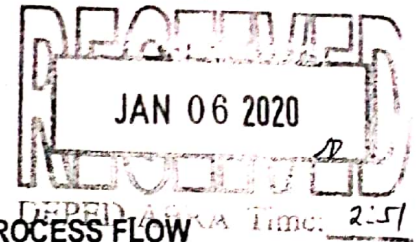




January 6, 2020

DIVISION MEMORANDUM

NO 003 s. 2020



ENHANCEMENT OF TECHNICAL ASSISTANCE PLAN AND PROCESS FLOW

To: OIC Assistance Schools Division Superintendent
Chiefs – CID and SGOD
Education Program Supervisors
Public School District Supervisors
Senior Education Program Specialists
Unit/Section Heads
All Elementary & Secondary School Heads
Concerned SDO Personnel

1. Technical assistance is important to ensure the effective delivery of services in the different governance level for the improvement of learning outcomes. And for a well-organized Technical Assistance mechanism, TA plan and TA process were designed and enhanced for a more systematic flow of implementation and submission of TA Plan. The following TA forms are attached as enclosures:
 - a. TA Plan for School Heads and School TA Process
 - b. TA Plan for PSDSs and TA Process for PSDSs
 - c. TA Plan for Concerned SDO Personnel and SDO TA Process
 - d. TA Plan for SMME
2. All TA Plans and its implementations are based from the TA process. TA plans of School Heads will be consolidated by PSDSs while TA plans of PSDSs, EPSs, Unit Heads and concerned personnel will be submitted quarterly at the SGOD Office (SMME) for consolidation and finalization of the SDO TA plan.
3. Immediate dissemination of the memorandum is highly appreciated.

GLORIA B. BUYA-AO
Schools Division Superintendent