



October 18, 2019

REGIONAL MEMORANDUM
No. 654, s. 2019

QUARTERLY MONITORING OF THE DIVISION CUSTOMIZED TECHNICAL ASSISTANCE PLAN (CDTAP)

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs, RO Functional Divisions/SGOD and CID
RO and SDO Education Program Supervisors
SEPS/EPS II/PSDSs
This Region

1. The field is hereby informed that the Monitoring and Presentation of the 3rd Quarter Customized Division Technical Assistance Plan (CDTAP) are scheduled as follows:

Cluster	Divisions	Date	Venue
Makatao	Agusan del Norte Bayugan City Butuan City Cabadbaran City	October 29, 2019	NEAP-Caraga RELC 2
Makabansa	Bislig City Agusan del Sur Tandag City Surigao del Norte	November 6, 2019	NEAP-Caraga RELC 2
Maka-Dios	Surigao del Norte Dinagat Islands Siargao Islands Surigao City	November 8, 2019	NEAP-Caraga RELC 2

2. The participants to this activity are the RO Chiefs of the Functional Divisions /Division SGOD & CID Chiefs, 1 District Supervisor and SEPS/EPS II on Monitoring & Evaluation.
3. Each SDO shall present the accomplishment report on CDTAP for the Third Quarter, design interventions/activities for the unaccomplished targets of the 1st to 3rd Quarter SMEA to address the concerns, issues, gaps and problems and present the Enhanced CDTAP.
4. The schedule of the onsite validation of the data to be presented as well as the MOVs will be announced later.



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5. The accommodation, travel expenses, and incidental expenses of the participants shall be charged against the Division local funds. While the meals (breakfast and lunch) and morning and afternoon snacks will be shouldered by the Regional Office MOOE funds subject to the usual accounting rules and regulations. It is expected that the participants shall submit their TRAVEL AUTHORITY as a requirement of the accounting unit in the Regional Office.
6. Attached are the templates for your reference. (Forms 2-3)
7. Wide dissemination of this Memorandum is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Reference: None
Enclosure: As stated

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

MONITORING TECHNICAL ASSISTANCE

ENHANCED CUSTOMIZED DIVISION TECHNICAL ASSISTANCE PLAN (CDTAP)

Division _____
Quarter _____

Performance Indicators	Division Target	Concerns/Issues/ Gaps/Problems (CIGPs)	Reasons for the 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												
QUALITY												
GOVERNANCE												

Prepared by :

Reviewed by:

Approved by:

Assistant Schools Division Superintendent

Schools Division Superintendent

MONITORING TOOL IN THE IMPLEMENTATION OF THE DIVISION CUSTOMIZED TECHNICAL ASSISTANCE PLAN

Division: _____

Performance Indicators	Target dates of the Proposed Interventions	Target Objectives	Accomplishments to date	Facilitating Factors	Hindering Factors if Not Accomplished	Suggestions/Recommendations/ TA Provided	Agreement (To be accomplished during the feedback giving)
ACCESS							
QUALITY							
GOVERNANCE							

Prepared by:

Noted by:

TA Provider

Team Leader