



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Cebu Province

Office of the Schools Division
Superintendent

JAN 17 2020

DIVISION MEMORANDUM

No. 026 s. 2020

**THREE- DAY CAPABILITY BUILDING PROGRAM ON THE PROVISION OF
TECHNICAL ASSISTANCE FOR DIVISION CORE FIELD TECHNICAL ASSISTANT
TEAMS (CFTATS)**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Division Supervisors/Coordinators
SEPS and EPS 2
PSDSs/OICs
All Others Concerned

1. This Office hereby announces the conduct of the **“Three-Day Capability Building on the Provision of Technical Assistance for Core Field Technical Assistance Teams on January 20-22, 2020** at Kamagong Hall, Ecotech Center, Sudlon, Lahug, Cebu City.
2. This capacity building program aims to equip the CFTATs with the essential knowledge, skills, and attitudes as TA providers . Specifically it enables the participants to:
 - a. share significant practices in the provision of timely, accurate, and appropriate interventions;
 - b. reflect their own techniques and strategies in facilitating the quality provision of relevant , timely, data-driven technical assistance to schools;
 - c. value strong collaboration between and among members of the CFTATs and other personnel across all levels.
3. Participants to this activity are the Members of the Division Core Field Technical Assistant Team and all District Supervisors. Refer to the enclosed list.
4. The CFTATs are hereby directed to give their participation as their top priority. 100 % attendance is expected.
5. Members of the Program Management Team /Training Support Staff /Resource Speakers are expected to be at the venue on **Day Zero -January 19, 2020** for the preparation of the training venue, and materials needed. Hence, these personnel shall be entitled of the **Compensatory Time-Off (CTO)** for services rendered during Saturdays, Sundays, and Holidays. Likewise, teacher participants shall be given **Service Credits** on



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Telephone Nos.: 032-2556405
Email Address: cebu.province@deped.gov.ph

Day Zero in accordance to the existing Civil Service Commission or DepEd Order issuances. Expenses such as, venue rental, accommodation, meals, and snacks of the members of Program Management Team and Resource Speakers on January 19, 2020 as well as their breakfast on Day 1 - January 20, 2020, shall be charged against **Division HRD/MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

6. Participants from Camotes and Bantayan Islands will be provided with room accommodation on Day Zero, January 19, 2020. However, they shall take charge of their dinner/supper.

7. The Section Head of the Medical Team through Dr. Virgilio Tantuico is directed to assign **two** (2) Division Nurses to station at the training venue on the above-mentioned dates.

8. Participants are expected to stay from first to the last day since this seminar is on LIVE-IN /STAY-IN arrangement. Thus, punctuality and attendance of participants is a MUST.

9. Please be informed further that **FIRST MEAL** will be **MORNING SNACKS** on **Day 1, January 20, 2020** and the last meal is **DINNER** on **Day 3, January 22, 2020**.

10. Travelling expenses of the participants shall be charged against **local/School MOOE**, while expenses for venue rental, accommodation, meals and snacks, training materials, tarpaulin, and other incidental expenses shall be charged against **Division MOOE Funds**, subject to its availability and the usual accounting and auditing rules and regulations.

11. This Memorandum serves as the Authority to Travel.

12. Immediate and wide dissemination of this Memorandum is enjoined.

MARILYN S. ANDALES, Ed.D., CESO V
Office of the Schools Division Superintendent

Enclosure 1: Core Field Technical Assistance Teams (CFTATs)

Team	Names of Division Personnel	Assigned Districts	Team	Names of Division Personnel	Assigned Districts
1	Jose Garry Napoles	Minglanilla 1	8	Juvimar Montolo	Tuburan 1
	Emmanuel Mendoza	Minglanilla 2		Monina Pomarejos	Tuburan 2
	Virgilio Tantuico	San Fernando 1		All PSDSs of the concerned Districts	Tabuelan
	All PSDSs of the concerned Districts	San Fernando 2			San Remigio 1
2	Maria Elena Paras	Sibonga			San Remigio 2
	Agustina Albiso	Argao 1	9	Gerardo Mantos	Santa Fe
	All PSDSs of the concerned Districts	Argao 2		Jeremy Denampo	Bantayan 1
		Dalaguete 1		All PSDSs of the concerned Districts	Bantayan 2
		Dalaguete 2			Madridejos
3	Ma. Chona Redoble	Alcoy			Medellin
	Socorro Relacion	Boljoon	10	Raul Jumao-as	Daanbantayan 1
	All PSDSs of the concerned Districts	Oslob		Norman Blanco	Daanbantayan 2
		Santander		All PSDSs of the concerned Districts	Tabogon
		Samboan			Borbon
4	Clavel Salinas	Ginatilan	11	Rosemarie Oliverio	Sogod
	Lovella Perales	Malabuyoc		Pablito Catubay	Catmon
	All PSDSs of the concerned Districts	Alegria		Emma Truya	Carmen
		Badian		All PSDSs of the concerned Districts	Compostela
5	Jane Gurraa	Moalboal	12	Araceli Cabahug	Liloan
	Roderick Golez	Alcantara		Riann Villamante	Consolacion 1
	All PSDSs of the concerned Districts	Ronda		All PSDSs of the concerned Districts	Consolacion 2
		Dumanjug 1			Cordova
		Dumanjug 2	13	Isaiah Wagas	San Francisco
6	Nenita Jaralve	Barili 1		Chaney Gulfan	Poro
	Asterterie Bernales	Barili 2		All PSDSs of the concerned Districts	Tudela
	All PSDSs of the concerned Districts	Aloguinsan			Pilar
		Pinamungajan 1	14	Atty. Orville De la Cerna	all the 57 Schools Districts
		Pinamungajan 2		Engr. April Custodio	
7	Pamela Rodemio	Balamban 1		Patricio Gonzaga	
	Margarita Nierra	Balamban 2		Floren Semblante	
	All PSDSs of the concerned Districts	Asturias North		Engr. Danny Borces	
		Asturias South		Engr. John Christopher Aban	
				Engr. Mary Danielle Hipe	
CFTATs 1-7 - Dr. Mary Ann Flores (Supervising Chief)			CFTATs 8-14 - Dr. Novie Mangubat (Supervising Chief)		



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TRAINING MATRIX

**“THREE-DAY CAPACITY BUILDING ON THE PROVISION OF TECHNICAL ASSISTANCE FOR
 CORE FIELD TECHNICAL ASSISTANCE TEAMS (CFTATS)”**

January 20-22, 2020 at Kamagong Hall, Ecotech Center, Lahug, Cebu City

DAY 1- JANUARY 20,2020	DAY 2- JANUARY 21,2020	DAY 3-JANUARY 22, 2020
	7:45 am - 8:00 am MOL	7:45 am - 8:00 am MOL
7:00 am - 8:30 am REGISTRATION Ms. Christine Minao, Ms. Aiko Antonyeth Paton-og, Mr. Romel Tnaggol, and Mr. Louie Monteroso	8:00 am - 12: 00 am TOPIC # 4 “ OVERVIEW OF SCHOOL-BASED MANAGEMENT ” (Mr. Misael Boragonia) Chief, FTAD and PPRD DepEd RO 7	8:00 am -11: 00 am TOPIC # 8 “GRIEVANCE,ADMINISTRATIVE CASES, and ALTERNATIVE DISPUTE RESOLUTION ” (Atty. Orville De La Cerna) Legal Officer
8:31 am - 9:00 am OPENING PROGRAM		
9:00 am - 12:00 nn TOPIC # 1 “ TECHNICAL ASSISTANCE FRAMEWORK AND GUIDELINES ” (Dr. Leah B. Apao) ASDS	1:00 pm - 2:00 pm TOPIC # 5 “ CANTEEN OPERATIONS, STAKEHOLDERS’ PARTNERSHIPS, and PTA GUIDELINES ” (Mr. Chaney A. Gulfan) EPS 2- SOC. MOB	11:00 am - 12: 00 nn TOPIC # 9 “ PROFORMA and MONITORING TOOL ” (Mrs. Juvymar Montolo) SEPS, SCIENCE
1: 00 pm - 3:30 pm TOPIC # 2 “ COMPETENCIES OF TA PROVIDER ” (Dr. Mary Ann P. Flores) Chief, CID	2:00 pm - 4:00 pm TOPIC # 6 “ MOOE UTILIZATION ” (Mrs. Riann C. Villamante) Division Accountant 3	1:00 pm - 3: 00 pm TOPIC # 10 “ DEVELOPMENT OF TA INTERVENTION ” (Dr. Marilyn S. Andales) Schools Division Superintendent
3:31 pm - 5:00 pm TOPIC # 3 “ DOPE ” (Dr. Novie O. Mangubat) Chief, SGOD	4:00 PM- 5:00 pm TOPIC # 7 “PHILIPPINE PROFESSIONAL STANDARDS FOR SCHOOL HEADS (PPSH)” (Dr. Leah B. Apao) ASDS	3:00 pm -4: 00 pm TOPIC # 11 “ TA PLANNING ” (Dr. Leah B. Apao, Dr. Mary Ann P. Flores, and Dr. Novie O. Mangubat)
		4:00 pm - 4: 30 pm “ CLEARING HOUSE /OPEN FORUM ”
		4:30 pm - 5: 00 pm “ CLOSING PROGRAM ” HOME SWEET HOME
5:00 pm- 6:00 pm DEBRIFING	5:00 pm- 6:00 pm DEBRIFING	5:00 pm- 6:00 pm DEBRIFING
Officer of the Day MR. LOUIE MONTEROSO EPS 2- HRD	Officer of the Day MISS . ANTONYETH PATON-OG ADAS	Officer of the Day MR. LOUIE MONTEROSO EPS 2- HRD



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CAPABILITY BUILDING ON THE PROVISION OF TECHNICAL ASSISTANCE FOR CORE FIELD TECHNICAL ASSISTANCE TEAMS (CFTATs)

January 20-22, 2020
DepEd Ecotech Center, Sudlon, Lahug, Cebu City

OPENING PROGRAMME

Philippine National Anthem

Sugbo Hymn

Prayer

**Welcome Remarks and Statement
Of Purpose**

**Presentation of Participants &
Program Management Team**

Inspirational Message

Giving of House Rules

Multi-media presentation (canned)

Multi-media presentation (canned)

Mr. Louie G. Monteroso
EPS II - HRD

Dr. Leah B. Apao
ASDS

Dr. Novie O. Mangubat
SGOD Chief

Dr. Marilyn S. Andales
Schools Division Superintendent

Dr. Mary Ann P. Flores
CID Chief

MS. AIKO ANTONYETH PATON-OG
Emcee