



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OFFICE - CAPIZ

February 5, 2024

DIVISION MEMORANDUM

No. 073 s. 2024

WORKSHOP ON THE ENHANCEMENT OF THE SDO CAPIZ TECHNICAL ASSISTANCE MANUAL

To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisor, CID
OIC, Office of the Chief Education Supervisor, SGOD
Education Program Supervisors
Public Schools District Supervisors
Division Field Technical Assistance Teams (DFTATs)
All Others Concerned

1. Technical Assistance (TA) is one of the mechanisms employed by this Office to provide support and guidance to schools, identify problems, and find the appropriate solutions for a more effective, responsive, and relevant delivery of quality basic educational services that will contribute in achieving our organizational goals.
2. Consistent with our aim to provide suitable, timely, and needs-based TA to schools, this Office through Human Resource Development Unit of the School Governance and Operations Division (SGOD), will conduct a Workshop on the Enhancement of the SDO Capiz Technical Assistance Manual on March 1-2, 2024. The venue will be announced later.
3. This workshop aims to revisit and adjust some of the provisions of the existing SDO Capiz Technical Assistance Manual to align them with the emerging policies and programs of the Department of Education.
4. Participants to this activity are the members of the Division Field Technical Assistance Teams. They are required to bring laptop and extension cord.
5. Attached are the Composition of the Division Field Technical Assistance Teams and the training matrix for your reference.



Address: Banica, Roxas City
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6. Expenses relative to the conduct of this activity shall be charged against HRTD Fund subject to the usual accounting and auditing rules and regulations.
7. Participants, QAME Team Members, Learning Facilitators/Resource Speakers and Training Management Team are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant p-of Vacation Service Credits to Teachers. On the Other Hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. This Memorandum serves as a Travel Authority.
9. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other factors, and personal circumstances that run counter to the principles of equal opportunity.
10. Immediate dissemination of and compliance with this Memorandum are desired.

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MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

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Enclosure:

Reference:

To be indicated in the Perpetual Index
under the following subjects:

SUPERVISION

SCHOOLS

SCHOOL HEADS

TEACHERS

Enclosure No. 1 to the Division Memorandum No. _____, s. 2024



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Enclosure No. 1 to the Division Memorandum No. 073s. 2024

**COMPOSITION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAMS
 (DFTATs) FOR SY 2023-2024**

Executive Committee

Chairperson : **Dr. Miguel Mac D. Aposin, CESO V**
 Schools Division Superintendent

Co-Chairperson: **Dr. Luz U. Banson, CESE**
 OIC, Office of the Asst. Schools Division Superintendent

Members : **Dr. Segundina F. Dollete** **Dr. Edna B. Azcarraga**
 Chief Education Supervisor, CID EPS, OIC, CES, SGOD

Team #	District TA	Team Members
# 1	Cuartero Dao Maayon Panitan	Mr. Andres D. Quiachon -EPS-Science - TL Salvador Dale Artates-EPS- English Dr. Lalain Delos Santos -PSDS Dr. Calin Bernales – PSDS Dr. Immaculada Amores -SEPS-HRD Mrs. Ma. Sharon Barrientos -AO IV-HR Mrs. Candelaria Talabucon -Nurse
# 2	Mambusao East Mambusao West Sigma Jamindan	Mrs. Elenia P. Baranda -EPS-Math - TL Dr. Ma. Theresa V. Villagrancia -PSDS Dr. Reynaldo Azcarraga Atty. Benjie B. Doce-Accountant Mr. Ronald Dile-SEPS-SMME Mrs. Sheralyn Baticados -Nurse Miss. Glend Marie Botin-PDO II-DRRM
# 3	Dumalag Dumarao Tapaz East Tapaz West	Mr. Alan Vincent B. Altamia -EPS Values Ed- TL Mrs. Sephora M. Roldan-EPS Aral Pan. Mrs. Lalaine G. Fundal -PSDS Dr. Angel F. Payo Jr. PSDS Ms. Marggie A. Obligacio-SEPS Research Ms. Rhodela Martinez -AO IV Supply Mrs. Rolendy De Pedro-Nurse Mr. Kenneth D. Anoché-EPS II-ALS, OIC, Office of the AO V
# 4	Ivisan Sapian President Roxas Pilar	Dr. Edna B. Azcarraga -EPS-OIC SGOD Chief- TL Dr. Rolandao B. Jamora -EPS TLE Dr. Merlie Rubi-EPS Filipino Dr. Fe Bañes-PSDS Dr. Judith P. Tu Mrs. Cecil Joy Diocson- AO IV-Cash



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		Dr. Lourdelyn Fuentes-Dentist Mr. Jerry V. Mosquite Glenn P. Dollete
# 5	Pontevedra Panay Capiz NHS	Mr. Ronnie C. Reteracion -EPS -MAPEH- TL Dr. Joy Arnold Lejos-Medical Doctor Dr. Ruth Gervero-EPS-ALS Mr. Zaldy Caalam-PSDS Mr. Emnnuel Lati-ITO Mr. Romar Jaravelo-EPS II-OIC-SEPS Soc. Mob. Mrs. Mary Grace Atinon Miss Jhean Grace Lingco -PDO YF

Secretariat & IT

1. Yzarda Claudette Ballera
2. Jamie Rose Magsila
3. Alther Sunio
4. Vincent Lausa
5. Alvin Braulio
6. Glenn Dollete
7. Sheralyn Baticados



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TRAINING MATRIX
Workshop on the Enhancement of the SDO Capiz
Technical Assistance Manual
March 1-2, 2024

Time	Day 1	Day 2
8:00 – 8:30	Opening Program (HRD Specialists)	MOL
8:30 – 10:00	Revisiting of the Existing TA Manual Dr. Edna Azcarraga	Presentation & Critiquing of Outputs (By Group)
10:00 – 10:15	Health Break	Health Break
10:15 – 12:00	Updates on the TA Manual Dr. Mayleen Joy Fariñas	Presentation & Critiquing of Outputs (By Group)
12:00 – 1:00	Lunch Break	Lunch Break
1:00 – 1:15	MOL	Presentation & Critiquing of Outputs (By Group)
1:15 – 2:15	Roles and Functions of TA Providers Dr. Immaculada Amores	
2:15 – 5:00	Workshop on the Enhancement of the TA Manual Dr. Mayleen Joy Fariñas	
		CLOSING PROGRAM HOME SWEET HOME