



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

26 July 2021

DIVISION MEMORANDUM

DM No. 530, s. 2021

FIELD TECHNICAL ASSISTANCE ON SCHOOL GOVERNANCE AND OPERATIONS

To: OIC-Assistant Schools Division Superintendents
SGOD Chief
SGOD Personnel
Public Schools District Supervisors
Elementary and Secondary School Heads
All Others Concerned


1. In line with the **National Evaluation Policy Framework of the Philippines** (NEDA-DBM Joint Circular 2015-1) directing the monitoring and evaluation of PAPs at least once at the end of their program/project life cycle or as frequent as necessary, and in consonance with the School Management Monitoring and Evaluation's (SMME) **Project APPRAISE 2021** [Applying Results-oriented Assessment for Improved School Effectiveness], this Office announces the conduct of **Field Technical Assistance on School Governance and Operations** on **August 9-13, 2021**.
2. The goal of this activity is to verify school data as foundation for evidence-based decisions, to ensure adequate improvement and accountability in the monitoring and evaluation of PAPs, and to offer schools with technical assistance on operations/governance depending on their specific needs as reflected in the Division Monitoring and Evaluation Plan Adjustments (DMEPA) results.
3. Please be advised that teachers should NOT be required to report in school on the said FTA schedule. Hence, school heads concerned are expected to have prepared already all relevant accomplishments and reports in coordination with project team leaders and focal persons of different DepEd programs. Preparing the School Report Card (SRC) and the Project Monitoring Report Form (PMRF) in advance will be highly appreciated.
4. The SGOD-SMME shall coordinate with respective Public Schools District Supervisors (PSDSs) regarding the priority schools and the main areas of concern.

DEPEDQUEZON-TM-SDS-04-009-003



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5. Two (2) FTA teams (DUYOG) composed of trained SGOD personnel will visit the **identified schools/districts in low risk areas** as follows:

Division FTA Personnel	
DUYOG UNO	DUYOG DOS
Team Leader: Elizabeth De Villa, Chief	Team Leader: Raul R. Agaran, EPS
Asst. TL: Oscar R. Duma Jr., SEPS	Asst. TL: Maria Bernadit M. Tupas, EPS-II
Members: Michelle G. Duma, EPS-II Mary Joyce P. Salamat, EPS-II Marbin Jeramil D. Fragata, PO-III Mark Angelo M. Tiusan, PDO-I Marie Antoinette A. Tesalona, Doctor Ramir O. Arbolente, Engineer Carleen D. Aguila, Legal Assistant	Members: Regina V. Marino, SEPS Paul Clifford N. Marquez, SEPS Gilbert C. Alva, SEPS Arvin P. Repaso, PDO-II Jose Macario Patiño, Dentist Gian Carlo Pardilla, Engineer

6. Please see the following itinerary per FTA team.

Date	DUYOG UNO		DUYOG DOS	
	CD	Municipalities/SD	CD	Municipalities/SD
19, 21-23	1	Sampaloc Mauban South Mauban North Infanta Real	3	Unisan Buenavista 1 Buenavista 2 Catanauan 1 Mulanay 2
19, 21-23	4	Plaridel Gumaca West Lopez East Lopez West	2	Tiaong 1 Tiaong 2 Candelaria East Sariaya West

7. The PSDSs are encouraged to assist the Division FTA Teams for the success of this endeavor.

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8. To ensure safety of the TA providers and the TA recipients, **strict health protocols in accordance with IATF guidelines** shall be enforced during the conduct of the activity.
9. Travel and other incidental expenses of FTA personnel shall be charged against the Division Maintenance and Other Operating Expenses (MOOE), subject to the usual accounting rules and regulations.
10. Immediate dissemination of this Memorandum is highly desired.

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

smeord/mbmt07/26/2021

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