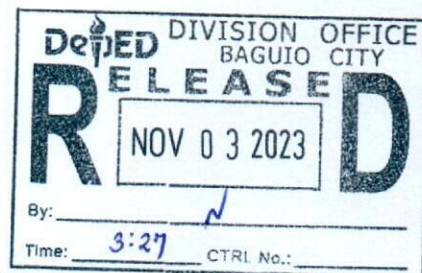




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



November 3, 2023

DIVISION MEMORANDUM
 No. **447-2023**

TUNGTONGAN: TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES

TO: ASDS
 Chief of SGOD and CID
 PSDS
 All Others Concerned

1. Relative to Regional Memo No. 638 s. 2023 titled Tungtongan: Technical Assistance to Schools Division Offices, the schedule for SDO-Baguio City will be on **November 7, 2023** from 8:00AM-5:00PM. The venue will be at the SDO-Third Floor Conference Hall.

2. The specific objectives are:

- discuss the status of service delivery to schools (teaching and non-teaching personnel);
- identify specific bottlenecks, lags, issues, concerns, and challenges that may be causing delays;
- collaboratively plan strategies to expedite service delivery and improve the overall experience for teachers; and
- explore potential solutions and resources to overcome these challenges.

3. The participants are as follows:

ASDS Christopher C. Benigno	Nixon Elahe
Niño M. Tibangay	Rosanna Dizon
Dr. Roger Sinot Jr.	Santiago Bugtong
Asuncion C. Saguid	Nancy Dumalili
Lilibeth Degsi	Jayrerose Guevarra
Vima Cadungog	Marilyn Tami-ing
Nieves Ebanio	Lourdes Lomas-e
Ma. Louella Moncada	Brendalee Awingan
Rosiebeel Marzo	Mark Ronald Cabatic

4. The matrix of the activities is found in Enclosure 1.

5. Immediate dissemination and compliance to this Memorandum is desired.

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



Matrix of Activities

TIME	TOPIC	Person Involved
8:00 – 8:30 / 1:00 – 1:30	Registration Opening Program <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Welcome Remarks • Statement of Purpose • Message 	c/o FTAD staff SDS/ASDS Edgar Madlaing RD/ARD
8:31 – 11:30 / 1:31 – 4:30	Interface of RFTAT with its counterpart in DFTAT <ol style="list-style-type: none"> a. Salary Disbursement - Timely and accurate payment of salaries is essential to the financial well-being of teachers and their families. b. Pay slip - teachers need copy/ies of pay slips as attachment to application of their loans which they may need immediately after the end of the month. c. Certificate of last payment - An important requirement for teachers to claim benefits. d. ERF / Reclassification / Step Increment The best way to recognize the contribution of teachers is to facilitate their promotions without delay. e. Healthcare Services, Mental Health and well-being support - Access to healthcare, check-ups, support for teaching and non-teaching personnel mental health and well-being, is critical. f. Others 	RFTAT and DFTAT members
11:31 – 12:00/ 4:31-5:00	Ways forward Closing Program	
	Facilitators	FTAD personnel