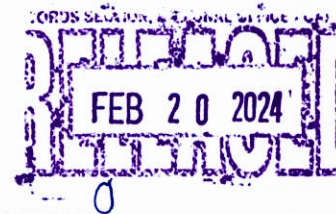




Republic of the Philippines
Department of Education
CARAGA REGION



February 20, 2024

REGIONAL MEMORANDUM

No. 0150, s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
This Office

UPDATED COMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE
TEAMS (RFTATs)

1. In our continuous efforts to enhance the provision of technical assistance to Schools Divisions within our region and to further bolster the improvement of learning outcomes, this Office is pleased to announce the updated composition of the Regional Field Technical Assistance Teams (RFTATs) along with their respective assignments to Schools Divisions.

2. The updated composition and assignment of the RFTATs are as follows:

Overall Chair : Maria Ines C. Asuncion, *Regional Director*
Overall Co-Chair : Pedro T. Escobarte, Jr. CESO IV, *Asst. Regional Director*
Members : Joel B. Rosales, *Chief, ASD*
Bernabe L. Linog, *Chief, CLMD*
Dr. Jumer C. Carlon, *OIC-Chief, ESSD*
Fe L. Alegado, *Chief, Finance*
Dr. Flordelisa R. Dalin, *Chief, CLMD*
Marliyn F. Antiquina, *Chief, QAD*
Dr. Violeta C. Nunez, *OIC-Chief, PPRD*
Dr. Alejandro P. Macadatar, *OIC-Chief, FTAD*

RFTATs	Schools Division
Dr. Flordelisa R. Dalin, Chief-HRDD Elizabeth M. Ysulan, EPS-CLMD Dr. Anna Lisa A. Lerio, Dentist III-ESSD Dr. Virginia Sena, EPS-QAD	Agusan del Norte
Dr. Alejandro P. Macadatar, OIC-Chief-FTAD Ma. Consulo C. Jamera, EPS-CLMD Atty. Jessa M. Miolata, Atty.III-Legal Unit	Agusan del Sur
Marilyn F. Antiquina, Chief-QAD Dr. Adrilene J. Castanos, PDO IV-ESSD Dr. Gladys Asis, EPS-CLMD Roy S. Rele, SEPS-HRDD	Bayugan City



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Bernabe L. Linog, Chief-CLMD Maripaz F. Magno, EPS-CLMD Engr. Sherwin P. Viajar, Engr.III-ESSD Tichelyn G. Caparoso, EPS II-HRDD	Bislig City
Fe L. Alegado, Chief-Finance Dr. Celsa M. Cataluna, EPS-CLMD Meriam C. Dela Rita, SAO-ASD Abe Naireza Ibano, EPS II-HRDD	Butuan City
Marlyne M. Villareal, EPS-HRDD Pedro A. Tecson, AO V-PAU Megnon P. Beldad, PDO II-ESSD	Cabadbaran City
Dr. Jumer C. Carlon, OIC-Chief-ESSD Rhea J. Yparraguirre, EPS-CLMD Maria Ruth Edradan, EPS-HRDD Dandee Jonathan F. Monton, Planning Officer-PPRD	Dinagat Islands
Joel B. Rosales, Chief-ASD Atty. Jose B. Guibone, Atty. IV-Legal Unit Elaine N. Navarro, SAO-Finance Fe M. Baring, TCE II-ASD	Siargao
Dr. Edmund D. Mendoza, EPS-QAD Dr. Caroline L. Guerta, EPS-PPRD Bernard C. Abellana, EPS-CLMD	Surigao City
Kevin Hope Z. Salvana, EPS-CLMD Dr. Marigold C. Silao, EPS-QAD Marcelino M. Ahon, ITO I	Surigao del Norte
Dr. Violeta C. Nunez, OIC-Chief-PPRD Josephine Chonie M. Obsenares, EPS-CLMD Dr. Elan M. Elpidang, EPS-QAD Sheryl R. Puyo, AO V, ASD	Surigao del Sur
Jonathan F. Garzon, EPS-FTAD Dr. Elena N. Capangpangan, EPS-CLMD Dr. Elmer Augustus F. Conde, EPS-II-HRDD Zenylou F. Buyan, AO V-ASD	Tandag City

3. Attached herewith are the Roles and Functions and Term of Reference of the RFTATs for your guidance. (See enclosure no.1)
4. This memorandum repeals the composition of the RFTATs issued on June 16, 2023 under Regional Memorandum No. 0529, s. 2023.
5. Immediate and wide dissemination of this memorandum is desired.



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MARIA INES C. ASUNCION
Director III
Office In-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, JR. CESO IV
Assistant Regional Director 

Encl/s.: As stated
Reference/s: RM No. 0529, s. 2023
To be indicated in the Perpetual Index
under the following subjects:

RECOMPOSITION RFTAT

FTAD/jfg
02/20/2024



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Roles and Functions of the Regional Field Technical Assistance Teams

The RFTATs shall:

- a. Guide and help SDOs plan, strategize, implement plans, and evaluate performance and accomplishments by providing support, coaching, and mentoring.
- b. Collaborate with the DFTATs to harmonize the provision of TAs to all schools and LCs and assist in the delivery of quality basic education services.
- c. Share information regarding directions, mechanisms from higher management to top management to resolve issues on improved school management and administrative process.
- d. Prepare recommendations for the formulation of policies for school organizational effectiveness for RO approval.
- e. Collaborate with the functional divisions on the appraisal of SDOs regarding their performance status to ensure that schools and their communities are equipped and empowered to decide what is best for their learners.
- f. Provide support and guidance to the school leaders for continuous improvement in instructional leadership and School-Based Management (SBM).

Terms of Reference of the Regional Field Technical Assistance Teams

RFTAT assigned in a particular SDO shall stay for at least two years to monitor/track the status even after the provision of TA. However, if the assigned team cannot provide what is needed by the SDO, they can invite an experts from the other teams to address the needs and priorities.

Chairperson and Co-Chairperson

1. Gives strategic direction to the RFTATs in the provision of technical assistance.
2. Decides at key governance points during the implementation of project and program as the overall team leader.
3. Supports the operationalization of the RFTATs.

Team Leader

1. Facilitates the provision of technical assistance to SDOs.
2. Leads and manages the work of the RFTATs who will operationalize and monitor the implementation of the Technical Assistance in the region.

Assistant Team Leader

1. Performs the functions of the Team Leader in his/her absence.
2. Assists the team leader in the Field Technical Assistance activities.
3. Attends meetings and conferences conducted for the RFTAT.
4. Submits accurate and complete reports on time.
5. Performs other related duties/ tasks assigned by the RFTAT Leaders.

Members

1. Participates actively in all RFTAT meetings and activities
2. Accomplishes all forms related to the conduct of the activity.
3. Observes proper decorum.
4. Ensures fairness, objectivity, and confidentiality of all proceedings.
5. Serves as documenter as designated by the team.

(Source: DepEd Caraga Contextualized Manual on Technical Assistance)