



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
SCHOOLS DIVISION OF CAPIZ

February 22, 2024

**DIVISION MEMORANDUM**

No. 116, s. 2024


ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 073 S. 2024  
REGARDING THE **“Workshop on the Enhancement of the SDO Capiz  
Technical Assistance Manual”**

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

1. Relative to **Division Memorandum No. 073, s. 2024**, re the **“Workshop on the Enhancement of the SDO Capiz Technical Assistance Manual”**, this office informs the concerned personnel that the venue will be at **Maribert Inland Resort, Lantangan, Pontevedra, Capiz**.
2. All other provisions in the aforementioned Memorandum remain in effect.
3. Immediate dissemination of and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

  
**LUZ U. BANSON EdD, CESE**

OIC, Office of the Assistant Schools Division Superintendent  
In-Charge of the Division 

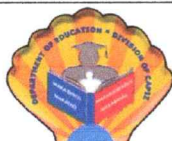
Encl.: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

MEETINGS

PERSONNEL

ORIENTATION

SCHOOLS



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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.



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

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 - <b>TL</b> 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 - <b>TL</b> Dr. Ma. Theresa V. Villagracia -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- <b>TL</b> 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- <b>TL</b> 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- <b>TL</b> 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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Enclosure No. 2 to Division Memo. No. 073, s. 2024

**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