



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

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January 28, 2022

DIVISION MEMORANDUM
 No. 023 s. 2022

RECONSTITUTION OF DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)

TO: Assistant Schools Division Superintendent
 Chief Education Supervisors-CID and SGOD
 Concerned Division Personnel
 All Elementary and Secondary School Heads

1. In compliance to RM 20 s.2022 re: Composition of the Regional Field Technical Assistance Team (RFTAT) and Submission of Division FTAT for the year 2022, the following shall constitute the Division Field Technical Assistance Team:

Management Team	BENILDA M. DAYTACA EdD, CESO VI OIC- Schools Division Superintendent
	SAMUEL T. EGSAEN JR EdD. OIC- Assistant Schools Division Superintendent
Coordinator	LEMUEL B. DICKSON EdD Chief Education Supervisor School Governance & Operations Division

Member	Alternate	Areas of Concern	Roles/Functions/Terms of Reference
LEGAL OFFICER II	JOEY GUZMAN ADAS III	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
JAN NHOWEL E. PEÑA	RHODA ASCENCIO	Public Affairs/ Partnership and networking	Deals with the issues, needs of school in partnership, forging of MOA, MOUs, and implementation of Brigada Eskwela, Adopt a School program, Bottoms up Budgeting, partnership and linkages; implement progress and result on system to schools;



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MARLOU B. BORJA	RYNWALTER A. PAA	ICT Matters	Address the issues/ needs/ concerns in the management of ICT system
JANET B. PASCUA	PACITA MOLINA	Administrative Matters/ General Services	Deals with the issues and concerns of personnel on salary/ payroll, salary deductions e.g., GSIS, HDMF, PhilHealth, loans. Assist the DepED personnel in providing necessary information for effective performance of the personnel in security, facilities, and maintenance management
GEMMA B. CABUTAJE		Personnel Matters	Address the concerns/issues of DepEd personnel on personnel matters such as service records, appointment, retirement, ERF, reclass, transfer, application for leave, permission to travel.
MERLY B. BARGAS		Asset Management System	Assist DepEd personnel in providing necessary information for effective personnel, plant, supplies of SDO personnel, and equipment sch as disposal, maintenance.
WILMA P. PACAPAC		Records Services	Assist the DepEd personnel in the establishment, implementation and maintenance of a systematic and scientific records management, management cycles such as classification, filing, maintenance & disposal documents.
LOURDES CENTENO	ANGELITA BUNAG	Cash section	Assist the DepED personnel in ensuring efficient, cash collection & receipt, judicious utilization/disbursement of fund; preparation / submission of financial reports based on updated government forms.
HEDWIG M. BELMES	JULIO B. LAZARO	Curriculum and Learning Management	Address the issues, concerns, problems of SDOs in the development & implementation of the curriculum, learning delivery & learning environment.
DR. APOLINAR TURQUEZA	DR. MARICAR TABERDO	Medical/Dental Health Sanitation	Lead in the monitoring of health & nutrition status of all DepEd personnel ang

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			Abrenic Learners to provide technical assistance for the provision of health and Nutrition and dental services.
JOLLY A. DACUYAN	AMADOR GARCIA JR.	Educational Facilities	Facilitate the conduct of need assessment of DepEd personnel, learners on basic education facilities such as buildings, furniture, and other facilities; to ensure the equitable distribution of resources to schools.
RONILO P. GARCIA	EDLAINE B. CASTILLO / CELSO TACANAY	Events Management/ Special Programs/	Deals in the issue/ problems in the department such as sports program, and youth formation, PTA and SSG/SPG programs & activities. Facilitate the proper implementation & utilization of allotted funds to specials programs such as Gulayan, and all other SGOD programs; help ensure that learners' performance increases through implementation of relevant programs, activities and projects.
CELIA BOLANTE	ELMER V. BATONDO	Budget and Finance	Lead in the monitoring of financial management-prioritization of programs and projects; mobilization & utilization of financial resources-claims, payments of salaries, tax deductions & other benefits of SDO personnel; ensure the proper utilization of funds and preparation of reliable and timely financial report
EDEN T. ADRIATICO	DEO M. RAMOS	Professional Learning & Development, Performance Management, Employees Welfare	Provide support to address the issues, concerns, need-based and competency - based professional development programs, performance management, and employee's welfare; provide technical assistance in the implementation of Induction program to all DepEd personnel; lead in monitoring and implementation of the PMIS.



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LORNA B. LLANEZA	RYNWALTER A. PAA	Quality Assurance and Technical Assistance and Technical Assistance	Facilitate the conduct of paper assessment of public (SHS offerings, integrated schools offering, learner assessment, etc) and private (permit, recognition, tuition fee increase) schools in compliance to requirements & standards of quality education; lead in tracking and analyzing the implementation and results of technical interventions; facilitate the issues, needs on Oplan Balik Eskwela (OBE) School-Based Management validation
SEPS, Planning and Research	MELDIE M. DAMIAN	Policy Planning and Research	Coordinate the development of DEDP, DAIP, WFP; lead and review the existing policies and issuances for further policy development recommendation; 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 and information for planning, budgeting, and policy direction.
FLORENCIO B. RIFAREAL JR.		DRRM	Deals with the issues, needs Disaster Risk Reduction Management (DRRM), undertake coordination on repositioning of materials & intervention for preparedness, response, rehabilitation and recovery of schools, develop enhance & disseminate IEC & advocacy resource materials on YLF, DRRM, CCA, EIE.
JESTONI B. BALNEG		Guidance Counseling Services	Facilitate the implementation of the guidance and counseling services to schools, career guidance and advocacy

2. Guided by the BE-LCP, SIP, DEDP and other operational plans of schools and SDO, the team shall perform the roles and functions as identified so that issues/ concerns/ needs on the delivery of quality, relevant, liberating basic education in with high regard on health, safety, peace and order that may arise in the context of COVID 19 pandemic.




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3. It is expected that the roles, and functions of DFTAT shall be performed with the highest degree and integrity of public servants.
4. Full cooperation of all concerned is desired to ensure the success of the division undertakings.
5. Immediate dissemination of this memorandum is directed.


BENILDA M. DAYTAGA EdD, CESO VI
OIC-Schools Division Superintendent

Reference

Regional Memorandum 020 s.2022
Regional memorandum 158 s.2017
Regional Memorandum 009 s. 2021



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