



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM

No. **290**, s. 2021

August 9, 2021

**ACTIVITIES RELATIVE TO THE PILOT IMPLEMENTATION OF THE TECHNICAL  
ASSISTANCE (TA) MECHANISMS AND PROCESSES**

To: All Division Chiefs  
Education Program Supervisors  
EPS – II, M & E Focal Person  
SGOD Personnel  
Public Elementary & Secondary School Principals  
All Others Concerned

1. In consonance to Regional Memorandum Nos. 547 and 0661 s. 2021 dated August 5, 2021 titled **Activities Relative to the Pilot Implementation of the Technical Assistance (TA) Mechanisms and Processes**, DepEd, Tagbilaran City Division releases to the field the same content for due consideration and implementation.
2. Please refer to attachments for your guidance and reference on the activities and others salient information.
3. All School Principals are expected to submit the Report on prioritized CIGPs from Q1-Q2 SMEA/DMEA results on or before August 13, 2021 to SGOD Office, through Dr. Esther L. Cagas or Ms. Divine Grace V. Casulocan for consolidation.
4. Immediate and wide dissemination of this Memorandum is highly needed.

**JOSEPH IRWIN A. LAGURA PhD**  
Schools Division Superintendent

JIAL/MKP/BCL/mep2020

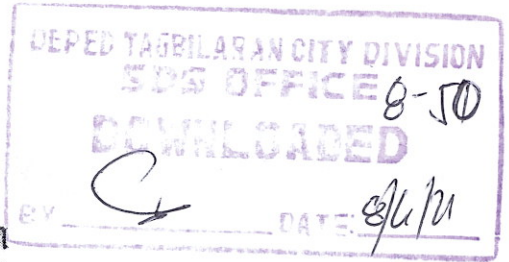


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DR unless  
NOTY STAFF



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS



Office of the Regional Director

REGIONAL MEMORANDUM

No. **0661**, s. 2021

AUG 05 2021

**ACTIVITIES RELATIVE TO THE PILOT IMPLEMENTATION OF THE TECHNICAL ASSISTANCE (TA) MECHANISMS AND PROCESSES**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others are Concerned

1. With reference to the Regional Memorandum No. 547 s. 2021 dated July 5, 2021 titled "Pilot Implementation of the Technical Assistance (TA) Mechanisms and Processes", this Office hereby issues the **Activities Relative to the Conduct of Pilot Implementation of the Technical Assistance (TA) Mechanisms and Processes**.
2. The said activities aim to:
  - a. gather challenges/opportunities relative to the conduct of Pilot Implementation of the Technical Assistance (TA) Mechanisms and Processes by the 10 pilot SDOs;
  - b. ensure the smooth conduct of the Pilot Implementation and other relevant activities; and
  - c. engage the RFTATs/DFTATs to express commitment in the provision of technical assistance tasks.
3. For the guidance and reference of all concerned, please see the attached documents:
  - a. Enclosure No. 1- Timetable for the Pilot Implementation and other Relevant Activities
  - b. Enclosure No. 2 – Pilot Testing Process Flow
  - c. Enclosure No. 3 – Roles and Functions of Division Field Technical Assistance Teams (DFTATs)
  - d. Enclosure No. 4 – Pilot Implementation of the Technical Assistance (TA) Mechanisms and Processes Data Gathering Tools
4. Expenses incurred relative to the conduct of this activity shall be charged against Regional Funds, subject to the usual accounting and auditing rules and regulations.
5. Compliance with this Memorandum is directed.

**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**  
Director IV  
Regional Director

STJ/CAE/FTAD/MGB/DPE

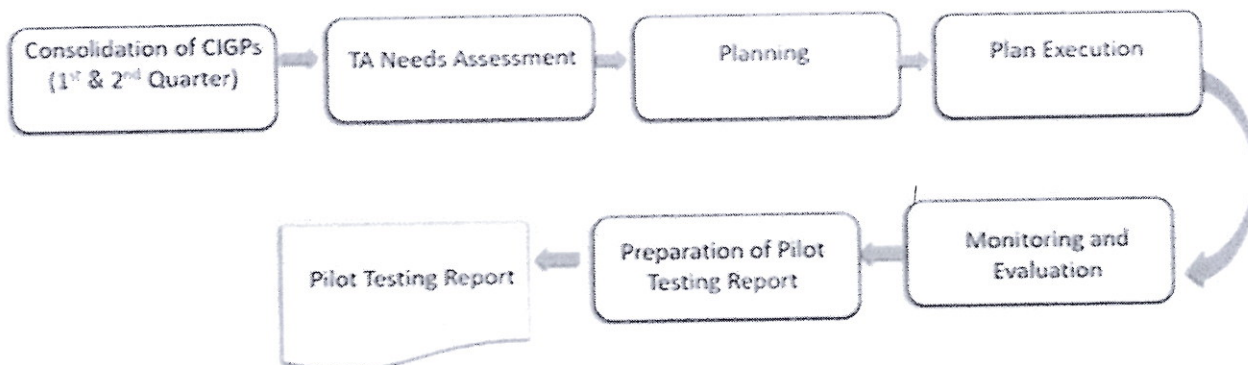


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**Timetable for the Pilot Implementation of TA Mechanisms and Processes, and other Relevant Activities**

<b>ACTIVITY/IES</b>	<b>TIMEFRAME</b>	<b>RESPONSIBLE OFFICE/PERSONNEL</b>	<b>EXPECTED OUTPUT</b>
Consolidation of CIGPs from Q1 and Q2 SMEA/DMEA Results	August 9-13,2021	OSDS, CID, SGOD, DFTA Focal Person, DFTATs	Consolidated CIGPs Report
TA needs assessment	August 23-27, 2021	OSDS, CID, SGOD, DFTA Focal Person, DFTATs  PSDSs	Accomplished TA Needs Assessment Template
Planning  • Identification and Prioritization of TA Needs  Preparation of Pilot Testing Implementation Plan	September 1-3, 2021	OSDS, CID, SGOD, DFTA Focal Person, DFTATs  PSDSs	List of Identified TA Needs  Accomplished TA Needs Prioritization Template  Pilot Testing Implementation Plan
Plan Execution	September 6 - November 26, 2021	OSDS, CID,SGOD, DFTA Focal Person, DFTATs	TA Interventions  Progress Monitoring Reports
Monitoring and Evaluation	December 1 - 17, 2021	OSDS, CID, SGOD, DFTA Focal Person, DFTATs  PSDSs	Accomplished Data Gathering Tools
Submission of Pilot Testing Report (SDO/ RO)	December 27-29,2021	OSDS, CID, SGOD, DFTA Focal Person, DFTATs  PSDSs	Pilot Testing Report

### Pilot Testing Process Flow



This process shall be conducted by the 19 Schools Division Offices (SDOs) aside from the identified ten (10) pilot SDOs in the region to gather significant findings during the implementation of pilot testing of the technical assistance mechanisms and processes.

Step 1 – Consolidate concerns, issues, gaps, and problems raised by the Schools Division Offices (SDOs) in the different key result areas during the 1st and 2nd quarter Regional Monitoring, Evaluation, and Adjustment (RMEA) report.

Step 2 – Conduct technical assistance needs assessment utilizing relevant data gathered from DMEA/RMEA report, EBEIS, LIS, SBM Assessment Results, and the like. Accomplish the provided TA Needs Assessment Template enclosed in the Guide on Technical Assistance Mechanisms and Processes.

Step 3 – Employing the TA needs assessment result, the Technical Assistance (TA) provider shall proceed to the planning stage, conduct identification and prioritization of TA needs, and preparation of Pilot Testing Implementation Plan. In this step, the TA providers work collaboratively to come up with a doable plan.

Step 4 – The TA provider shall execute actions as reflected in the plan.

Step 5 – The TA provider shall conduct monitoring and evaluation to assess how TA procedures fit between other systems and processes and their usefulness in the different contexts of the SDOs.

Step 6 – **Preparation of Pilot Testing Reports.**

### Roles and Functions of Division Field Technical Assistance Teams (DFTATs)

Role	Office In-Charge	Functions
Overall Program Lead	OSDS: Schools Division Superintendent	<ul style="list-style-type: none"> <li>▪ Ensures submission of reports to higher office as may be required</li> <li>▪ Presides over the strategic conferences before and after an activity</li> <li>▪ Attends to strategic concerns of any TA Provision related activity</li> </ul>
Assistant Program Lead	OSDS: Assistant Schools Division Superintendent	<ul style="list-style-type: none"> <li>▪ In the absence of the SDS and where necessary, conducts and presides over meetings of the DFTATs especially on operational matters</li> <li>▪ Ensures submission of reports to SDS and RO</li> <li>▪ Updates and provides feedback to the SDS on the progress on the pilot testing of the implementation of Technical Assistance Mechanisms and Process</li> </ul>
Division Field Technical Assistance (DFTA) Focal Person	CID/SGOD	<ul style="list-style-type: none"> <li>▪ Provides technical advice to DFTATs</li> <li>▪ Leads in the conduct of debriefing sessions</li> <li>▪ Conducts orientation of DFTATs, PSDSs and School Heads on the pilot testing of the Implementation of Technical Assistance Mechanisms and Processes</li> </ul>
DFTA Team Leaders	CIG/SGOD	<ul style="list-style-type: none"> <li>▪ Ensures participation of all DFTATs in all pilot testing related activities</li> <li>▪ Coordinates with SDS and ASDS in the implementation of plans</li> <li>▪ Gathers and keeps supporting documents for reporting purposes</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Prepares all reports for submission to the SDS and RO</li> <li>▪ Takes down minutes of all conferences and keeps copies of the same</li> <li>▪ Leads in the preparation of supplies, materials, and conference venues</li> <li>▪ Ensures availability of vehicles when needed</li> <li>▪ Provides personnel to attend to emergency errands pertaining to logistical concerns</li> <li>▪ Ensures availability and serviceability of facilities including multi-media projectors and sound system during conferences and orientations</li> </ul>
<p>Public Schools District Supervisor (PSDS)/District Cluster Head</p>	<p>Schools District: PSDS</p>	<ul style="list-style-type: none"> <li>▪ Assists DFTATs in the implementation of plans</li> <li>▪ Supports DFTATs in pilot testing activities</li> <li>▪ Provides technical assistance to school heads</li> </ul>

## SURVEY QUESTIONNAIRE ON THE TECHNICAL ASSISTANCE MECHANISM AND PROCESSES

This questionnaire intends to gather feedback on the appropriateness and relevance of the sub-systems/procedures in each stage during the Pilot Testing Implementation of Technical Assistance Mechanisms and Processes. Your answers to this survey are essential in streamlining and improvement of TA systems and processes. Be rest assured that your responses will be treated with the utmost confidentiality.

Thank you very much for your cooperation.

School/School Division Office: \_\_\_\_\_

Please Check:  Principal/Cluster Head     PSDS     EPS II  
 SEPS     EPSvr     CID/SGOD Chief

Directions: Kindly check **YES** if the indicator/procedure is appropriate and relevant to the specified stage and **NO** if it is not.

STAGES AND INDICATORS	Yes	No
<b>A. Technical Assessment Needs Stage</b>		
1. Utilized assessment information to set for possible TA.		
2. Analyzed relevant data.		
3. Reviewed relevant documents.		
4. Identified clients' needs for TA.		
<b>B. Planning Stage</b>		
1. Conducted prioritization of clients TA needs.		
2. Prepared TA plan per SDOs/Schools.		
3. Presented and discussed the TA plan with the client.		
4. Agreed on the type of TA to be provided to the client.		
5. Signed performance contract for Technical Assistance.		
<b>C. Standard and Process Improvement Stage</b>		
1. Revisited standards for TA provision.		
2. Identified gaps for continuous improvement.		
3. Worked collaboratively with DFTATs/RFTATs for processes' fine-tuning.		
4. Assessed progress in TA provision.		
<b>D. Implementation Stage</b>		
1. Assessed the level of TA to be provided.		
2. Implemented the planned interventions.		
3. Set the expected levels of TA provision.		
4. Conducted periodic assessment of TA progress.		

<b>E. Feedback Stage</b>		
1. Reviewed TA plan and implementation plan.		
2. Provided feedback to the clients re TA implementation.		
3. Expected levels of performance are set.		
4. Assessed TA implementation progress.		
<b>F. Adjustment Stage</b>		
1. Assessed the relevance of the TA provided.		
2. Adjusted agreement on TA provision.		
3. Implemented the expected levels of TA provision.		
4. Conducted assessment of TA progress.		
<b>G. Evaluation of TA Stage</b>		
1. Done by the quality assurance team.		
2. Conducted focused group discussion.		
3. Provided relevant TA to the client.		
4. Provided a sustainable TA.		
<b>H. Annual Report to Management Stage</b>		
1. Consolidated and analyzed TA report.		
2. Produced needed changes after the provision of TA.		
3. Served as input to Cycle 2 of TA provision.		
4. Provided necessary information to top management.		

Qualitative Information:

1. What are the challenges encountered during the conduct of the pilot testing?

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2. What step/s in the TA process needs to be adopted/merged/dropped?

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3. What could be done differently in the technical assistance mechanisms and processes?

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