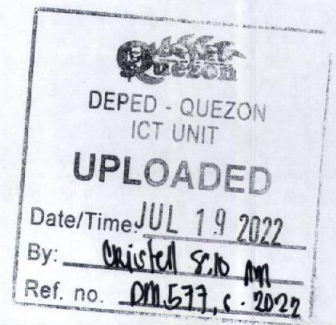




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



18 July 2022

DIVISION MEMORANDUM
DM No. 577, s. 2022

CLUSTERED FIELD TECHNICAL ASSISTANCE

To: Assistant Schools Division Superintendents
Division Chief, SGOD
SGOD Personnel
School Head In-Charge of Governance & Operations
Elementary and Secondary School Heads
All Others Concerned

1. In line with the National Evaluation Framework of the Philippines and in consonance with the implementation of SGOD's Project DUYOG for FY 2022, this Office announces the conduct of the biannual technical assistance provision on August 8-12, 2022.
2. This activity is aimed at providing relevant technical assistance based on the recently concluded DMEPA last July 6-9, 2022, and ensure adequate accountability in the M&E of PAPs.
3. Concerned school heads are requested to ready the following documents which are kept in the SBM corner:
 - a. SMEPA and Project Monitoring Report Form (PMRF); and
 - b. School Report Card (SRC) for SY 2021-2022.
4. The SGOD-SMME shall coordinate with respective SHIGOs regarding the list of schools to be assisted.
5. Please see Enclosure No. 1 for the list of FTA team members and itinerary per team.
6. The SGOD-SMME shall furnish both Teams with copies of FTA tools, including the SGOD UMET (to be given by the Team Leaders to, and accomplished in advance by the concerned schools), the FTA Tool No. 1 (to be accomplished by the Team during actual FTA, per school), and the FTA Tool No. 2 (consolidated report, to be accomplished by the Team a day after the FTA).

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7. To ensure the health and safety of all personnel involved in the FTA, strict protocols in accordance with IATF guidelines shall be enforced during the conduct of the activity.
8. Travel and other incidental expenses of the FTA personnel shall be charged against the Division MOOE, while that of the school heads shall be sourced out from the School MOOE, subject to the usual accounting rules and regulations.
9. Immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA JR., EdD
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

smmeord07/18/2022

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Enclosure No. 1 to DM No. 577, s. 2022

DIVISION FTA TEAMS	
DUYOG UNO	DUYOG DOS
Team Leader: Elizabeth De Villa, Chief	Team Leader: Raul Agaran, EPS
Members: Maria Bernadit Tupas, EPS II Marbin Jeramil Fragata, DPO III Jose Macario Patino, Dentist Gian Carlo Pardilla, Engineer Mark Angelo Tiusan, PDO I Paul Clifford Marquez, SEPS Regina Marino, SEPS Glenda Verdan, PDO I	Members: Oscar Duma Jr., SEPS Gilbert Alva, SEPS Ma. Teresita Abella, Nurse Ramir O. Arbolente, Engineer Arvin Repaso, PDO II Mary Joyce Salamat, EPS II Michelle Duma, EPS II Leah A. Perez, PDO I

ITINERARY PER TEAM							
DUYOG UNO				DUYOG DOS			
CD	District Municipality	FTA Site	Date	CD	District Municipality	FTA Site	Date
1	General Nakar I General Nakar II	Real Sub-Office	August 9-10	3	San Francisco I San Narciso II	Catanauan Sub-Office	August 8-9
	Lucban Pagbilao II	PEL 2	August 11		Buenavista II Mulanay I	Bagupaye NHS	August 10
2	Candelaria West Sariaya East	Quezon NHS	August 8	4	Guinayangan South Guinayangan North	Guinayangan NHS	August 11
	Dolores San Antonio	Sta. Lucia NHS	August 12		Tagkawayan I Tagkawayan II	Guinayangan NHS	August 12

-Nothing follows.-

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Field Technical Assistance Tool

Quarter 3, FY 2022

Date: _____

School: _____

District: _____

School Head: _____

PSDS: _____

Areas/ PAPs	Findings (Points for Technical Assistance)	Action Points (Agreed upon by the TA Recipient and the TA Providers)	Completion Date/ Deadline

**Replicate this page as necessary.*

I, _____ of _____, _____, hereby
(Name of School Head) (Name of School) (School District)

express my full commitment to the mandate of the Department of Education (DepEd) towards continuous improvement through the support provided by the Schools Division of Quezon. All MOVs of Action Points shall be emailed to the SGOD through the SMME on the date provided.

Signature Over Printed Name of TA Recipient

SMME Email: sdo.quezon.smme@deped.gov.ph

Signature Over Printed Name of TA Team Leader

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Summarized FTA Team Report
Quarter 3, FY 2021
Inclusive Dates: _____

Team Name/No.: _____
Team Leader/Position: _____
Team Members/Position: _____

Districts Assisted: _____
Name/No. of Schools Assisted: _____

Common Issues/ Concerns Noted	Team's Recommendations for Action

**Add rows as necessary.*

Prepared by: _____
Consolidator/Position

Reviewed by: _____
Team Leader/Position

Noted by:

SGOD Chief

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School Governance and Operations Division (SGOD)
Unified Monitoring & Evaluation Tool (UMET)

Purpose: This M&E tool is crafted to unify the basic requirements of the different projects, activities, and programs (PAPs) under the SGOD's functional sections/units. This may be used in consonance with existing tools for each PAP of the Department of Education or the Division Office.

Instructions: Based on the given indicators per PAP under observation, please put a check mark to the appropriate column if the requirement is either met [yes], partially met [partly yes], or unmet [no], with reference to available means of verification (MOVs). To add further details or notes to the response for each indicator, the evaluator may input on the Remarks column.

No.	Indicators	Yes	Partly Yes	No	Remarks
1	The school has existing Learning and Development (L&D) plan for the current school year.				
2	The school has prepared proposals and completion reports for the L&D programs.				
3	L&D needs assessment survey is conducted by the school.				
4	The school has GAD Plan and Budget (GPB) prepared, submitted and endorsed for the current year.				
5	The school has GAD Accomplishment Report (AR) prepared, submitted and endorsed for the current year.				

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6	The school has an established and maintained sex-disaggregated database.				
7	The school has an inventory mechanism to track the donations received monthly.				
8	There are documentations to prove the Brigada Eskwela implementation.				
9	The school has files of all the Deeds of Donation received from partners, as well as the Deeds of Acceptance.				
10	The school has a databank of all its partners (individual and group/enterprise).				
11	The school has an established mechanism to recognize and appreciate its partners/donors.				
12	The school DRRM Coordinator is duly designated and is acquainted with his/her/their roles and responsibilities.				
13	The school has a functional DRRM organization and sub-committee.				
14	The school has documentations of all DRRM-related activities, including but not limited to partnership, networking and linkages.				
15	The Youth Formation Division (YFD) program coordinator has prepared and accomplished a general plan of action for the school year.				

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16	The YFD program coordinator has prepared proposals of programs, activities and projects (PAPs) duly approved by the school head.				
17	The school has accomplishment/narrative reports for concluded activities on YFD.				
18	The school presents financial or liquidation report on YFD activities for PAPs with available funding.				
19	There is an available directory of officers and members of student organization/s in the school.				
20	The school testing coordinator is duly designated and is acquainted with his/her/their roles and responsibilities.				
21	The school testing coordinator is trained/capacitated on the process of standard administration of the testing programs.				
22	The school has distribution and retrieval records of the testing materials used.				
23	There is/are school initiative/s regarding the conduct of capacity-building on writing Action Research (AR).				
24	The school has a mechanism on providing technical assistance for teachers on conducting AR.				
25	The school files a copy of conducted research/es by its teaching and non-teaching personnel.				
26	The research outputs are published and/or utilized.				

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27	The school keeps records of the School-Based Feeding Program (SBFP) implementation and fund utilization.				
28	The school has documentation of the Wash-in-School (WinS) improvement focusing on the five crucial indicators, namely: water, hygiene, sanitation, deworming, and health education.				
29	The school has documentation of the Mental and Dental Health Care Programs implemented.				
30	The school has initiated partnership activities with government organizations, non-government organizations, and other stakeholders.				
31	The school accommodates the standard classroom-student ratio for elementary (1:35) or secondary (1:45) level.				
32	The school has no classroom/s subject to major repair.				
33	The school is able to run all equipment/appliances at the same time without tripping any of the circuit breakers.				
34	The school has proof of site ownership.				
35	The school has a duly signed/updated School Improvement Plan- Annual Implementation Plan (SIP-AIP) used as basis for implementation of PAPs.				

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36	The PAPs coordinators have approved program implementation design (PIP) or project proposal for all declared PAPs in the SIP-AIP.				
37	The school has documented the implementation of PAPs in the Project Monitoring Report Form.				
38	The school uses localized M&E tools to track the progress and assess PAPs implementation.				
39	The school has validated School-Based Management (SBM) level of practice.				
40	The school has recorded some issues on enrolment and other concerns on LIS/EBEIS.				
Indicate other school matters requiring immediate intervention:					

Monitored/Evaluated by: _____
Name/Signature of Monitoring Official

Conforme: _____
Name/Signature of School Head

Date of M&E: _____

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