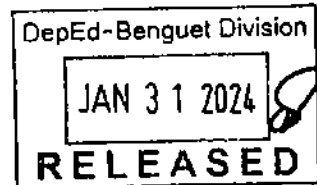




Republic of the Philippines
Department of Education
Schools Division of Benguet



31 January 2024

DIVISION MEMORANDUM

No. 41 s. 2024

COMPOSITION OF SCHOOLS DIVISION OF BENGUET FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) CALENDAR YEAR 2024

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 2024.

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

Enclosure 1: Composition of DFTAT

Enclosure 2: Monitoring Tool for TA implemented.

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


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

sgod/smme2024



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Enclosure No. 1 to SDO Memo No. _____ 2024

**COMPOSITION OF SDO BENGUET FIELD TECHNICAL ASSISTANCE TEAM
(DFTAT) CALENDAR YEAR 2024**

COMMITTEES/ AREAS OF CONCERN	Chair Person	Co- Chairperson/ Members	ROLES/ FUNCTIONS/ TERMS OF REFERENCE
Office of the Schools Division Superintendent	Sally L. Banaken- Ullalim CESO V <i>Schools Division Superintendent</i>	Samuel T. Egsaen Jr. EdD, CESO VI <i>Assistant Schools Division Superintendent</i>	Provides overall management and technical assistance for the efficient operations and effective implementation of policies and education programs at the school division level. The SDS ensures quality in delivering basic education services by developing division work systems and procedures, setting standards consistent with the national and regional educational policies, plans, and standards, and ensuring compliance thereto. The SDS oversees the effective and efficient use of financial, human, and physical resources of the Schools Division and the operations of public and private elementary, secondary, and integrated schools and learning centers are within DepEd standards.
Curriculum Management	Rizalyn A. Guznian, EdD <i>Chief Education Supervisor - CID</i>		Provides strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization, and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to



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LRDMS

Sonia D. Dupagan
Education Program Supervisor, LRMDS

Antionette Sacyang
PDO II

Roxanne B. Mayomis
Librarian

Governance

Lucio B. Alawas
Chief Education Supervisor – SGOD

Cesar B. Luma-ang
Education Program Supervisor

quality and varied learning resources. Provides a technical basis for assessing, acquiring, adapting, developing, producing, and distributing quality learning and teaching resource materials for students and instructional support materials for teachers. Strengthens Schools and Learning Centers' capacity to create a conducive environment for the teaching-learning process to take place, provide for the holistic development of learners, and ensure their readiness to learn through timely planning, mobilization, and equitable distribution of sufficient resources, development of the human resource, provision of technical assistance and building of strong partnership with stakeholders for increased support and resources for the effective and efficient implementation of sustainable programs, projects and services towards increasing access and enhancing the delivery of quality basic education.

Human Resource Management and Development

Xylene Grail D. Kinomis
Senior Education Program Specialist

Ide A. Liwanen
Education Program Specialist II

provides technical support in the implementation of a strategic HRD plan, operationalize the HRD systems, develop its components to suit local situation, and provide technical assistance to the Schools Division Office through the TA teams to deliver quality and sustainable HRD services towards acquisition and development of competent personnel in the region.

Provides technical assistance in preparing the HR strategic and



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Social Mobilization and Networking

Arvin M.
Doman
*Senior
Education
Program
Specialist*

operational plans of schools and learning centers and the division office units.

ensures the provision of adequate resources to schools and learning centers by strengthening and sustaining relationships and collaboration of education partners and stakeholders, mobilizing resources, and providing technical assistance to support special programs and projects towards increasing access and enhancing the delivery of quality basic education

Lorna M. Yaco
*Education
Program
Specialist II*

DRRM

Nerissa I.
Barbosa
*Project
Development
Officer II*

Identifies, assesses, and manages the hazards, vulnerabilities, and risks that may occur in the workplace. Identify and implement cost-effective risk reduction measures and or strategies. Disseminates information and raise public awareness about hazards, vulnerabilities, and risks.

School Health and Nutrition

Dra. Kristy A.
Depnag
*Medical Officer
III*

Promotes and maintains the physical and mental well-being and readiness of learners to learn, by planning, and formulating strategies for health and nutrition programs. Provides supervisory functions to health personnel in the conduct and monitoring of Health and Nutrition Program Services and establishes viable and sustainable linkages with educational partners and stakeholders.

Physical Facilities

Engr. Melba B.
Himmoldang
Engineer III

Provides services to ensure structurally and physically safe buildings, grounds, and facilities for the Division Office, schools, and learning centers to maintain a conducive physical environment.



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Research, Innovation

Stephen P.
Bulalin
*Senior
Education
Program
Specialist*

Facilitates the formulation and implementation of education plans, standards, policies, and guidelines in basic education in the division. Develops and maintains Division Education Planning and Data Management Systems and conducts Provides critical inputs as bases for management's strategic and operational decisions based on researches

Youth Formation

Jeanette I.
Kiong
*Planning
Officer III*
Murphy S.
Liswid
Cliffone K.
Bangse-il
*Project
Development
Officers I*

Coordinates and implements the mandated programs, projects, and activities on youth formation.

School Management Monitoring and Evaluation

Corazon C.
Quipot
*Senior
Education
Program
Specialist*

Ensures quality management systems implementation in schools and Learning Centers and adherence to standards and policies through the provision of timely technical assistance towards effective and efficient school management planning, delivery of basic education programs and services, and assessment of their progress in achieving the educational outcome.

Administrative Matters

Joven B.
Agtani
*Education
Program
Specialist II*

Provides the Schools Division Office with timely, responsive, and economical administrative services in personnel and records management, cash disbursement, procurement, security and custody of property, and the maintenance of facilities, in order to ensure efficient operation of the school's division office towards enabling schools and learning centers provide accessible and quality and basic education.

*Administrative
Officer V*



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Personnel Matters	Maricel S. Codimdim <i>Administrative Officer IV</i>	Addresses the concerns/ issues of DepEd personnel on personnel matters such as service records, appointment, retirement, ERF, re-class, transfer, application for leave, permission to travel (number of days and status)
Asset Management System	Florabel C. Balanon <i>Administrative Officer IV</i>	Assist the DepEd personnel in issues on properties, plant, and equipment such as disposal, maintenance
General Services		Assists the DepEd personnel in providing necessary information for the effective performance of the personnel in security, facilities, and maintenance
Records Services	Melvin L. Alfredo <i>Administrative Officer IV</i>	Assists the DepEd personnel in the establishment, implementation, and maintenance of systematic and scientific records management cycles such as classification, filing, maintenance, and disposal of documents
Cash	Joyce B. Gavino <i>Administrative Officer IV</i>	Assists the DepEd personnel in ensuring efficient cash collection and receipt, judicious utilization/disbursement of fund; preparation and submission of financial reports based on updated government forms
ICT	Eric B. Wanson <i>Information and Communication Technology Officer III</i>	Addresses the issues/needs/concerns of the Division Office and schools in the management of ICT
Budget and Finance	Florinda C. Pagoy <i>Accountant III</i>	Manages the organization's cash flow and ensuring that enough funds are available to meet the financial needs of the SDO and schools.
Legal Matters	Nover B. Singgangan <i>Legal Officer III</i>	Provides legal guidance, draft actions/endorsement on complaints and letters, evaluate complaints and conducts



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preliminary and formal investigations in administrative cases filed against teaching personnel and prepare decisions and resolutions on administrative cases, prepare or review contracts, MOAs/MOUs, represents the division in court cases and provide technical assistance to schools as regards legal services



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Enclosure No. 2 to SDO Memo No. 41 2024

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/SEP S
			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:



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