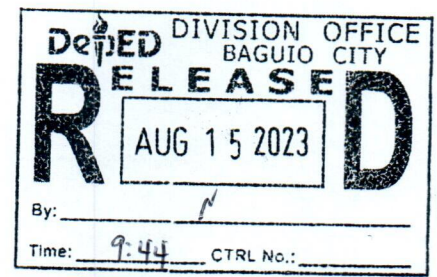




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



August 14, 2023

**DIVISION MEMORANDUM**

No. 335-2023

**RECOMPOSITION OF THE SCHOOLS DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)**

To: CID and SGOD Chief Education Program Supervisors  
 Public Schools District Supervisors  
 Public School Heads  
 All Schools Division Office Personnel  
 All Others Concerned

1. Pursuant to Regional Memorandum No.419 s. 2023, entitled "Composition of Regional Field Technical Assistance Team (RFTAT) and Submission of Division of FTAT for Calendar Year 2023", this is to announce the recomposition of the Schools Division Field Technical Assistance Team (DFTAT).
2. This aims to align the roles and functions of the Division Field Technical Assistance Team with the Regional FTAT and strengthen the collaboration thereof.
3. The Division FTAT shall be as follows:

Functional Division	Chairperson	Co-chair/Members	Roles/Functions/Terms of Reference
Office of the Schools Division Superintendent	Soraya T. Faculo PhD, CESO VI	Christopher C. Benigno, EdD, PhD, CESO VI	Leads and engages with the three divisions (OSDS, CID, SGOD), partners and other stakeholders in providing quality and accessible basic education through policy and direction setting, partnership building, enforcement of standards, and resource management
Legal Office	Atty. Annette Doyaoen		Provides prompt and responsive legal matters services to the stakeholders of the division to ensure integrity and accountability in public service and the efficient delivery of quality basic education.





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			information and strengthens linkages with internal and external stakeholders towards enhanced awareness and perception of the division and of the department.
ICT Matters	Harris Dizon Jr.		Provides support to SDO Personnel, ensure the functionality of ICT facilities, and ensure quality services through delivery and deployment of ICT-enabled solutions and services.
Administrative Matters	Nieves D. Ebanio		Provides the SDO and stakeholders with client focused administrative matters and services.
Personnel Matters		Ma. Louella C. Moncada	Ensures that DepEd personnel are properly compensated for work renders, provided with mandated benefits and properly managed through an efficient and effective database.
Asset Management System and Procurement Unit		Vima Cadungog Natalie Binay-an	Ensure that SDO functional divisions are equitably provided with quality supplies, materials and equipment. In addition, ensures the accurate preparation and prompt submission of procurement documents and reports and monitors the compliance of the procurement process.
General Services		Basilio Talco, Lynn Cabinian, Arnold	Ensures that SDO personnel and clients are provided with safe, clean and healthy working environment, eco-friendly means of mobility.
Records Services		Ariane Bangse-il	Ensures that clients have accurate and prompt access to records and documents they needed.
Cash Unit		Maria Milagrosa Galera	Ensures that Division Office's clients and claimants has accurate and timely
Finance and Budget Unit		Belen R. Tomin	Provides the SDO an accurate and timely financial advice, information and services to ensure equitable allocation, judicious spending and efficient utilization of fiscal resources.





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Accounting Unit		Lilibeth G. Degsi	Leads in the monitoring of financial management-prioritization of programs and projects, mobilization and utilization of financial resources-claims, payments of salaries, tax deductions and other benefits of SDO-personnel; ensure the proper utilization of funds and preparation of reliable and timely financial reports.
Curriculum and Learning Management	Juliet C. Sannad	EPSs and PSDSs	Manage and collaborate with the three functional divisions in the provision and implementation of Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varies learning outcomes.
Alternative Learning System	Juliet C. Sannad	Jojo S. Ambros	Provides basic education services to out-of-school children, youth and adults by assisting the PSDS in coordinating activities on ALS programs and projects; instructional supervision; monitoring and evaluation and provision of technical assistance to ALS Learning Facilitators (Mobile Teachers, DALSCs, Literacy Volunteers, Instructional Mangers Facilitators at the District Level.
Learning Management System		Loida C. Mangangey	Supervises the development, production and distribution of all types of learning resources (printed, digital, multi-media, etc.) for use of the schools so as to increase access to varied quality earning resources by intended users
School Governance and Operations Division	Niño M. Tibangay	Jerry C. Ymson	Ensures that all programs under School Governance Operations Division are well and properly implemented for the smooth operation of schools and for the delivery of quality basic education.





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School Health and Nutrition Section		Dr. Roger Sinot Jr.	Leads in the monitoring of health and nutrition status of all DepEd personnel, provide technical assistance in the provision of Health and Nutrition services and facilitate the implementation of Health programs.
School Management, Monitoring and Evaluation Section		Asuncion C. Saguid Jocelyn Coldeg	Monitor and evaluate the performance of SDO, the compliance of statutory and regulatory policy standards and requirements for the continuous improvement of the organizational performance and delivery of basic education services. Lead and coordinate and integrate the provision of Technical Assistance, facilitates the operations of schools based on their needs to have a better and improved School-Based Management practice that leads to improved learning outcomes.
Planning and Research Section		Jerry C. Ymson Olivia Gomez	Provide the SDO and other stakeholders an accurate, updated, relevant and reliable data, information and analysis for policy review, recommendations, planning research and other data driven decisions.
Human Resource and Development Section		Jovelyn Petra Balantin Samuel Bab-anga	Provides support to SDO and schools' teaching, teaching-related, non-teaching personnel and school leaders to become effective and efficient in the delivery of basic educations services by addressing their needs through the development and implementation of strategic Human Resource systems towards improved personal and professional competence.
Social Mobilization and Networking Section		Juliet Piok Amil Flamiano Jimmy Santos	Establishes, sustains, strengthen, and increase partnership and linkages to address resource gaps. Deals with the issues and needs on DRRM, undertake coordination on prepositioning of materials






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			and interventions for preparedness, response, rehabilitation and recovery of schools, develop, enhance, and disseminates IEC and advocacy resource materials on DRRM, CCA and EIE.
Education Facilities Section		Jordan Gas-ib	Facilitates the conduct of need assessment of DepEd personnel and learners on basic education facilities. Ensures the provision of gender-responsive school facilities.
Youth Formation and Special Programs		Jerry Ymson Arlani Buccat Augie Perl Simangan	Deal with the issues and problems in the department such as sports program, youth formation, PTA, SGC, SELG, SSLG programs and activities. Facilitate the proper implementation and utilization of allotted funds for special programs. Ensures that all program in Sports is well-implemented.

4. The team shall perform their roles and functions as identified to address issues and concerns on the delivery of quality, relevant and liberating basic education.
5. This memorandum repeals the composition of the DFTAT issued last January 19, 2023.
6. Immediate dissemination of this Memorandum is desired.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent  
OIC-Schools Division Superintendent

