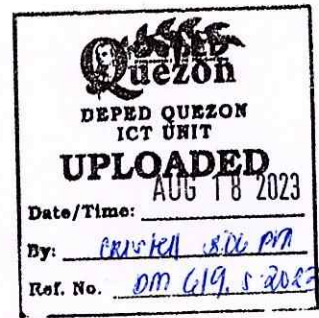




Republic of the Philippines  
**Department of Education**  
REGION IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



17 August 2023

**DIVISION MEMORANDUM**  
DM No. 619, s. 2023

**DIVISION FIELD TECHNICAL ASSISTANCE AND MONITORING  
OF THE OPENING OF CLASSES**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Education Program Specialists  
Public Schools District Supervisors  
School Heads In Charge of Governance and Operations  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In line with DepEd Order No. 24, s. 2022 or the **Adoption of the Basic Education Development Plan (BEDP) 2030**, regarding the provision of timely and demand-responsive technical support to all schools and community learning centers (CLCs) in support to the attainment of DepEd BEDP 2030, the School Governance and Operations Division (SGOD), in collaboration with the Curriculum Implementation Division (CID), shall provide technical assistance and monitoring of the opening of classes to sampled schools in the four congressional districts on **August 29 to September 1, 2023**.
2. In the provision of technical assistance, only the school head and select key teachers shall be involved, and classes shall not be disrupted as per DO 09, s. 2005 or **Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith**.
3. The Division Field Technical Assistance (DFTA) Teams shall:
  - a. provide in advance the schools concerned with a copy of the FTA Form 1 to be accomplished before and validated during the school visit;
  - b. attend the Planning Meeting via Zoom on August 21, 2023, 1:00 p.m., to

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- i. discuss travel arrangements and tools,
  - ii. plan team strategies on the actual provision of TA, and
  - iii. explain post-TA debriefing and reporting.
- c. provide TA in the form of coaching/mentoring (may use a lecture-material);  
and
- d. foster rapport building and supportive approach in dealing with the TA recipients/beneficiaries.
4. The **Public Schools District Supervisors (PSDSs)** are encouraged to assist the DFTA Teams for the success of this endeavor.
  5. To ensure safety of all involved, minimum health and safety protocols shall be enforced during the conduct of the activity.
  6. Please see Enclosure for the DFTA team assignment and itinerary.
  7. Be advised that the details on the **schedule of school visit** shall be communicated directly by the DFTA Teams to the concerned districts/schools.
  8. Districts/schools not included in the itinerary of the DTFA Teams shall be monitored and provided with appropriate TA by their respective PSDSs, as necessary.
  9. Travel and other incidental expenses of the DFTA personnel shall be charged against the Division Maintenance and Other Operating Expenses (MOOE), subject to usual accounting rules and regulations.
  10. Immediate dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent



smmemgd/08/17/2023

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(Enclosure to DM No. 619, s. 2023)

**DIVISION FIELD TECHNICAL ASSISTANCE AND  
MONITORING OF THE OPENING OF CLASSES**

August 29-September 1, 2023

<b>Team Assignment</b>	
<b>Team 1</b>	<b>Team 2</b>
<b>Lead:</b> SGOD Chief Elizabeth M. De Villa	<b>Lead:</b> CID Chief Lorena S. Walangsumbat
<b>Asst. Lead:</b> EPS Juanito A. Merle	<b>Asst. Lead:</b> EPS Raul R. Agaran
<b>Members</b>	<b>Members</b>
EPS Fernando T. Seño EPS Carmela Ezcel A. Orogo EPS Celestina M. Alba EPS Asuncion C. Ilao SEPS Oscar R. Duma Jr. SEPS Regina V. Marino EPS II Maria Bernadit M. Tupas Dr. Jose Macario Patiño PDO I Leah B. Perez PDO II Arvin P. Repaso Engr. Ramir O. Arbolente	EPS Abner L. Pureza EPS Joseph E. Jarasa EPS Joan Alejaida R. Mauhay EPS Jee Ann O. Borines EPS Maria Dylin S. Garcia EPS Walter F. Galarosa SEPS Michelle G. Duma SEPS Paul Clifford N. Marquez EPS II Mary Joyce P. Salamat PO II Marbin Jeramil D. Fragata PDO I Mark Angelo M. Tiusan Nurse Ma. Teresita M. Abella Engr. Gian Carlo Pardilla

<b>Itinerary</b> (August 29-September 1)	
<b>Team 1</b>	<b>Team 2</b>
Pagbilao 1 <ul style="list-style-type: none"><li>• Pagbilao West ES</li><li>• Bukal ES</li></ul>	Tiaong 1 <ul style="list-style-type: none"><li>• San Agustin ES</li><li>• Ayusan ES</li><li>• Bukal ES</li><li>• San Francisco ES</li></ul>
Pagbilao 2 <ul style="list-style-type: none"><li>• Polo South ES</li><li>• Malicboy East ES</li></ul>	Unisan <ul style="list-style-type: none"><li>• Santayana ES</li><li>• San Roque ES</li><li>• Punta ES</li><li>• Kalilayan ES</li></ul>

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Infanta <ul style="list-style-type: none"><li>▪ Libjo ES</li><li>▪ Infanta CS</li><li>▪ Dinahican ES</li><li>▪ Binulusan IS</li></ul>	Mulanay 1 <ul style="list-style-type: none"><li>▪ Latangan ES</li><li>▪ Anonang ES</li></ul>
Gumaca West <ul style="list-style-type: none"><li>▪ Mabunga ES</li><li>▪ Villa Victoria ES</li><li>▪ Progreso ES</li><li>▪ Gumaca NHS</li></ul>	San Narciso 2 <ul style="list-style-type: none"><li>▪ Pinagsama ES</li><li>▪ Bani ES</li><li>▪ Bangkuro ES</li></ul>
Calauag West <ul style="list-style-type: none"><li>▪ Sto Domingo ES</li><li>▪ Sta Rosa ES</li><li>▪ Sumulong ES</li></ul>	

-Nothing follows.

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