the undertaking to improve the processes of providing TA Interventions and to address the monitoring and evaluation feedback in the Division of City Schools – Tagbilaran, this Office announces the conduct of a consultative conference on the processes of providing TA interventions on May 26, 2021, 8:00 a.m. to 5:00 p.m. at Reynas the Haven and Gardens, Calceta Street, Tagbilaran City.

2. Participants to this activity are advised to bring Laptops, TA plans/ resources

3. Participants to the activity are the following:

SGOD Chief	SEPS, HRDS and M&E
Planning Officer III	EPS II
Division Medical Officer II	Division Dentist II
Division Health Personnel (Nurses) 3	PDO I
Division Engineer	Nurse II, DCPNHS
SGOD Clerk	

4. Meal expenses of the participants while engaging in the activity are chargeable against DO funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum is desired.

JIAL/ CPC/ SGOD/BCL/etc



Address: Dampas District, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177; (038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph



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 Schools Division of City Schools – Tagbilaran City

CONFERENCE MATRIX

Reynas the Haven and Gardens
 Calceta Street, Tagbilaran City

May 26, 2021

Time	Activities	Person s Involved
Morning		
7:30 - 8:00	Breakfast	
8:00 - 8:30	Preliminaries	
	❖ Hymns	Joermelynne Pasilbas
	❖ Opening Prayer	Artemio B. Alo
	❖ Welcome and Rationale	Dr. Beatriz C. Luga
	❖ Message	Dr. Joseph Irwin Lagura
	Conference Proper	
8:30 - 9:00	❖ Situational Analysis	Mr. Artemio B. Alo
9:00 - 10:30	How to provide TA	Dr. Casiana P. Caberte
	❖ Team Composition	
	❖ Functions & Responsibilities of the TA Provider & clients	
	❖ Competencies of a TA Provider	
	❖ TA Process Framework	
	❖ Reporting	
10:30 - 11:00	❖ Open Forum	Dr. Vida N. Romero
11:00 - 12:00	❖ Process of Identifying TA Agenda Using the Forms/ Templates (TA Plan Form for Individual/ Team	Ms. Liza E. Maquiling
12:00 -1:00	L U N C H	
Afternoon		
1:00 - 1:30	Ice Breakers	Joermelynne P.Pasilbas
1:30 - 2: 30	❖ SGOD TA Planning	Esther L. Cagas
2;30 - 4:30	❖ Crafting of Individual/ Team TA Plan	Dr. Filomena C. Tanggaan
4:30 - 5:00	Closing Program/ Distribution of Certificates	Joermelynne P. Pasilbas/ Dr. Beatriz C. Luga



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