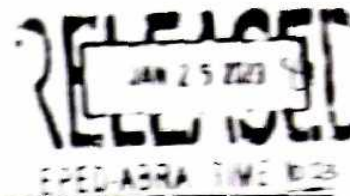




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF ABRA



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

January 23, 2023

No. 039 s. 2023

RECONSTITUTION OF THE DIVISION FIELD TECHNICAL ASSISTANCE (DFTAT) TEAM

To: Asst. Schools Division Superintendent
 Chief Education Supervisor – CID & SGOD
 Concerned Division Personnel
 All Elementary and Secondary School Heads

- Relative to Regional Memorandum 022 s. 2023 re: Composition 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.

Chairman	BENILDA M. DAYTACA EdD, CESO V Schools Division Superintendent
Co- Chairman	SAMUEL T. EGSAEN JR. EdD Assistant Schools Division Superintendent
Team Leader	HEDWIG M. BELMES CES- Curriculum, Implementation Division
Co- Team Leader	RONALD T. MARQUEZ CES- School Governance Operations Division

Member	Alternate	Areas of Concerns	Roles/ Functions/ Terms of Reference
Hedwig M. Belmes	Julio B. Lazaro	Curriculum and Learning Management	Facilitate and lead to Address the issues, concerns, problems of SDOs in the development & implementation of the curriculum learning delivery & learning environment
Ronald T. Marquez	Ronilo P. Garcia	Public Affairs Partnership and Networking	Deal with issues, needs of school partnership, forging MOA, MOU's and



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				implementation of Brigada Eskwela, Adopt A School Program, bottoms up budgeting, partnership and linkages, implement progress & result on systems to schools
Atty Fuentes	Joy	Joey De Guzman	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
Marlou Borja	B.	Rynwalter A. Paa/ Gryan	ICT Matters	Address the issues/needs & concerns in the management of ICT system.
Janet Pascua	B.	Pacita Molina	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.
Gemma Cabutaje	B.	Florgale B. Panelo	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.
Merly Bargas	B.	Hazel Barona	Assets Management System	Assist DepEd personnel in providing necessary information for effective personnel, plants, supplies of SDO personnel



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			and equipment such as disposal & maintenance.
Wilma Pacapac	P. Zorayda Bermudez	Records Services	Assist the DepEd personnel in the establishment, implementation and maintenance of a systematic & scientific records management, management cycles such as classification, filing, maintenance & disposal of documents.
Lourdes Centeno	Angelita Bunang	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.
Dr. Apolinar Turqueza	Dr. Maricar Taberdo	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.
Celia Bolante	S. Elmer V. Batondo	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.
Ronilo Garcia	P. Edlaine B. Castillo/	Events Management, Youth	Deal w/ the issues and problems in the department such as sports program, youth



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	Celso Tacanay	Formation & Special Programs	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.
Lorna B. Llanceza Designated DFTAT Coordinator	Rynwalter Paa	Quality Assurance & Technical Assistance	Facilitate the conduct of paper assessment of public and private SHS offerings, integrated schools, establishment of school; private permit to operate, tuition fee increase-compliance to quality standards; lead in the tracking & analyzing the implementation & results of technical interventions, the performance of schools, facilitate the conduct of DMEA, Oplan Balik Eskwela and Implementation of School-Based Management. Disseminate and coordinate FTAT activities.
Rhoda P. Asencio / Meldie Damian	Marlowe, Gallardo	Policy Planning & Research	Coordinate for the development of DEDP, DAIP, WFP, 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.



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Eden T. Adriatico		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.
Engr.Jolly A. Dacuyan		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 distribution of learning resources to schools.
Jestoni B. Balneg		Guidance Counseling Services	Facilitates the implementation of the guidance & counseling services to schools, career guidance & advocacy.
Florencio B. Rifareal Jr.		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



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- 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.


BENILDA M. DAYTACA EdD, CESO V
Schools Division Superintendent

jm *sd*



Reference:
 Regional Memorandum 22 s, 2023
 SGOD-SMME: reconstitution of DFTAT.....



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