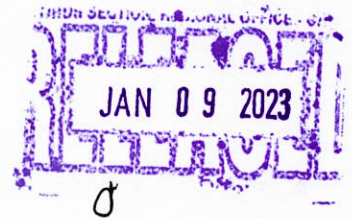




Republic of the Philippines
Department of Education
CARAGA REGION



January 5, 2023

REGIONAL MEMORANDUM
No. 0021, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**RECOMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS
(RFTATs)**

1. Pursuant to the mandate stipulated in the DepEd Rationalization Program, this Office accentuated the reorganization of Regional Field Technical Assistance Teams (RFTATs) to provide timely, relevant, and data-driven technical assistance to Schools Division Offices.
2. For the guidance and reference of all concerned, please see the attached document:
 - a. Enclosure No. 1 – New Composition and Assignment of the RFTATs
 - b. Enclosure No. 2 – Roles and Functions and Terms of Reference of the RFTATs
3. This memorandum repeals the composition of the RFTATs issued last September 1, 2022 under Regional Memorandum no. 0768, s. 2022.
4. Immediate and wide dissemination of this memorandum is desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated
Reference: RM no. 0678, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

TECHNICAL ASSISTANCE	RFTAT	NEW COMPOSITION
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FTA/jfg
01/05/2023



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New Composition and Assignment of the RFTATs

Overall Chair : Ma. Gemma Mercado Ledesma, Regional Director
Overall Co-Chair : Atty. Fiel Y. Almedra, Assistant Regional Director

RFTATs	Assignment	Designation	Assigned SDOs
Dr. Flordelisa R. Dalin Elizabeth M. Ysulan Dr. Anna Lisa A. Lerio Dr. Virginia Seña	Team Leader Asst. Team Leader Member Member	Chief-HRDD EPS Dentist III EPS	Agusan del Norte
Dr. Alejandro P. Macadatar Marlyne M. Villareal Atty. Jessa M. Miolata Jimuel Diva	Team Leader Asst. Team Leader Member Member	EPS EPS Attorney III MT-II/On Detail	Agusan del Sur
Marilyn F. Antiquina Ma. Consuelo C. Jamera Dr. Adrilene Mae J. Castaños	Team Leader Asst. Team Leader Member	Chief-QAD EPS PDO IV	Bayugan City
Bernabe L. Linog Maripaz F. Magno Engr. Sherwin P. Viajar ZenyLou F. Buyan	Team Leader Asst. Team Leader Member Member	Chief-ESSD EPS Engineer III AO V	Bislig City
Fe L. Alegado Dr. Marigold C. Silao Meriam C. dela Rita Abe Naireza Ibano	Team Leader Asst. Team Leader Member Member	Chief-Finance EPS SAO EPS II	Butuan City
Dr. Isidro M. Biol, Jr. Bernard C. Abellana Atty. Jose B. Guibone Megnon P. Beldad	Team Leader Asst. Team Leader Member Member	Chief-CLMD EPS Attorney IV PDO II	Cabadbaran City
Rhea J. Yparraguirre Dr. Jumer S. Carlon Junnah B. Tiu Maria Ruth Edradan	Team Leader Asst. Team Leader Member Member	EPS Medical Officer IV MT-II/On detail EPS	Dinagat Islands
Joel B. Rosales Dr. Gladys Asis Elaine N. Navarro Roy S. Rele	Team Leader Asst. Team Leader Member Member	Chief-ASD EPS SAO SEPS	Siargao
Dr. Edmund D. Mendoza Dr. Caroline L. Guerta Pedro A. Tecson Ellen Grace Evangelio	Team Leader Asst. Team Leader Member Member	EPS EPS AO V Nurse II	Surigao City
Kevin Hope Z. Salvaña Dr. Celsa M. Cataluña Marcelino M. Ahon Mary Christine A. Odtojan	Team Leader Asst. Team Leader Member Member	EPS EPS ITO I AO V	Surigao del Norte
Dr. Violeta C. Nuñez Josephine Chonie M. Obseñares Dr. Elan M. Elpidang Sheryl R. Puyo	Team Leader Asst. Team Leader Member Member	OIC Chief-PPRD EPS EPS AO V	Surigao del Sur
Jonathan F. Garzon Dr. Elena N. Capangpangan Dr. Elmer Augustus F. Conde	Team Leader Asst. Team Leader Member	EPS EPS EPS II	Tandag City

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)