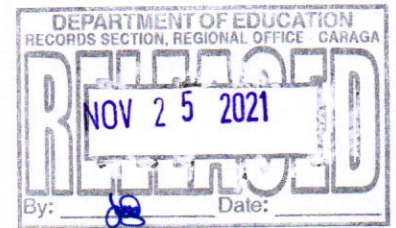




Republic of the Philippines
Department of Education
CARAGA REGION



November 25, 2021

REGIONAL MEMORANDUM
No. 972, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

SUBMISSION OF UPDATED COMPOSITION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAMS (DFTATs)

1. In line with our continuing efforts of intensifying strong collaboration among teams of Technical Assistance (TA) providers and other personnel across all levels from the 12 Schools Division Offices (SDOs), this Office through the Field Technical Assistance Division is requesting all SDOs to submit the updated composition of the Division Field Technical Assistance Teams.
2. Kindly submit the copy of the updated and approved DFTATs composition of your respective Division on or before December 10, 2021 to ftad_caraga@deped.gov.ph. Please see attached template.
3. The number of teams and members of DFTATs is still dependent on the number of schools catered by the SDO. The designation of Overall Team Lead/Focal, Team Leaders, and Members of each team will be the discretion of the Schools Superintendent as the Chairperson of DFTATs while the Assistant Schools Division Superintendent will serve as Co-chairperson. The composition of DFTATs will be the Chiefs of SGOD and CID, Education Program Supervisors, Senior Education Program Specialists, Education Program Specialists, technical personnel and not limited to medical, accounting, legal, engineer, finance, and the Public Schools District Supervisors.
4. Attached to this are the suggested functions of the Division Field Technical Assistance Teams for your information and guidance in the composition of DFTATs.
5. For any clarification and inquiries regarding this memo, you may contact Mr. Jonathan F. Garzon at 09382087504.
6. Immediate and wide dissemination of this memorandum is desired.

For **MA. GEMMA M. LEDESMA, CESO V**
Regional Director *[Signature]*



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Encls.: As stated

Reference: None

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

TECHNICAL ASSISTANCE

COMPOSITION

DFTATs

FTA/jfg
11/24/2021

Enclosure No. 1 to RM No. 992 s. 2021

Suggested Functions of the Division Field Technical Assistance Teams

Overall Chairperson and Overall Co-Chairperson

1. Give strategic direction to immediately resolve issues and concerns in the field.
2. Make decisions at key governance points during the provision of technical assistance.
3. Support the Division Field Technical Assistance Teams.

FTA Coordinator

1. Looks for the possible weakness of operation underlying each complaint/query to clarify the best effort to address it.
2. Classifies concerns as administrative, curriculum, finance, private schools issues, etc.
3. Disseminates and helps clarify DepEd policies, programs, projects, and processes by providing DFTATs copies/information.
4. Correctly identifies and coordinates with the concerned DFTATs and Functional Division on complex concerns that will require the specific offices' appropriate actions.
5. Monitors, documents, and submits matrix of issues and concerns and its corresponding interventions to the Office of the Schools Division Superintendent.
6. Implements a comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule in collaboration with the DFTATs.
7. Provides immediate appropriate needs-based intervention for the improvement of Schools' organization efficiency and effectiveness in collaboration with Division Field Technical Assistance Teams (DFTATs).

Team Leader

1. Develops and implements the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
2. Monitors, documents, and submits matrix of issues and concerns and its corresponding intervention.
3. Coordinates with the DFTATs / Functional Division in charge of the dissemination and classification of DepEd policies, programs, projects, and processes.
4. Identifies and coordinates with the concerned DFTATs, Functional Division on complex concerns that will require appropriate actions of specific offices.
5. Provides immediate appropriate needs-based intervention for the improvement of Schools' organizational efficiency and effectiveness.

Assistant Team Leader

1. Performs the functions of the Team Leader in his/her absence.
2. Assists the team leader in the conduct of DFTATs engagement.
3. Attends in the conduct of RFTAT meetings and engagement.
4. Ensures the completeness and accuracy of the document to be submitted.
5. Performs other related duties/tasks assigned by the DFTAT leader.
6. Helps the team leader in the development and implementation of the comprehensive Technical Assistance Plan for engagement to governance level and units covering all areas of management and operation based on needs and schedule.
7. Provides appropriate needs-based intervention for the improvement of Schools Division Offices' organization efficiency and effectiveness.

Secretariat

1. Consults with the Chairperson on the order of business for the meeting, and the way in which it should be dealt with on the agenda.
2. Takes notes of the meeting, records the key points and makes sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.

Team Members

1. Actively participate in the operationalization of the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
2. Recommend and provides appropriate needs-based intervention for the improvement of SDOs' organizational efficiency and effectiveness.
3. Attend and actively participates in all DFTATs meetings and activities.
4. Accomplish all forms related to the conduct of the activity.
5. Observe proper decorum.
6. Ensure fairness, objectivity, and confidentiality of all proceedings.
7. Serve as documenter as designated by the team.

Enclosure No. 2 to RM No. 972 s. 2021

Suggested Division Field Technical Assistance Teams Composition

DFTATs (Complete Name)	Designation	Position
SDS	Chairperson	
ASDS	Co-Chairperson	
To be assigned by the SDS	Overall Head/Focal	

Team 1

[illegible]

Team 2

[illegible]