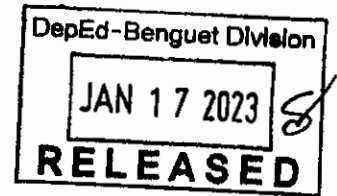




Republic of the Philippines
Department of Education
Schools Division of Benguet



16 January 2023

DIVISION MEMORANDUM

No. 16 s. 2023

COMPOSITION OF SCHOOLS DIVISION OF BENGUET FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) CALENDAR YEAR 2023

TO: Office of the Assistant Schools Division Superintendent
Chief SGOD and CID
All Public Schools District Supervisors & Coordinating Principals
All Public and Private School Heads, Teaching and Non-Teaching Personnel
All Others Concerned

1. To further strengthen the collaboration among SDO's Functional Division Offices in the provision of Technical Assistance in the Division Office, Schools, and Learning Centers, this office announces the composition of the **Division Field Technical Assistance Team (DFTAT)** along with their roles and responsibilities for **Calendar Year 2023**.


2. Please find the following enclosures for guidance and reference.

Enclosure 1: Composition of DFTAT

Enclosure 2: Roles and Functions of the Members of DFTAT

Enclosure 3: Monitoring Tool for TA implemented.

3. Immediate dissemination of and strict compliance with this Memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

sgod/smme



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

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Republic of the Philippines
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Enclosure 1 to DM No. _____

2023 COMPOSITION OF SDO- BENGUET FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)

Division: **BENGUET**

Management Team: **GLORIA B. BUYA-AO**, *Schools Division Superintendent*
CARMEL F. MERIS, *OIC- Assistant Schools Division Superintendent*
LUCIO B. ALAWAS, *CES- SGOD*
RIZALYN A. GUZNIAN, *CES-CID*

Member/Focal	Alternate	AREAS OF CONCERN
Rizalyn A. Guznian, EdD <i>Chief Education Supervisor - CID</i>		Curriculum and Instruction Management
Sonia D. Dupagan <i>Education Program Supervisor, LRMS</i>	Antionette D. Sacyang <i>PDO II - LRMS</i>	LRMS Matters
Lucio B. Alawas <i>Chief Education Supervisor - SGOD</i>	Cesar B. Luma-ang <i>Education Program Supervisor</i>	SGOD Matters
	Xylene Grail D. Kinomis <i>Senior Education Program Specialist</i> Elvernice S. Fanged <i>Education Program Specialist II</i>	Human Resource Management and Development
	Arvin M. Doman <i>Senior Education Program Specialist</i> Lorna M. Yaco <i>Education Program Specialist II</i>	Social Mobilization and Networking
	Nerissa I. Barbosa <i>Project Development Officer II</i>	DRRM
	Dra. Kristy A. Depnag <i>Medical Officer III</i>	School Health and Nutrition
	Engr. Melba B. Himmoldang <i>Engineer III</i>	Physical Facilities
	Stephen P. Bulalin <i>Senior Education Program Specialist</i> Jeanette I. Kiong <i>Planning Officer III</i>	Research & Innovation
	Kenneth W. Kelcho Cliffone K. Bangse-il <i>Project Development Officers I</i>	Youth Formation



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	Corazon C. Quipot <i>Senior Education Program Specialist</i> Joven B. Agtani <i>Education Program Specialist II</i>	School Management Monitoring and Evaluation
Glenn N. Duguis <i>Administrative Officer V</i>	Administrative Matters	
	Susan CJ Dawang <i>Administrative Officer IV</i>	Personnel Matters
	Florabel C. Balanon <i>Administrative Officer IV</i>	Asset Management
	Melvin L. Alfredo <i>Administrative Officer IV</i>	Records Services
	Joyce B. Gavino <i>Administrative Officer IV</i>	Cash
Eric S. Wanson <i>Information and Communication Technology Officer III</i>	Jeoben M. Agnaonao <i>AdA</i>	ICT Matters
Florinda C. Pagoy <i>Accountant III</i>	Florabel E. Buclay <i>Administrative Officer V - Budget</i>	Budget and Finance
Nover B. Singgangan <i>Legal Officer III</i>	Legal Matters	



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Enclosure 2 to DM No. 10, 2028

Roles and Functions of the Division Technical Assistance Team (DFTAT)

DFTAT shall:

- a. Guide, help and support SDO's Functional Divisions, Schools, and Learning Centers to plan, strategize, implement plans, and evaluate performance and accomplishments by delivering appropriate needs-based interventions to effectively deliver basic education services.
- b. Provide responsive and relevant technical assistance to address the needs, gaps, and concerns of SDO's functional divisions, schools, and learning centers.
- c. Regularly monitor the status of SDO's functional divisions, schools, and learning centers in the performance of their functions to facilitate continuous improvement.
- d. Utilize gathered data to provide recommendations for the formulation of the policies for organizational effectiveness.
- e. Collaborate with each other to harmonize TA's provision to SDO's functional divisions, schools, and learning centers and assist in the delivery of basic education services.



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Enclosure 3 to DM No. 18, 52023

QUALITY FORM: TECHNICAL ASSISTANCE MONITORING TOOL

	Republic of the Philippines DEPARTMENT OF EDUCATION Cordillera Administrative Region SCHOOLS DIVISION of BENGUET		Document No.:	SDO-BENG-QF-SGOD-SMME-10
			Revision No.:	01
			Name of Office/ Position Title	SMME/SEPS
			Effective Date:	January, 2021
TECHNICAL ASSISTANCE				

MONITORING TOOL

1. TA Plan implemented

Section: _____

Quarter: _____

TA Activities	ACCOMPLISHMENT				Date of Implementation	Facilitating Factor	Lessons Learned
	Physical		Financial				
	Target	Actual	Target	Actual			

Prepared by:

Noted by:

Reference: Regional Memorandum 023 s. 2023



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 Email: benguet@deped.gov.ph
 Facebook Page: DepEd Tayo Benguet

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