



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF ABRA**

**RELEASED**  
 11 AUG 2023  
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Office of the Schools Division Superintendent  
 Division Memo No. 319 s. 2023

August 11, 2023

**RECONSTITUTION OF THE DIVISION FIELD TECHNICAL ASSISTANCE (DFTAT) TEAM**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors - CID & SGOD  
 All DFTAT Members  
 Concerned Division Personnel  
 All Elementary and Secondary School Heads

- Relative to Regional Memorandum 419 s. 2023 re: Reconstitution of Regional Field Technical Assistance Team (RFTAT) and Submission of Division FTAT for CY 2023, SDO - Abra is reconstituting the composition of DFTAT. This is to further strengthen the collaboration among the functional divisions in the provision of technical assistance and alignment to the mandates of Version 3 Compendium of Key Results Areas (KRAs):

Functional Division	Chairperson	Co-Chair/ Members	Roles/Functions/Terms of Reference
Office of the Schools Division Superintendent	Arnador D. Garcia Sr. Phd, CESO VI	Samuel T. Egsaen Jr.	Leads and engages with the three divisions (OSDS, CID, SGOD), partners and other educational stakeholders in providing quality and accessible basic education through policy and direction setting, partnership building, enforcement standards, and resource management.
Legal Office	Atty. Joy Fuentes		Provides prompt and responsive legal matters legal services to the stakeholders of the region to ensure integrity and accountability in public service and the efficient delivery of quality basic education.
Public Affairs	Bless Maricar B. Ramos	Atty. Joy Fuentes & Janet B. Pascua	Provide the stakeholders with accurate, adequate, and timely information and strengthens linkages

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			with internal and external stakeholders towards enhanced awareness and perception of the region and of the department.
ICT Matters	Marlou Borja		Provides support to SDO Personnel, ensure the functionality of ICT facilities, and ensure quality services through delivery & deployment of ICT-enabled solutions and services.
Administrative Matters	Janet B. Paesua		Provides the SDO and stakeholders with client focused administrative matters and services.
Personnel Matters		Gemma Cabutage	Ensures that DepEd personnel are properly compensated for work rendered, provided with mandated benefits and properly managed through an efficient and effective data base.
Asset Management System & Procurement Unit		Merly Bargas & Hazel Barona	Ensure that SDO functional divisions are equitably provided with quality supplies, materials and equipment. Also ensures that, accurate preparation and prompt submission of procurement documents and reports; of the monitors the compliance of the procurement process.
General Services		Leo Guzman	Ensures that SDO personnel and clients are provided with safe, clean and healthy working environment, eco-friendly means of mobility.
Records Section		Wilma Pacapac	Ensures that clients have accurate and prompt access to records and documents they needed.

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Cash Section		Loudy Centeno	Ensures that SDO clients, claimants have the accurate and timely release of payment, deposit the collections, and liquidation of cash advance of concerned personnel.
Finance & Budget Section	Elmer Batondo		Provides the SDO an accurate and timely financial advice, information and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.
Accounting Section	Celia Bolante		Leads in the monitoring of financial management- prioritization of programs & projects, mobilization & utilization of financial resources-claims, payments of salaries, tax deductions & other benefits of SDO personnel; ensure the proper utilization of funds & preparation of reliable & timely financial reports.
Curriculum and Learning Management	Hedwig M. Belmes	Behnjo Agaloos & Analyn Atmosfera	Manage and collaborate with Schools Division Offices in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varies learning outcomes.
Alternative Learning System		Narciso Cannaoay	Provides basic education services to out-of-school children, youth and adults by assisting the PSDS in

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Learning Management System		Bernard Beronilla	<p>coordinating activities on ALS programs &amp; projects, instructional supervision; monitoring &amp; evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Managers, Facilitators) at the District level.</p> <p>Supervises the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use of the schools so as to increase access to varied quality learning resources by intended users (i.e. teaching and learning resources and professional development materials) to improve the delivery of basic education</p>
School Governance Operation Division	Ronald T. Marquez	Ronilo P. Garcia	Ensures that all programs under School Governance Operations Division are well and properly implemented for the smooth operation of schools and for the delivery of quality education
Medical & Dental Health Section		Dr. Apolinar Turqueza	Leads in the monitoring of health & nutrition status of all DepEd personnel, provide technical assistance in the provision of Health & Nutrition services, & facilitate the implementation of Health programs.
School management		Lorna Llaneza & Rynwalter Paa	Monitor & evaluate the performance of SDO, the

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Monitoring & Evaluation			<p>compliance of statutory and regulatory policy standards &amp; requirements for the continuous improvement of the organizational performance &amp; delivery of basic education services.</p> <p>Lead &amp; coordinate &amp; integrate the provision of Technical Assistance, facilitates the operations of schools based on their needs to have a better &amp; improved School-Based Management practice that leads to increase learning outcomes &amp; turnaround schools.</p>
Planning and Research		Meldie Damian & Rhoda Asencio	<p>Provide the SDO and other stakeholders an accurate, updated, relevant and reliable data, information and analysis for policy review, recommendations, planning research and other data driven decisions.</p>
Human Resource Division		Eden T. Adriatico	<p>Provides supports to SDO and schools' teaching, teaching related, non-teaching personnel &amp; school leaders to become effective and efficient in the delivery of basic education services by addressing their needs through the development &amp; implementation of strategic Human Resource systems towards improved personal &amp; professional competence.</p>
Social Mobilization		Bless Maricar Ramos	<p>Establishes, sustain, strengthen and increase partnership and linkages</p>

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and Networking Educational facilities		Engr. Jolly Dacuyan	to address the resource gaps Facilitates the conduct of need assessment of DepEd personnel & learners on basic education facilities such as buildings, furniture & other facilities; ensure the equitable distribution of learning resources to schools.
Guidance Counseling Services		Maria Danica Andres	Facilitates the implementation of the guidance & counseling programs and services to schools, career guidance & advocacy.
DRRM		Florencio Rifaarel Jr.	Deals with the issues, needs Disaster Risk Reduction Management (DRRM), undertake coordination on prepositioning of materials & interventions for preparedness, response, rehabilitation & recovery of schools, develop enhance & disseminates IEC & advocacy resource materials on YLF, DRRM, CCA & EIE.
Youth Formation & Special Programs		Ronilo P. Garcia, and Edlaine Castillo	Deal w/ the issues and problems in the department such as sports program, youth formation, PTA, SSG/SPG programs & activities. Facilitate the proper implementation & utilization of allotted funds for special programs such as Gulayan sa Paaralan & all SGOD programs, ensure are relevant to learners' performance.

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			Ensures that all program in Sports are well-implemented.
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2. Guided by the DEDP, DAIP, OPCRIF/IPCRIF & other operational plans of SDO and schools, the team shall perform the roles and functions as identified so that issues/concerns/needs on the delivery of quality, relevant, liberating basic education will be addressed.
3. It is expected that the roles and functions of DETAT shall be performed with the highest degree and integrity as public servants.
4. Full cooperation of all concerned is desired to ensure the success of the division undertakings.
5. Immediate dissemination of the Memorandum is highly appreciated.

  
**AMADOR B. GARCIA SR. PhD, CESO VI**  
 Schools Division Superintendent



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