



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



DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: **OCT 13 2022**

By: **enickel 10:12 Am**

Ref. no. **DM 849, s. 2022**

06 October 2022

**DIVISION MEMORANDUM**  
**DM No. 849, s. 2022**

**TECHNICAL ASSISTANCE ON GOVERNANCE PROGRAMS**

**To:** Assistant Schools Division Superintendents  
SGOD Chief  
SGOD Personnel  
School Heads In-Charge of Governance and Operations  
Public Schools District Supervisors  
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 2030** regarding the improvement of Enabling Mechanisms (EMs) that support the four pillars of Intermediate Outcomes (IOs), as well as in relation to the Division Technical Assistance Program outlined in the Work and Financial Plan (WFP) of this Office, the SGOD shall provide technical assistance (TA) to sampled schools in the four congressional districts on **October 24-28, 2022**.
2. In the conduct of TA, only the school head and select key teachers shall be involved, and classes shall not be disrupted as per DO No. 09, s. 2005 or **Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith**.
3. The TA 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 October 11, 2022, 9:00 a.m., to
    - i. discuss travel arrangements and tools,

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

**Email Address:** quezon@deped.gov.ph

**Website:** www.depedquezon.com.ph





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

---

- 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 with the use of a lecture-material on implementing governance programs at the school operating unit; and
  - d. foster rapport building and supportive approach in dealing with the TA recipients/beneficiaries.
4. The PSDSs and/or SHIGOs are encouraged to assist the Division FTA Teams for the success of this endeavor.
5. To ensure safety of all involved, minimum health and safety protocols in accordance with existing IATF guidelines shall be enforced during the conduct of the activity.
6. Please see Enclosure for the details on team assignment, date and itinerary.
7. Travel and other incidental expenses of the FTA personnel shall be charged against the Division Maintenance and Other Operating Expenses (MOOE), subject to usual accounting rules and regulations.
8. 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

smmeord/10/06/2022

DEPEDQUEZON-TM-SDS-04-009-003

---



*"Creating Possibilities, Inspiring Innovations"*

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** quezon@deped.gov.ph  
**Website:** www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**

**Region IV-A**  
SCHOOLS DIVISION OF QUEZON PROVINCE

(Enclosure to DM 849, s. 2022)

**TECHNICAL ASSISTANCE ON GOVERNANCE PROGRAMS**

October 24-28, 2022

Team Assignment	
DUYOG Uno	DUYOG Dos
Team Leader: Raul Agaran, EPS	Team Leader: Elizabeth De Villa, Chief
Members: Maria Bernadit Tupas, EPS II Marbin Jeramil Fragata, DPO III Jose Macario Patino, Dentist Ramir O. Arbolente, 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 Gian Carlo Pardilla, Engineer Arvin Repaso, PDO II Mary Joyce Salamat, EPS II Michelle Duma, EPS II Leah A. Perez, PDO I

Itinerary					
DUYOG Uno			DUYOG Dos		
CD	District Municipality	Date	CD	District Municipality	Date
1	<ul style="list-style-type: none"> <li>Infanta</li> <li>-Infanta CS</li> <li>-Infanta NHS</li> </ul>	October 24	3	<ul style="list-style-type: none"> <li>Padre Burgos</li> <li>- Villa Paz ES</li> <li>- Danlagan NHS</li> </ul>	October 24
	<ul style="list-style-type: none"> <li>Pagbilao I</li> <li>-Pagbilao West ES</li> <li>-Pagbilao NHS</li> </ul>	October 25		<ul style="list-style-type: none"> <li>Agdangan</li> <li>- Agdangan CES</li> <li>- Elias Salvador NHS</li> </ul>	October 24
	<ul style="list-style-type: none"> <li>Mauban North</li> <li>-MSEMSAT</li> <li>-SWA ES</li> </ul>	October 25		<ul style="list-style-type: none"> <li>Mulanay II</li> <li>- Mulanay CES</li> <li>- Ila. Yuni JSINHS</li> </ul>	October 25
	<ul style="list-style-type: none"> <li>Mauban South</li> <li>-Cagsiay II ES</li> <li>-Cagbalete INHS</li> </ul>	October 26		<ul style="list-style-type: none"> <li>San Francisco II</li> <li>- Tumbaga ES</li> <li>- Pagsangahan NHS</li> </ul>	October 26

DEPEDQUEZON-TM-SDS-04-009-003

*"Creating Possibilities, Inspiring Innovations"*



**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321  
**Email Address:** quezon@deped.gov.ph  
**Website:** www.depedquezon.com.ph





Republic of the Philippines  
**Department of Education**

**Region IV-A**  
**SCHOOLS DIVISION OF QUEZON PROVINCE**

2	<ul style="list-style-type: none"><li>• Sariaya West</li><li>- Bogon ES</li><li>- Bignay NHS</li></ul>	October 27	4	<ul style="list-style-type: none"><li>• Calauag East</li><li>- Calauag East CES</li><li>- Lamon Bay SOF-Annex</li></ul>	October 27
	<ul style="list-style-type: none"><li>• Candelaria East</li><li>-Pahinga Norte ES</li><li>-Dolores Macasaet NHS</li></ul>	October 27		<ul style="list-style-type: none"><li>• Calauag West</li><li>- Sabang ES</li><li>- Lagay NHS</li></ul>	October 27
	<ul style="list-style-type: none"><li>• Tiaong I</li><li>-Recto Memorial CS</li><li>-Recto Memorial NHS</li></ul>	October 28		<ul style="list-style-type: none"><li>• Gumaca East</li><li>-Bantad-Villafuerte ES</li><li>-Bantad NHS</li></ul>	October 28
	<ul style="list-style-type: none"><li>• Tiaong II</li><li>-Paiisa ES</li><li>-Paiisa NHS</li></ul>	October 28		<ul style="list-style-type: none"><li>• Gumaca West</li><li>-Villa Bota ES</li><li>-Villa Perez NHS</li></ul>	October 28

-Nothing follows.

DEPEDQUEZON-TM-SDS-04-009-003



***"Creating Possibilities, Inspiring Innovations"***

**Address:** Sitio Fori, Brgy. Talipan, Pagbilao, Quezon

**Trunkline #:** (042) 784-0366, (042) 784-0164, (042) 784-0391, (042) 784-0321

**Email Address:** quezon@depd.gov.ph

**Website:** www.depdequezon.com.ph