

09 January, 2015


DIVISION MEMORANDUM

No. 9 s. 2015

DIVISION TEAM SUPERVISION AND FIELD AND TECHNICAL ASSISTANCE

TO : OIC-Office of the Assistant Schools Division Superintendent
Education Program Supervisors/Coordinators
Public School District Supervisor
Division Unit Heads
Heads, Public Elementary and Secondary Schools

1. To provide technical assistance to all schools and district (elementary and secondary) in implementing School-Based Management and Enhanced Basic Education Programs, this Office will conduct team supervision and Field and Technical Assistance (FTA) on specified dates and schools.
2. The team is composed of Education Program Supervisors Public District Supervisors, Coordinators, Unit Heads in providing technical assistance (TA) and supervision.
3. The team supervision and FTA shall focus on:
 - a. District/schools priority needs, gaps and strategies
 - b. Best practices
 - c. Level by implementation of TEA Governance
 - d. Monitor the K to 12 Curriculum and Implementation through observation of classes (Om. III and 9)
4. There shall be an entrance and exit conference to every school, 15 minutes presentation of school / performance or status by the school head and other activities as stated in paragraph 3. Attached are Division FTA Plan and Activities, Program of Activities and List of Technical Assistance (TA), schedule of Team Supervision and FTA.
5. Relative to this, there shall be a meeting of all Division Field and Technical Assistance Team at Division Conference Room on Friday, January 16, 2015 at 9:00 in the morning in preparation for the second synchronized visit of the RFTA.
6. Travel and incidental expenses relative to the conduct of this activity shall be charges to MOOE/school local funds subject to usual accounting and auditing rule and regulations.
7. Wide and immediate dissemination of this Memorandum is desired.


DR. MERTHEL M. EVARDOME
Acting Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

PROGRAMS OF ACTIVITIES

| Mode of TA | Specifies Activities Tasks | Time Allocation | Remarks (if any) |
|------------------------|---|-----------------------|------------------|
| 1. Information sharing | Conduct performance orientation into the school head/coordinator/ / key teachers on the purpose of the visit | 30 minutes | |
| 2. Information sharing | Present the school best practices presentation of school heads and response of school performance / status | 15 minutes | |
| 3. Capacity Building | <ul style="list-style-type: none"> • Serve as process observer of class observation being done by the school head • Conduct QA / M&E on special program and projects completed by DepEd CO/RO and Division | 2 hours | |
| 4. Capacity Building | <ul style="list-style-type: none"> • Observe how the school head conducts post- observation conference • Note: give suggestion at proper time • Provide feedback to school head after she/he conducted post-observation conference • Come or arrive at a certain agreements about the observation and results of teaching and learning situations. • Results of the monitoring and evaluation based on checklist tools utilized / used | 30 minutes to 1 hours | |
| 5. Information sharing | <ul style="list-style-type: none"> • Conduct exit-conference provide general feedbacking with regard to school visit (evaluation, monitoring and observation) • Appreciate school head and teachers | 10 minutes | |

Note: Let us join hand towards improved SBM and TEA Governance implementation

"If we believe that all children in learn, then we must believe that all educators can learn, even in the face of the contrary evidence:

-Ronald S. Berta, On Common Ground

LIST OF TECHNICAL ASSISTANCE TEAMS

| | |
|-----------------------------------|----------------------------|
| Dr. Merthel M. Evardome | Over- all Chairperson |
| Mrs. Doris DJ. Estalilla | Over -all Vice Chairperson |
| Mr. Anselmo C. Celeste, Jr. | Team Leader |
| Mr. Frederick B. Vallinas | Assistant Team Leader |
| Mr. Alfonso L. Abogado | Member |
| Mrs. Joyanny ST. Gutierrez | Member |
| Ms. Mary Grace Santiago | Member |
| Mrs. Fely V. Aminoso | Member |
| EPSs as assigned / per need-based | |

TEAM A

Mr. Anselmo C. Celeste, Jr. – TL
Mrs. Joyanny ST. Gutierrez – ATL
Mr. Alfonso L. Abogado
EPSs-as assigned per need-based

TEAM B

Mr. Frederick B. Vallinas-TL
Mrs. Fely V. Aminoso-ATL
Ms. Mary Grace F. Santiago-Member
EPSs-as assigned / need-based



TEAM SUPERVISION/FTA SCHEDULE
Month of January, 2015

| Date | Team | Name of Division Personnel | School/District |
|---------------|--------|----------------------------|-------------------------------------|
| January 15-16 | Team A | Dr. Lusito F Diego | Libis ES, San Ysiro |
| January 22-23 | Team B | Mrs. Lourdes Tabuena | Canumay ES, ANHS Canumay Ext |
| January 29-30 | Team A | Mrs. Merlita Sayago | San Joseph ES, ANHS-Kaysakat Ext |

Month of February, 2015

| Date | Team | Name of Division Personnel | School/District |
|----------------|--------|----------------------------|--|
| February 5-6 | Team A | Mrs. Cristina Salazar | Kaysakat ES, Upper Kilingan ES |
| February 12-13 | Team B | Mr. Reynaldo Andrade, Jr | Apia Integrated School, Calawis NHS |
| February 19-20 | Team A | Mr. Lolito Makiramdam | Calawis ES, Binayoyo ES |
| February 22-27 | Team B | Mrs. Cynthia Quirong | Rizza ES, MGMNHS- Rizza Ext |

Month of March, 2015

| Date | Team | Name of Division Personnel | School/District |
|-------------|--------|----------------------------|--|
| March 5-6 | Team A | Dr. Luisito F. Diego | MGMNHS, Tanza ES |
| March 12-13 | Team B | Mrs. Lourdes Tabuena | Old Bosoboso ES, MGMNHS, Bosoboso Ext. |
| March 19-20 | Team B | Mrs. Merlita Sayago | Sapinit ES, San Juan NHS |

DIVISION TEAM SUPERVISION AND FIELDED AND TECHNICAL ASSISTANCE ACTIVITIES

To: Provide technical assistance to (TA) all Schools/District in the implementation of School-Based Management and Basic Education Programs-Inc prioritization on ADM.

| DIVISION PRIORITIES | GOALS AND OBJECTIVES | TA STRATEGIES AND ACTIVITIES | TIME COMMITMENTS TO TA SERVICES | TA PROVIDER | RESOURCES NEEDED | ANTICIPATED OUTCOME |
|--|--|---|---------------------------------|---|-----------------------------|--|
| SBM Implementation Basic Education Strengthening Programs -Increase access to basic education | Identify procedure to increase access to education | -Data analysis through Focus group Discussions (FGD) -Giving Feedback -Mentoring -Bench Marking -Capacity Building -Observation of classes | January, 2015 to March, 2015 | SDS ASDS EPSS TA Teams Planning Officer School Heads | Office Supplies 5,000.00 | -Access to education improved -SBM implement improved |

Prepared by:

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

DIVISION FTA ACTION PLAN
 2014-2015

| Division Priorities | Goals & Objective of TA | TA Services and Activities | Time Commitments to TA Services | TA Provider | Resource Needed | Anticipated Outcome |
|--|---|---|---|--|---------------------------------|---|
| Increase access to basic education Prioritization of ADM *SBM Implementation Enhanced Basic education *Prioritization on ADM | Classify procedures to increase access to basic education | Data analysis through focus group discussions and giving feedback | (May 22, 2014) (January 2015) | Regional Office District Monitoring Officials Planning Officer | Office Materials (P5,000.00) | Access to basic education improved ADM prioritized |
| Increase number of teaching and non-teaching personnel | Provide strategies to increase number of teaching and non-teaching personnel to improve internal efficiencies | Data gathering, giving feedbacks and policy formulation | (February to June 2014) (January 2015) | Regional Office District Monitoring Officials Planning Officer | Meeting, FDG (P3,000.00) | Number of teaching and non-teaching personnel increased by 2% |
| Maximize utilization of learning resource in the school | Identify strategies in maximizing the utilization different learning resource in the schools in the division | Data gathering, analysis and giving feedbacks | (June – December 2014) (January to May 2015) | Regional Office District Monitoring Officials Supply Officer Accountant | Monitoring (P2,000.00) | Utilization of learning resource in the school maximized by 20% |
| Address shortage on the critical resources | Identify policies to attend shortage of some critical | Data gathering, analysis and giving feedbacks | (June - December 2014) (August 7-8, 2014) | Regional Office District Monitoring Officials | Meeting (P5,000.00) | Shortage on the critical resources addressed by 20% |

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|--|---|--|---|--|---------------------------------|---|--|
| | resources | | (January – May 2015) | Physical Facilities Coordinator Supply Officer Accountant | | | |
| Improve internal efficiency | Identify measures to improve internal efficiency of performance indicators Participation Rate Completion Rate | Data gathering/analysis through focus group discussions | (August 7-8, 2014) | Regional Office District Monitoring Officials QAA Team | Meeting (P3,000.00) | Internal efficiency improved by 5% | |
| Increase achievement rate in NAT | Identify strategies to increase the achievement rate in NAT in different schools in the division | Data gathering and analysis through focus group discussions | (April-May, 2014) | Regional Office District Monitoring Officials QAA Team | Meeting (P3,000.00) | Achievement rate in NAT increased by 20% | |
| Improve curriculum Strengthen ALS Program Establish IPED Program/Curriculum | Identify methods to improve curriculum implementation of K to 12 BEP, ALS and IPED | Data gathering/researches and monitoring and evaluation | (January-December 2014) (January – April 2015) | Regional Office District Monitoring Officials CLM Team | Monitoring Forms (P3,000.00) | Curriculum implementation improved ALS Program Improve IPED was organized | |
| Improve human resource development | Provide strategies to school heads and teachers to improve teaching capabilities | Data gathering, feedback, policy formulation and capability building | (January – December 2014) January – May 2015) | Regional Office District Monitoring Officials QAA Team | Monitoring Forms (P3,000.00) | Human resource development improved | |

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|---|---|--|--|--|---|--|
| Establish division data and improve information dissemination | Identify policies to establish accurate data and improve information dissemination in the field | Data gathering, analysis and giving feedbacks | (January – December 2014) | Regional Office District Monitoring Officials QAA Team AO | Meeting (P3,000.00) | Division data and information dissemination improved |
| Improve stakeholders' participation | Identify strategies to improve stakeholders participation in all the division and school activities | Data gathering, analysis, giving feedbacks, summits and meetings | (January to December 2014) | Regional Office District Monitoring Officials ESS Team | Meeting (P3,000.00) | Stakeholders' participation improved |
| Improve instructional supervision | Identify measure to improve instructional supervision of all school head | Data gathering, policy formulation and training | (January to December, 2014) | Regional Office District Monitoring Officials QAA Team | Meeting (P3,000.00) | Instructional supervision of SHS improved |
| Improve public expenditure/financial services | Identify method to improve public expenditures/financial services of the school in the division | Data gathering, feedbacks and training | (January – December 2014) | Regional Office District Monitoring Officials Accountant Supply Officer | Monitoring Monitoring Forms (P3,000.00) | Public expenditure/financial services improved |
| Improve School Based Management | Identify factor that hinders the improvement of level of practice from: Developing to | Training Document, Observation and Discussion (DOD) Validation | (January- December 2014) (August 7-8, 2014) | Regional Office District Monitoring Officials EES Team | Monitoring Monitoring Forms (P3,000.00) | School Based Management in every school improved |

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| | maturing | | | | | | | | |
| | Maturing to advance | | | | | | | | |

Prepared by:

TECHNICAL ASSISTANCE TEAM

APPROVED:



MERTHELL M. EVARDOME, Ed.D.

Officer In-Charge

Office of the Schools Division Superintendent