



Republic of the Philippines  
**Department of Education**

REGION IV-A  
**SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE**


**June 08, 2020**

DIVISION MEMORANDUM  
NO. 165, s. 2020

To: Assistant Schools Division Superintendent  
Chief, School Governance and Operations Division  
Chief, Curriculum Implementation Division  
All Unit and Section Heads  
All Education Program Supervisors and Specialists  
All Public Schools District Supervisors  
All Public Elementary and Secondary School Heads  
All Concerned

**DEPED CAVITE PROVINCE DIVISION FIELD  
TECHNICAL ASSISTANCE TEAMMATES (DFTAT)**

1. Pursuant to the Regional Order No.11, s.2020 titled "Guidelines in Creating Division Field Technical Assistance Teammates (DFTATs) for Effective Implementation of the Learning Continuity Plan," this Office organizes its Division Field and Technical Assistance Teammates (DFTAT) for school year 2020-2021.
2. The DFTATs shall extend help and support to ensure the continuous delivery of quality basic education, including administrative and education support services, by providing appropriate needs-based interventions for the improvement of the schools' efficiency, effectiveness, and performances towards achieving learners' full potential amidst the challenges brought about by the new normal set-up
3. Attached herewith are the following:
  - a. Composition of the Division Field Technical Assistance Teammates
  - b. Roles and Responsibilities
  - c. Division Field and Technical Assistance Teams Terms of Reference
4. Immediate dissemination of the content of this Memorandum is earnestly desired

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

KAS/ DM No. 165, s. 2020  
060820-002/ 06/08/2020



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Attachment 1 to Division Memorandum No. 165, s. 2020 titled DepEd Cavite Province's Division Field Technical Assistance Teammates

**COMPOSITION OF DEPED CAVITE PROVINCE DFTAT**

DFTAT Complete Name	Assignment	Position/ Designation	Expertise/ Specialization	School/ District Assigned
Rommel C. Bautista	Chairperson	Schools Division Superintendent	Leadership and Management	All Clusters
Galileo L. Go	Co- Chairperson	Assistant SDS	Leadership and Management	
Galileo L. Go	Focal Person	Assistant SDS	Leadership and Management	
CONSTANT TEAMS				
TEAM 1				
Elpidia B. Bergado	Team Leader	CID Chief	Leadership and Management	West and North Cluster District/Extension Offices and Schools
Wenifreda Diquit	Asst. Team Leader	EPS	English	
Riza Soberano	Member	EPS	Science	
Emily Quintos	Member	EPS	Araling Panlipunan	
Rey Ann Avilla	Member	PDO	Monitoring and Evaluation of data	
Kristine Dela Rosa	Member	EPS	Monitoring and Evaluation of data	
Angelita Orenciano	Member	Medical Officer	Medical Services	
TEAM 2				
Diana P. Topacio	Team Leader	CID Chief	Leadership and Management	East and South Cluster District/Extension Offices and Schools
Josephine Monzaga	Asst. Team Leader	EPS	Edukasyon sa Pagpapakatao	
Maribeth Rieta	Member	EPS	Filipino	
Romeo Endraca	Member	EPS	Edukasyong Pantahanan at Pangkabuhayan	
Marlene Panganiban	Member	SEPS	Partnership building	
Reniel Patrick Tejidor	Member	Planning Officer	Monitoring and Evaluation of data	
May Anne Joy Romanes	Member	SEPS - Research	Research	



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**ROLES AND RESPONSIBILITIES**

The Schools Division Office (SDO) empowers schools and Learning Centers (LC) and engages partners and communicates in the delivery of quality basic education that is accessible to all by ensuring quality in the delivery of basic education services by developing division work systems and procedures, setting standards consistent with the national and regional educational policies, plans and standards and ensure compliance thereto. Plan and manage the effective and efficient use of financial, human, and physical resources of the Schools Division towards achievement of DepEd thrusts and goals. Monitor/Supervise that the operations of public and private elementary, secondary and integrated schools and learning centers are with DepEd standards.

**Roles and Responsibilities of the School Governance and Operation Division**

The SGOD supports and capacitates schools and Learning Centers in ensuring a conducive learning environment and in compliance to quality standards of Governance and Operations by providing strategic direction and technical inputs to the management of the schools division towards effective and efficient governance and operation of the schools and learning centers and in being accountable for its organizational effectiveness. To lead and manage the work of the team that will help ensure that Schools Division have the resources, technical assistance and are able to implement sustainable programs and projects to help schools establish and manage conducive learning environment and ensure learner readiness to learn.

**Roles and Responsibilities of the Curriculum and Implementation Division**

Schools and Learning Centers continuously improve the management of curriculum implementation by providing strategic and technical inputs towards the full implementation of the articulated basic education curriculum, enforcing curriculum standards, localization and indigenization of the articulated curriculum to suit the conditions and context of the locality and ensuring access to quality and varied learning resources. To direct and manage the work of the CID team that will help manage curriculum implementation in the schools division and provide technical assistance to the schools in line with the curriculum and learning management.



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**DIVISION FIELD TECHNICAL ASSISTANCE TEAMS' TERMS OF REFERENCE**

**Chairperson and Co- Chairperson**

1. Gives Strategic Direction to the overall TA Team leader in the provision of technical assistance.
2. Makes decision at key governance points during the project/ program to the overall team leader.
3. Supports the project/ program manager.

**Overall Team Leader / Focal Person**

1. Lead, coordinate, and integrate the DFTATs in the provision of Technical Assistance to schools, facilitating the delivery of quality basic education, and creating an enabling environment for schools and learning centers.
2. Facilitate the provision of technical assistance to schools by the Division Field Technical Assistance Teammates, by developing and division wide system of implementing the same technical assistance provision.
3. Lead and manage the work of the DFTATs that will operationalize and monitor the implementation of the Technical Assistance system in the SDO.
4. Coordinate and submit report to the Field Technical Assistance Division.

**Team Leader**

The team leader shall:

1. Convenes with members to analyze the priority needs based on DEDP;
2. Calls for a meeting with their respective team members to discuss the following:
  - 2.1 Terms of reference of each member
  - 2.2 Priority needs identified
  - 2.3 Details in crafting of Technical
  - 2.4 Technical Assistance templates
3. Presents Technical Assistance Plans for comments, suggestion and adjustment; and
4. Finalizes and submits technical assistance plan for approval.

**Assistant Team Leader**

The assistant team leader shall:

1. Performs the functions of the DFTAT team leader his/her absence;
2. Assists team leader in the Field Technical Assistance Activities;
3. Be present in the conduct of RFTAT meeting and Field Technical Assistance



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4. Submits accurate and complete documents/reports and submission on time; and
5. Performs other related duties/task assigned by the Regional Field Technical Assistance Team Leader.

**Members**

The members shall:

1. Be present and participate actively in all RFTAT meetings and activities;
2. Accomplish all forms relative to the conduct of the activity;
3. Observe proper decorum;
4. Ensure fairness, objectivity, and confidentiality in all proceeding and
5. May serve as documenter as designated by the team.



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