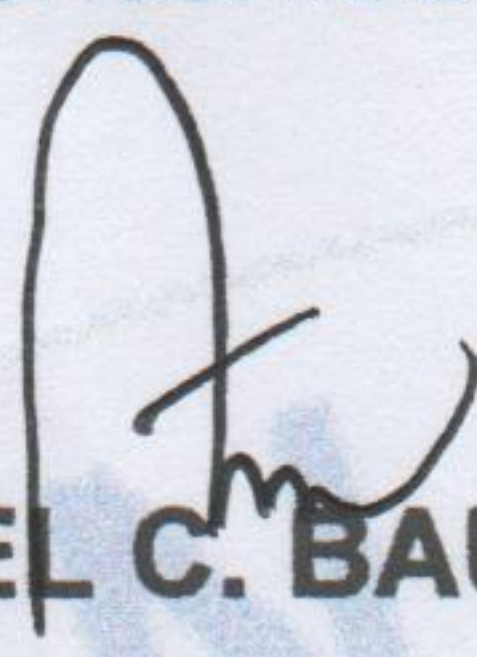


## MEMORANDUM

TO : OIC – Office of the Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division,  
School Governance Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
All Others Concerned

FROM :  **DR. ROMMEL C. BAUTISTA, CESO VI**  
Schools Division Superintendent

SUBJECT : **DIVISION ROLL - OUT OF CAPABILITY BUILDING CUM WORKSHOP IN  
FIELD TECHNICAL ASSISTANCE**

DATE : January 5, 2016

In order to deliver quality services to the people in the organization and to do the tasks effectively and lead independently it is but wise to capacitate people of the organization with required qualities and skills, this office shall hold **A Capability Building Cum Workshop in Field Technical Assistance** on January 7 – 8, 2015 at the DLRC, San Isidro Elementary School.

The objectives of the division roll - out are as follow:

1. Elevate the capability of the schools Division Technical Assistance Team in the delivery of TA services.
2. Familiarize the participants on the TA Framework, Mechanism System and Process.
3. Intensify facilitation skills to improve communication competence.
4. Revitalize the moral values and ideas on TA delivery.
5. Come up with workshop outputs that are useful in the delivery of services.

Participants to this roll-out are the Schools Division Office, Curriculum Implementation Division and Schools Governance Operations Division Personnel. Funding for this Division Roll - Out shall be charged from MOOE to defray expenses for foods, training materials, and other incidental costs related to the activity.

Attached are the Working Committees, Program and Training Matrix for reference.

Immediate dissemination of this Memorandum is earnestly desired.

### EXECUTIVE COMMITTEE

Chairman	-	Dr. Rommel C. Bautista, CESO VI
Members	-	Mrs. Doris DJ. Estalilla Dr. Luisito F. Diego Mr. Anselmo C. Celeste Jr. Mrs. Dolores J. Agong Mrs. Victorina R. Yuson

### WORKING COMMITTEES

#### Program and Invitation

Chairman:	Mr. Frederick B. Vallinas	-	Administrative Officer V
Members:	Mrs. Christine T. Coronado	-	Administrative Officer IV

#### Physical Arrangement

Chairman:	Mr. Noel C. Meriño	-	PDO II – DRRM
Members:	Mr. Roy P. Benson	-	Information Technology Officer
	Mr. Madiel D. Versola	-	Engineer III

#### Food and Refreshments

Chairman:	Mrs. Raquel F. Esguerra	-	Accountant III
Members:	Mr. Ragaam V. Dela Cruz	-	Administrative Officer V – Budget
	Mr. Gavino S. Francisco	-	Administrative Officer IV (Cashier)
	Mr. Michael P. Glorial	-	Supply Officer

#### Documentation

Chairman:	Mrs. Arlene L Tayona	-	SEPS – HRD
Members:	Mrs. Flordeliza O. Mendiola	-	EPS – Monitoring and Evaluation
	Ms. Gayle J. Malibiran	-	EPS – HRD

#### Certificates

Chairman:	Mrs. Priscilla V. Salo	-	EPS – Learning Resource
Members:	Mrs. Maria Florabel M. Tolentino-	-	PDO II – Learning Research
	Mr. Alfonso L. Abogado	-	SEPS – Planning & Research

#### Registration

Chairman:	Mrs. Bernadette I. Berber	-	EPS – Mathematics
Members:	Armand Eric D. Caasi	-	Clerk CID
	Raymond P. Villaraza	-	Clerk SGOD

**DIVISION ROLL - OUT OF CAPABILITY BUILDING CUM WORKSHOP  
IN FIELD TECHNICAL ASSISTANCE**

**January 7 – 8, 2016**

**DLRC, San Isidro Elementary School**

**OPENING PROGRAM**

National Anthem ----- **Mr. Rizalvy S. Pineda**  
EPS II – Social Mobilization

Prayer ----- **Dr. Gloria A. Benedicto**  
District Supervisor

CALABARZON MARCH ----- **Mr. Lolito A. Makiramdam**  
Rizal Mabuhay EPS – MSEP / MAPEH  
Antipolo Hymn

Opening Remarks ----- **Mrs. Doris DJ. Estalilla**  
OIC – Office of the ASDS

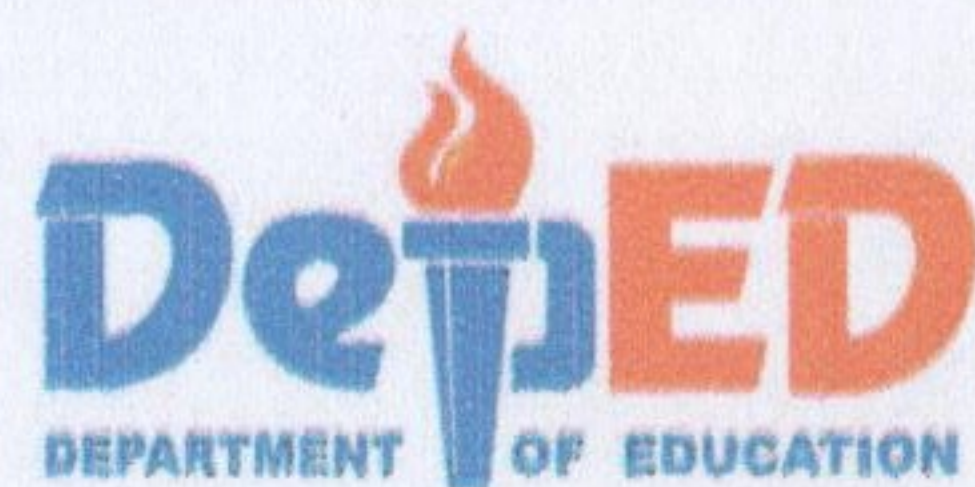
Introduction of Participants ----- **Mrs. Bernadette I. Berber**  
EPS - Mathematics

Message ----- **Dr. Rommel C. Bautista, CESO VI**  
Schools Division Superintendent

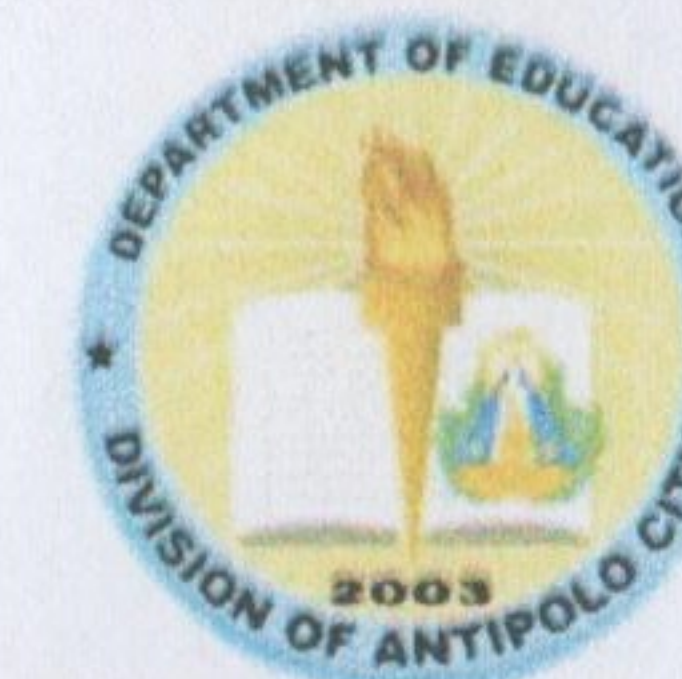
Statement of Purpose ----- **Mr. Anselmo C. Celeste Jr.**  
OIC – Chief, SGOD

Training Proper

**MRS. FLORDELIZA O. MENDIOLA**  
Master of the Ceremony



Republic of the Philippines  
 Department of Education  
 Region IV-A CALABARZON  
 DIVISION OF ANTIPOLO CITY

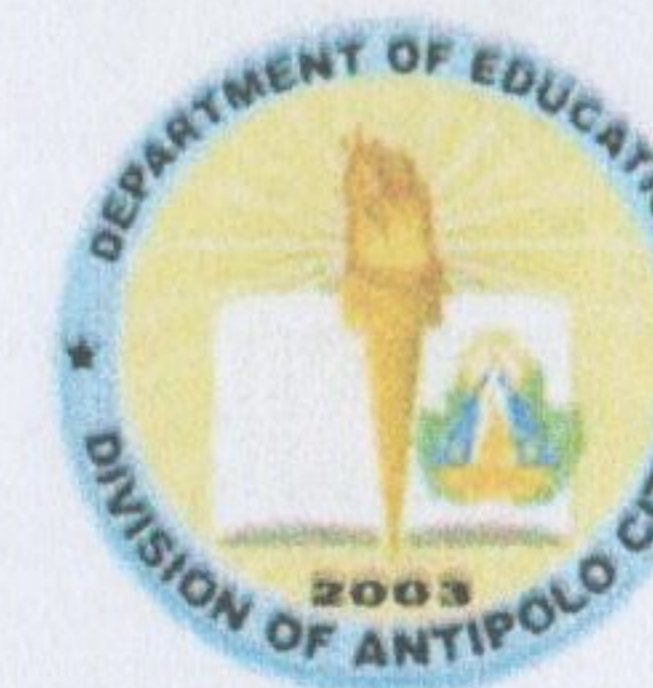


**DIVISION ROLL - OUT OF CAPABILITY BUILDING CUM WORKSHOP IN FIELD TECHNICAL ASSISTANCE  
 TRAINING MATRIX  
 January 7 – 8, 2015  
 DLRC, San Isidro Elementary School**

TIME	DAY 1	TIME	DAY 2
7:00 – 8:00	REGISTRATION		
8:00 – 8:15	Opening Program	8:00 – 8:15	MOL
8:15 – 8:45	Leveling of Expectation	8:15 – 10:00	Differentiating Needs: A Review
8:45 – 9:30	Mrs. Victorina R. Yuson Sharing of Monitoring Experiences A Shift in Paradigm		Mr. Anselmo C. Celeste Jr.
9:30 – 10:15	Mrs. Victorina R. Yuson Workshop:	10:00 – 10:30	BREAK
10:15 – 10:30	Mrs. Victorina R. Yuson BREAK	10:30 – 12:00	Workshop: Analysis and Identifying TA Needs
10:30 – 12:00	Technical Assistance and TA Process Framework	12:00 – 1:00	Mrs. Dolores J. Agong LUNCH BREAK
12:00 – 1:00	Mrs. Dolores J. Agong LUNCH BREAK	1:00 – 3:00	Workshop: Division Field TA Strategic Planning
			Mrs. Victorina R. Yuson



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1:00 – 3:00	Technical and Behavioral Skills of a TA Provider Mrs. Dolores J. Agong	3:00 – 3:30	B R E A K
3:00 – 3:30	B R E A K	3:30 – 4:30	Presentation and Submission of all Outputs Mr. Anselmo C. Celeste Jr.
3:30 – 5:00	Situation Assessment and Needs Analysis Mrs. Dolores J. Agong	4:30 – 5:00	Closing Program
Officer of the day	Mrs. Isabel M. Gonzales	Officer of the day	Mrs. Priscilla V. Salo

