



Republic of the Philippines
Department of Education
Region VI- Western Visayas
DIVISION OF CAPIZ
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May 30, 2022

Division Memorandum
No. 146s. 2022

**DIVISION WORKSHOP OF THE TECHNICAL WORKING GROUP (TWG) FOR
THE REVISION OF DIVISION CONTEXTUALIZED TECHNICAL ASSISTANCE
OPERATIONS MANUAL IN THE NEW EDUCATION
LANDSCAPE**

TO : Assistant Schools Division Superintendent
Chief, Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Private Preschool/Elementary Secondary School Principals
All Others concerned

1. Technical Assistance is one of the mechanisms employed by the Schools Division of Capiz to provide support and guidance to schools. The contextualized version of the Capiz Division Technical Assistance Operations Manual serves as a Term of Reference (TOR) of the Schools Division of Capiz Field Technical Assistance Team to address technical assistance issues specific to the different schools and districts in the Schools Division of Capiz. This manual conforms with the mandate on contextualization and localization of policies that cater to school priority needs and situations. Furthermore, there is a need for revisions and adjustments of the processes and mechanism in the new education landscape.
2. In line with the preparation for the Progressive Limited Face to Face Classes, a workshop of the Technical Working Group for the revision of the Contextualized Division TA Operations Manual will be conducted on June 8-9, 2022. The venue will be announced later.
3. Participants to this workshop are the Technical Working Group for the Revision of the Division Contextualized Technical Assistance Operations Manual are as follows:


Jose Niro R. Nillasca- Assitant SchoolsDivision Superintendent- Consultant
Dr. Marlon P. Destreza- SGOD Chief- Consultant
Dr. Segundina F. Dollete- CID Chief- Consultant

Technical Working Group

1. Dr. Edna B. Azcarraga- Division TA Focal Person
2. Mr. Andres Quiachon
3. Mrs. Elenia Baranda
4. Mr. Ronald Dile
5. Dr. Ma. Theresa Villagracia

6. Dr. Rey Azcarraga
7. Dr. Mae Frac
8. Mrs. Expectacion Lacbanes
9. Immaculada Amores
10. Edwin Salanatin- IT
11. Daniel Florence Equibal- IT
12. Dr. Merlie Rubio

4. The Division Contextualized Technical Assistance Operations Manual needs revision of its mechanism and processes to address the current needs of schools as we prepare for the transission to the limited face to face classes, furthermore, the draft Contextualized TA Operations Manual will be presented to the Division Field Technical Assistance Teams for final revision and adoption. Finally, the revised Contextualized TA Operations Manual will be presented to the Regional Office- Field Technical Assistance Division.
5. Expenses relative to the conduct of this workshop shall be charged against HRTD Fund, subject to the usual accounting and auditing rules and regulations.
6. The conduct of this activity complies with the minimum health and safety protocols set by the Inter-Agency Task Force on the Management of Emerging Infectious Diseases (IATF) and the Department of Health (DOH). All participants should wear face masks properly at all times.
7. It is understood that in the conduct of this activity there shall be no discrimination on account of age, school, gender, civil status, disability, religion or other similar factors, and personal circumstances that run counter to the principles of equal opportunity.
8. Immediate dissemination of this memorandum is desired.


JOSE NIRO R. NILLASCA
Assistant Schools Division Superintendent
