



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**SCHOOLS DIVISION OFFICE OF ABRA**

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Division Memo No. 075 s. 2024

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

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Concerned Division Personnel  
 All others concerned

- I. Relative to Regional Memorandum 034 s. 2024 re: Recomposition of Regional Field Technical Assistance Team (RFTAT) and Submission of Division FTAT for CY 2024, 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:

Chairman	<b>AMADOR D. GARCIA SR. PhD, CESO VI</b> Schools Division Superintendent
Co-Chairman	<b>CHRISTOPHER C. BENIGNO, PhD, EdD, CESO VI</b> Assistant Schools Division Superintendent
Team Leaders	<b>RONALD T. MARQUEZ PhD</b> CES- School Governance Operation Division
	<b>HEDWIG M. BELMES</b> CES-Curriculum Implementation Division
Co-Team Leader	<b>LORNA B. LLANEZA EdD</b> SEPS-SMME

Member	Alternate	Areas of Concern	Roles/Functions/Terms of Reference
<b>Hedwig M. Belmes</b>	<b>Analyn F. Atmosfera</b>	Curriculum & Learning M	Facilitate and lead to address the issues, concerns, problems of SDOs in the development & implementation of the curriculum, learning delivery & learning environment.
<b>Ronald T. Marquez</b>	<b>Bless Maricar B. Ramos</b>	Public Affairs/ Partnership and Networking	Deal with issues, needs of school partnership, forging of MOA, MOUs and implementation of Brigada Eskwela, Adopt A School Program, bottoms up budgeting, partnership and linkages, implement progress & result on systems to schools.



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<b>Atty. Aileen Joy Fuentes</b>			Legal Matters	Address the needs on legal matters, render legal opinions/advice/recommendations to DepEd personnel and its stakeholders, provide support services on administrative cases filed in DepEd and school titling.
<b>Marlou Borja</b>	<b>B.</b>	<b>Rynwalter A. Paa</b>	ICT Matters	Address the issues/needs & concerns in the management of ICT system.
<b>Janet Pascua</b>	<b>B.</b>	<b>Pacita T. Molina</b>	Administrative matters/General services	Deal with the issues & concerns of personnel on salary payroll, salary deductions e.g., GSIS, HDMF, Phil Health, loans. Assist DepEd personnel in providing necessary information for effective performance of the personnel in security, facilities & maintenance management.
<b>Gemma Cabutaje</b>	<b>B.</b>	<b>Florgale B. Panelo</b>	Personnel Matters	Address concerns, issues of DepEd personnel on personnel matters such as service records, appointments, retirement, ERF, Reclassification, transfer, application for leave and travels.
<b>Merly Bargas</b>	<b>B.</b>	<b>Hazel B. Barona</b>	Assets Management System	Assist DepEd personnel in providing necessary information for effective personnel, plants, supplies of SDO personnel and equipment such as disposal & maintenance.
<b>Wilma Pacapac</b>	<b>P.</b>		Records Services	Assist the DepEd personnel in the establishment, implementation and maintenance of a systematic & scientific records management, management cycles such



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			as classification, filing, maintenance & disposal of documents.
<b>Lourdes S. Centeno</b>	<b>Dezabelle C. Gazmen</b>	Cash Section	Assist the DepEd personnel in ensuring efficient cash collection and receipt, judicious utilization/disbursement of funds, preparation/ Submission of financial reports based on updated government forms.
<b>Dr. Apolinar Turqueza</b>	<b>Dr. Maricar Taberdo</b>	Medical & Dental Services	Lead in the monitoring of health & nutrition status of all DepEd personnel, learners to provide technical assistance for the provision of health & nutrition & dental services.
<b>Celia S. Bolante</b>	<b>Elmer V. Batondo</b>	Budget and Finance	Lead 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.
<b>Ronilo P. Garcia</b>	<b>Edlaine B. Castillo</b>	Events Management, Youth Formation & Special Programs	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.
<b>Lorna B. Llana</b>	<b>Rynwalter A. Paa</b>	Quality Assurance &	Facilitate the conduct of paper assessment of public & private SHS offerings,



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			Technical Assistance	integrated schools, establishment of schools, private permit to operate, tuition fee increase-compliance to quality standards, lead in the tracking & analyzing the implementation & results of technical interventions, performance of schools, facilitate the conduct of DMEA, Oplan Balik Eskwela and implementation of School-Based management.
<b>Rhoda Asencio</b>	<b>P.</b>	<b>Meldie Damian</b>	<b>M.</b> Policy Planning & Research	Coordinate for the development of DEDP, DAIP, WFP, provide technical assistance in the conduct of research studies; provide technical assistance on data management-valid, complete, timely submission of accurate data in BEIS/LIS & information for planning, budgeting & policy direction, monitor the implementation of PMIS.
<b>Eden Adriatico</b>	<b>T.</b>	<b>Jestoni Balneg</b>	<b>B.</b> Professional Learning & Development, Performance Management, Employees welfare	Provides support to address the issues, concerns, need-based and competency-based professional development programs, performance management & employees' welfare, provide technical assistance in the implementation of induction program.
<b>Engr. Jolly A. Dacuyan</b>		<b>Engr. Luther Joyda Alafriz</b>	<b>P.</b> Educational Facilities	Facilitates the conduct of need assessment of DepEd personnel, & learners on basic education facilities such as buildings, furniture & other facilities; ensure the equitable



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			distribution of learning resources to schools.
<b>Ma. Danica P. Andres</b>		Guidance Counseling Services	Facilitates the implementation of the guidance & counseling services to schools, career guidance & advocacy.
<b>Florencio B. Rifareal Jr.</b>		DRRM	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.

2. Guided by the DEDP, DAIP, OPCRF/IPCRF & 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 DFTAT 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 D. GARCIA SR. PhD, CESO VI**  
 Schools Division Superintendent



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