



Republic of the Philippines  
**Department of Education**  
CARAGA REGION



September 9, 2020

REGIONAL MEMORANDUM  
No. 377, s. 2020

To: Schools Division Superintendents  
This Region

**UTILIZATION OF THE REVISED CUSTOMIZED DIVISION TECHNICAL  
ASSISTANCE PLAN (CDTAP) TEMPLATE**

1. As part of the continuous improvement and to ensure that only relevant data are captured in the reports to be submitted to the Regional Office, the field is hereby informed of the utilization of the revised Customized Division Technical Assistance Plan (CDTAP) which is done quarterly. *(See Enclosure No 1 Quarterly Customized Technical Assistance Plan)*
2. Everyone is enjoined to observe the timeline of the preparation and submission of these reports as follow:
  - a. Quarterly CDTAP shall be submitted every second week of the quarter; and
  - b. Quarterly CDTAP Accomplishment Report shall be submitted a week before the Regional Office Interfacing activity. *(See Enclosure No 2 Customized Technical Assistance Accomplishment Report)*
3. To ensure that only the relevant data is submitted in a specific quarter, please refer to *Enclosure No. 3 Key Performance Indicators (KPIs) to be reflected quarterly in the CDTAP.*
4. It is also desired that a Division Focal Person shall be assigned who is expected to: a) work collaboratively with the Chiefs SGOD and CID, SMEA Coordinator, and Division Planning Officer; and b) consolidate data and interventions from office/department/program coordinators.
5. Immediate and wide dissemination of this memorandum is desired

**FRANCIS CESAR B. BRINGAS, CESO IV**  
Regional Director

Encls.: As stated

Reference: RM No. 26, s. 2019; RM No. 131, s. 2020

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

Technical Assistance      Templates

FTAD/jfg  
09/09/2020



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Enclosure No.1 to RM No. 377 s. 2020

### QUARTERLY CUSTOMIZED DIVISION TECHNICAL ASSISTANCE PLAN

Division: \_\_\_\_\_

Quarter: \_\_\_\_\_

School Year: \_\_\_\_\_

| PERFORMANCE INDICATORS | PREVIOUS DATA (QUARTER/SY) | DIVISION TARGET FOR THIS QUARTER                  | CONCERNS/ISSUES/GAPS/PROBLEMS (CIGPs)                                                                                                                                                                                                                     | PROPOSED DIVISION TA (Intervention Program/Activities)                                                                                                                 | RESOURCES NEEDED                                                       |                                                                                                     |
|------------------------|----------------------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                        |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        | FINANCIAL                                                              | HUMAN                                                                                               |
| <b>A. ACCESS</b>       |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
| <b>Enrolment</b>       |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
| Elementary             | 10000                      | 0.5 % increase of enrolment from 10,000 to 10,050 | The Child Mapping revealed:<br>*23 of the mapped learners are residing from far barangays<br>*18 are engaged into child labor<br>*16 are coming from poorest of the poor families<br>*10 are children of parents with negative attitude towards education | a. Utilization of ADM<br>b. Partnership with local stakeholders eg. BLGU, DSWD<br>c. Conduct Parents Orientation<br>d. Strengthen Adopt-a-Child Program in each school | *50,000 for Reproduction of ADM Resources<br>*20000 for transportation | External Stakeholders ;<br>Internal Stakeholders;<br>Top management;<br>Teachers;<br>School Leaders |
| <b>B. QUALITY</b>      |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
| <b>C. GOVERNANCE</b>   |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
| <b>Other KPIs</b>      |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
|                        |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |
|                        |                            |                                                   |                                                                                                                                                                                                                                                           |                                                                                                                                                                        |                                                                        |                                                                                                     |

Prepared by:

Reviewed by:

\_\_\_\_\_  
Chief, SGOD

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Assistant Schools Division Superintendent

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Chief, CID

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SEPS, M & E

Approved by:

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Division Planning Officer

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Schools Division Superintendent

Enclosure No.2 to RM No. 377 s. 2020

**QUARTERLY CUSTOMIZED DIVISION TECHNICAL ASSISTANCE  
ACCOMPLISHMENT REPORT**

Division: \_\_\_\_\_

Quarter: \_\_\_\_\_

School Year: \_\_\_\_\_

| PERFORMANCE INDICATORS | PREVIOUS DATA (QUARTER/SY) | DIVISION TARGET FOR THIS QUARTER                  | PERFORMANCE FOR THIS QUARTER                 | VARIANCE | Implemented Division TA                                                                                                                                                | FACILITATING FACTORS (Contributory factors to the provision of TA leading to increased Performance)                                                                                                                                                          | HINDERING FACTORS (factors hindering the implementation of TA and achievement of the target)                                                                                           | ISSUES TO BE ADDRESSED BY RO |
|------------------------|----------------------------|---------------------------------------------------|----------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>A. ACCESS</b>       |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
| <b>Enrolment</b>       |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
| Elementary             | 10000                      | 0.5 % increase of enrolment from 10,000 to 10,050 | 10100 (1 % increased from the baseline data) |          | a. Utilization of ADM<br>b. Partnership with local stakeholders eg. BLGU, DSWD<br>c. Conduct Parents Orientation<br>d. Strengthen Adopt-a-Child Program in each school | * Strong linkage with LGU / BLGU, NGOs and other agencies / foundation<br>* Top management support<br>* Teachers' and parents' commitment to enrol the learners<br>* Financial Support through budget allocation for the implementation of relevant programs |                                                                                                                                                                                        |                              |
| Junior HS              | 5000                       | 0.5 % increase of enrolment from 5,000 to 5,025   | 4800 (9.6% decreased from the baseline)      |          | a. Utilization of ADM<br>b. Partnership with local stakeholders eg. BLGU, DSWD<br>c. Conduct Parents Orientation                                                       |                                                                                                                                                                                                                                                              | a. Poor commitment of the stakeholders to the programs<br>b. school leaders and teachers lacks commitment in the implementation of the program<br>c. Lack of monitoring of the program |                              |
| Senior HS              |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
| <b>B. QUALITY</b>      |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
| <b>C. GOVERNANCE</b>   |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
| <b>Other KPIs</b>      |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
|                        |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |
|                        |                            |                                                   |                                              |          |                                                                                                                                                                        |                                                                                                                                                                                                                                                              |                                                                                                                                                                                        |                              |

Prepared by:

Reviewed by:

\_\_\_\_\_  
Chief, SGOD

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Assistant Schools Division Superintendent

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Chief, CID

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SEPS, M & E

Approved by:

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Division Planning Officer

\_\_\_\_\_  
Schools Division Superintendent

Enclosure No.3 to RM No. 377 s. 2020

**Key Performance Indicators (KPIs) to be reflected Quarterly in the CDTAP**

| KRA        | KPIs                                            | QUARTER   |           |           |           |
|------------|-------------------------------------------------|-----------|-----------|-----------|-----------|
|            |                                                 | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| ACCESS     | Enrolment                                       | Q1        | Q2        | Q3        | Q4        |
|            | Nutritional Status                              | Q1        |           | Q3        | Q4        |
|            | Total no. of Dropouts                           |           |           |           | Q4        |
|            | Total no. of Completers                         | Q1        |           |           |           |
|            | Total no. of Graduates                          | Q1        |           |           |           |
|            | Retention Rate                                  |           | Q2        |           |           |
|            | Repetition Rate                                 |           | Q2        |           |           |
|            | Total no. of learners with failing grades       | Q1        |           | Q3        | Q4        |
|            | Cohort Survival Rate                            | Q1        |           |           |           |
|            | Total No. of learners who are frequently absent | Q1        |           | Q3        | Q4        |
|            | Total No. of ALS learners                       |           |           |           | Q4        |
|            | Promotion Rate                                  |           | Q2        |           |           |
| QUALITY    | Literacy Level                                  | Q1        | Q2        | Q3        | Q4        |
|            | MPS                                             | Q1        | Q2        | Q3        | Q4        |
|            | No. of CI Projects crafted and implemented      | Q1        | Q2        | Q3        | Q4        |
|            | No. of IMs                                      | Q1        |           | Q3        |           |
|            | No. of Researches                               | Q1        |           |           |           |
|            | NAT                                             |           |           |           | Q4        |
|            |                                                 |           |           |           |           |
| GOVERNANCE | No. of schools conducting LAC sessions          | Q1        |           | Q3        | Q4        |
|            | No. of Schools utilized and liquidated MOOE     | Q1        | Q2        | Q3        | Q4        |
|            | No. of schools with SBM Level of Practice       | Q1        |           | Q3        |           |
|            | No. of Instructional Supervision                | Q1        | Q2        | Q3        | Q4        |
|            | No. of schools implementing WinS                |           |           | Q3        |           |