



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION OF
BAGUIO CITY

JUN 07 2018

RELEASED

DIVISION MEMORANDUM
No. 201, s. 2018

REITERATION ON THE SUBMISSION OF THE FIRST QUARTER TECHNICAL ASSISTANCE REPORT

To : Division Chiefs
District Supervisors
Education Program Supervisors
Section Heads
Unit Heads
Public Elementary and Secondary School Heads
All Others Concerned

1. Division Memorandum No. 122, s. 2018, item number 3 "*Vis-à-vis the MEA, Technical Assistance (TA) will be provided using the TA Mechanism Manual of Operation tool (Forms 1, 2, 3, and 4).*" The four forms shall be accomplished by the schools to be forwarded to the District Supervisors for consolidation on or before June 8, 2018. See attached tool.
2. Consolidated technical assistance reports for the First Quarter from the three functional divisions: OSDS, SGOD and CID will be submitted on or before June 13, 2018 to the Regional Office – Field Technical Assistance Division through SMME. Use MS Excel and send it to sharonchristianie.castillo@deped.gov.ph.
3. Immediate dissemination of this Memorandum is desired.


FEDERICO P. MARTIN, EdD, CEEd, CESO V
Schools Division Superintendent



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Form 1: List of Issues/Hindering Factors

Hindering Factors/ Issues/Concerns	Categories/Areas of Indicators	Possible solution	Technical Assistance Provider
1.			
2.			
3.			

Note: Prioritize the hindering factors according to relevance, magnitude, importance and urgency.

Form 2: Intervention / Technical Assistance Plan

This plan should be based from the result of analysis of the performance of the school/schools division for the previous school year/calendar year and the prioritized hindering factors.

Issues/Concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.1 1.2 1.3 ...					
2. Quality and Relevance	2.1 2.2 2.3...					
3. Management of Basic Education or Governance	3.1 3.2 3.3...					

Prepared by:

APPROVED:

Form 3: Quarterly/annual Completion Report

a. Accomplishment report

Technical Assistance Programs/Activities (Based from the Intervention/TA plan)	Physical Accomplishment		Financial Accomplishment		Facilitating Factors	Lessons Learned
	Target	Actual	Target	Actual		
1.1 1.2...						
2.1 2.2...						
3.1 3.2...						



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Form 3: Quarterly/annual Completion Report

b. Report on unaccomplished activities/program for the quarter/year

Technical Assistance Programs/Activities (Based from the Intervention/TA plan)	Expected output		Hindering Factors	Recommendation/ Suggestion
	Physical	Financial		
1.3				Ex: To be implemented in the next quarter
2.2				Ex: Needs technical assistance from the DO/RO
3.5				Ex. To be included in the last quarter programs/activities

Prepared by:

APPROVED:

Form 4: Catch up Plan

Issues/Concerns/ Hindering Factors	Technical Assistance Programs/ Activities	Objectives	Physical Target	Financial Target	Target date of implementation	Persons Involved
1. Provision of Access	1.3					
2. Quality and Relevance	2.2					
3. Management of Basic Education or Governance						

Prepared by:

APPROVED: