



Republic of the Philippines
Department of Education
 REGION IV-A
SCHOOLS DIVISION OFFICE OF CAVITE PROVINCE

DIVISION MEMORANDUM
 NO. 064, s. 2021

To: Assistant Schools Division Superintendents
 Chief, Curriculum and Implementation Division
 Chief, School Governance and Operations Division
 All Units and Section Heads
 Public Schools District Supervisors
 All Concerned

USE OF TECHNICAL ASSISTANCE FORMS

1. To ensure a uniform and systematic approach of the provision of technical assistance by the different functional units and sections of the division office, this office through the initiative of School Governance and Operation Division – School Management Monitoring and Evaluation Section designed a technical assistance forms to be used by each unit/sections in the delivery of technical assistance on the identified needs and concerns of the schools.
2. Relative to this, all division functional units and sections are hereby advised to utilize the suggested forms when providing technical assistance to schools. Also, technical assistance plan using the suggested form shall be submitted to SGOD – SMME Section for the monitoring and evaluation purposes of school management on or before March 31, 2021.
3. All forms relative to this (TA Plan, TA Feedback Form and TA Agreement Form) can be accessed through this link: tinyurl.com/TechAssistForms.
4. Attach herewith is the process flow of the Technical Assistance specified in the operational manual of the School Management Monitoring and Evaluation
5. For clarifications, you may contact Ms. Maria Belen C. Mojica – SEPS, SMME and Ms. Kristine G. Dela Rosa – EPS II, SMME thru email addresses:



 Cavite Capitol Compound, Brgy. Luciano, Trece Martires City, Cavite
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“Serbisyong Pang Edukasyong Tapat at Sapat para sa Batang KABITENYO”



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mariabelen.mojjica@deped.gov.ph and kristine.gener@deped.gov.ph or cellphone no: 0999-299-0973.

6. Immediate dissemination of this Memorandum is highly desired.


ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

MCM / DM 64 s. 2021
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Attachment to the Division Memo No 64 titled Use of Technical Assistance Forms

Step	Responsible Personnel	Details
START		
Identify	M and E Section	Step 1: <ul style="list-style-type: none">Identify and assess the needs and concerns of schools
Coordinate	M and E Section	Step 2: <ul style="list-style-type: none">The identified needs and concerns of the school will be endorsed and coordinated to the concerned division/section for the provision of technical assistance
Create/Collaborate	M and E Section	Step 3: <ul style="list-style-type: none">Creates Technical Assistance Plan based on the identified needs and concerns and submit the same to the Chief SGOD for approval
Implement	M and E Section	Step 4: <ul style="list-style-type: none">Implements the TA plan and accomplish the TA Agreement form
Monitoring and Evaluation	M and E Section	Step 5: <ul style="list-style-type: none">Conduct monitoring and evaluation of the conduct of technical assistance.Collate and analyze TA Feedback Form and provide adjustments, if necessary.
END		



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