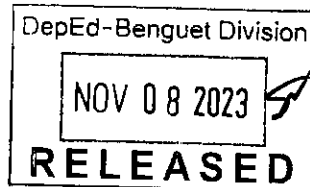




Republic of the Philippines
Department of Education
Schools Division of Benguet



07 November 2023

DIVISION MEMORANDUM

No. 407 s. 2023

TUNGTONGAN: TECHNICAL ASSISTANCE TO SDO BENGUET

To: Office of the Assistant Schools Division Superintendent
Chief SGOD and CID
Public Schools District Supervisors & Coordinating Principals
All Others Concerned

1. This office announces the conduct of **Tungtongan: Technical Assistance Interface Activity with the Regional Office on November 13, 2023 (Monday), from 10 a.m. to 5 p.m. at SDO Adivay Hall.**
2. The activity aims to discuss ways in which the Regional Office can expedite a timely and more efficient delivery of basic services to teaching and non-teaching personnel of the Schools Division Office.
3. Specifically, it aims to:
 - a. discuss the status of service delivery to schools (teaching and non-teaching personnel)
 - b. identify specific bottlenecks, lags, issues, concerns, and challenges that may be causing delays
 - c. collaboratively plan strategies to expedite service delivery and improve the overall experience for teachers and
 - d. explore potential solutions and resources to overcome these challenges.
4. See the attached enclosures for the List of Participants and Activity Matrix.
5. Meals and snacks shall be chargeable against the downloaded funds while travel and other incidental expenses shall be charged against local funds subject to usual auditing and accounting rules.
6. Immediate and widest dissemination of this memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

sgod/smme



Address: Wangal, La Trinidad, Benguet
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Republic of the Philippines
Department of Education
Schools Division of Benguet

List of Participants

**Regional Office
Personnel**

1. RD/ARD
2. FTAD
3. FTAD
4. FTAD
5. ESSD- Health and Nutrition
6. CAO-ASD
7. ASD- Personnel
8. ASD- Asset Management
9. ASD- PSU
10. Finance

**Division Office
Personnel**

11. SDS Sally L. Banaken-Ullalim, CESO V
12. ASDS Carmel F. Meris
13. CES Lucio B. Alawas
14. CES Rizalyn A. Guznian
15. Florinda C. Pagoy
16. Florabel E. Buclay
17. Maricel S. Codimdim
18. Florabel C. Balanon
19. Kirsty A. Depnag
20. Corazon C. Quipot
21. Joven B. Agtani

District Supervisors

22. Melchor C. Tican
23. Delarosa V. Delmas
24. Aladin M. Dobinto
25. Jonathan G. Sadey
26. Juliet K. Baldo
27. Marcelino C. Baldo
28. Simon A. Backian
29. Lilian T. Ulep
30. Roberto S. Pablo
31. Emilyn E. Medina
32. Marilyn A. Tolbe
33. Virginia B. Sanoan
34. Ludinia A. Salioan
35. Daniel A. Pascaden



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Activity Matrix

TIME	TOPIC	PERSON /S INVOLVED
10:00-10:30 AM	Registration Opening Program <ul style="list-style-type: none"> • Nationalistic Song • Prayer • Welcome Remarks • Statement of Purpose • Message 	c/o FTAD Staff SDS Sally L. Banaken-Ullalim CESO V Edgar Madlaing RD/ARD
10:31 AM-3:00 PM	The 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 personnel and their families b. Pay slip- Personnel need copies of pay slips as an attachment to the 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 their benefits d. ERF/ Reclassification/Step Increment- The best way to recognize the contribution of personnel 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 mental health and well-being are critical. f. Others 	RFTAT and DFTAT Members
3:00-5:00 PM	Ways Forward, Agreements and Closing Program	
	Facilitators	FTAD Personnel



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