



January 21, 2019

REGIONAL MEMORANDUM

No. 076 s. 2019

TWO-DAY WORKSHOP IN CRAFTING THE DIVISION CUSTOMIZED TECHNICAL ASSISTANCE PLAN (CDTAP) 2019 AND REVIEW OF THE TECHNICAL ASSISTANCE MECHANISM FRAMEWORK

To: The Schools Division Superintendents
This Region

1. Technical assistance is necessary to ensure effective program implementation and eventually achieve higher or better learning outcomes. It is one key activity provided for by the Regional Office to the Schools Division Offices and the latter to the schools.
2. It is in this premise that the Regional Office will lead in the crafting the Division Customized Technical Assistance Plan (CDTAP) 2019 based on the identified needs/gaps and review the Customized Technical Assistance Framework for feedback and enhancement. This will be conducted on February 21-22, 2019. The venue will be announced later.
3. The participants to this workshop are the FTAD personnel, Division Chiefs of SGOD and CID, Planning Officers and Senior Education Program Specialist on M&E.
4. To hasten the crafting of the CDTAP, it is encouraged that all SDOs should conduct a Pre-work conference to analyze the TA needs, concerns, issues and gaps using the template attached, (Annex 1) prior to the scheduled workshop.
5. The Division M&E Coordinator in-charge of the DMEA shall also take charge in consolidating the TA report for data alignment.
6. Participants are required to bring their laptop and extension wire as well as the necessary data to be utilized in crafting the CDTAP.
7. Submit also the list of participants using the attached template (Annex2) together with the travel authority.
8. First meal to be served is breakfast on February 21, 2019 and last meal will be dinner on February 22, 2019.
9. Travel expenses and per diem of the participants shall be charged against local funds, while meals, snacks and accommodation to the Regional funds subject to the usual accounting rules and regulations.
10. For your information, guidance and compliance.


FRANCIS CESAR B. BRINGAS
OIC-Regional Director

Enc: as stated

To be included in the Perpetual Index
Under the following subjects:

FTAD01/cmn
11/21/2018



Annex 1

Customized Division Technical Assistance Plan (CDTAP) 2019

Division _____

Performance Indicators	Division Target	Concerns/Issues Gaps/Problems (CIGPs)	Variance against the set Division Target (CY 2018)	Target objectives	Proposed Interventions/ Activities	Time Frame				Persons Involved	Issues to be addressed by the RO
						Q1	Q2	Q3	Q4		
ACCESS Net Enrolment Rate	96%	94.88%	1.12%	Increased NER by 1.12 from 94.88 to							
QUALITY Literacy Level	Zero non-reader among Grade 4 pupils	2% or 158 7,400 Grade 4 pupils are non-readers	2% Non-readers	Decreased Grade 4 non-readers from 2% or 158% to 1% or 74 pupils							
GOVERNANCE MOOE Liquidation	Zero unliquidated cash advance in MOOE	5 or 3.75% out of 133 schools unable to liquidate the CA MOOE	3.75%	100% of the schools have liquidated their CAs on time							

Prepared by: _____

Submitted by: _____

Approved

Schools Division Superintendent

Regional Director



Republic of the Philippines
Department of Education
CARAGA REGION
J. Rosales Avenue, Butuan City,
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**TWO-DAY WORKSHOP IN CRAFTING THE DIVISION CUSTOMIZED TA PLAN (CDTAP) 2019
AND REVIEW OF THE TA MECHANISM FRAMEWORK**

TBA

February 21-22, 2019

ATTENDANCE SHEET

Day _____ Date: _____

No.	Name	Division	Position	Sex	Contact No.	AM			PM		
						Time In	Signature	Time Out	Signature	Time In	Signature
1											
2											
3											
4											
5											
6											
7											
9											

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