



Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (88)8564524 (09)178892245 www.depedmisor.net

DIVISION MEMORANDUM  
 No. 735, series 2017

**PARTICIPATION TO THE CONDUCT OF CONSULTATIVE WORKSHOP ON  
 TECHNICAL ASSISTANCE (TA) MECHANISMS, SYSTEMAS AND PROCESSES  
 FOR SCHOOLS DIVISION OFFICES**

TO :

No.	Name of Participants	Positions
1.	Rudy O. Magdugo	Chief, Schools Governance and Operations Division
2.	Maria Teresa M. Absin, Ph.D	Education Program Supervisor I
3.	Edwin L. Gamorot	Planning Officer III
4.	Danny A. Asio	SEPS on M & E
5.	Roie M. Ubayubay, Ph.D.	Lead District in-charge (SBM)
6.	Lynette R. Abroguena, Ph.D.	Lead School Principal (Elementary-SBM)
7.	Fe D. Arancon	Lead School Principal (Secondary-SBM)

FROM : **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent

DATE : December 14, 2017

As per Region Memorandum No. 548, series 2017, re: Consultative Workshop on Technical Assistance (TA) Mechanisms, Systems and Processes for Schools Division Offices, you are hereby directed to attend the conduct of the Consultative Workshop on Technical Assistance (TA) Mechanisms, Systems and Processes for Schools Division Offices on December 18-21, 2017 at Koresco Hotel, Pueblo de Oro Golf Estates, Masterson Avenue, Cagayan de Oro City.

Board and lodging, transportation, and honorarium of the Resource Persons shall be charged to HRTD funds. The same will apply to the participants subject to the usual accounting and auditing rules and regulations.

Attached is the copy of the Region Memorandum No. 548, series 2017 for your ready reference.

For compliance.





Republic of the Philippines  
**Department of Education**  
 REGION X – NORTHERN MINDANAO  
 DIVISION OF MISAMIS ORIENTAL



Don Apolinar Velez-Del Pilar Sts., Cagayan de Oro City 9000 (88)8564524 178892245 www.depedmisor.net

**TRAVEL ORDER**

TO :

No.	Name of Participants	Positions
1.	Rudy O. Magdugo	Chief, Schools Governance and Operations Division
2.	Maria Teresa M. Absin, Ph.D	Education Program Supervisor I
3.	Edwin L. Gamorot	Planning Officer III
4.	Danny A. Asio	SEPS on M & E
5.	Roie M. Ubayubay, Ph.D.	Lead District in-charge (SBM)
6.	Lynette R. Abroguena, Ph.D.	Lead School Principal (Elementary-SBM)
7.	Fe D. Arancon	Lead School Principal (Secondary-SBM)

FROM : CHERRY MAE L. LIMBACO, Ph.D., CESO V  
 Schools Division Superintendent

DATE : December 14, 2017

As per Region Memorandum No. 548, series 2017, re: Consultative Workshop on Technical Assistance (TA) Mechanisms, Systems and Processes for Schools Division Offices, you are hereby directed to **travel on official business** to attend the conduct of the Consultative Workshop on Technical Assistance (TA) Mechanisms, Systems and Processes for Schools Division Offices on December 18-21, 2017 at Koresco Hotel, Pueblo de Oro Golf Estates, Masterson Avenue, Cagayan de Oro City.

Attached is the copy of the Region Memorandum No. 548, series 2017 for your ready reference.

For compliance.





November 17, 2017

17 NOV 2017

RELEASED

**REGION MEMORANDUM**

No. 548, s. 2017

**CONSULTATIVE WORKSHOP ON TECHNICAL ASSISTANCE (TA)  
MECHANISMS, SYSTEMS AND PROCESSES  
FOR SCHOOLS DIVISION OFFICES**

**TO: Schools Division Superintendents  
Chiefs of Regional Office Functional Divisions  
This Region**

1. In line with Region Memorandum 415 s 2017 on the *Establishment and Operationalization on Technical Assistance Mechanisms, Systems and Processes*, a four-day Consultative Workshop on Technical Assistance (TA) Mechanisms, Systems, and Processes for Schools Division Offices shall be conducted on December 18-21, 2017, at Koresco Hotel, Pueblo de Oro Golf Estates, Masterson Avenue, Cagayan de Oro City.
2. This undertaking aims to:
  - a. present proposed TA Nexus Design and its features both in the region and division;
  - b. appreciate composition of the Regional and Division Field Technical Assistance Teams (FTATs) with corresponding role clarifications and functions;
  - c. engage Public Schools District Supervisors (PSDS) in the management of TA Nexus in organically clustered schools;
  - d. revisit established Rapid Appraisal Tools and Processes; and
  - e. conduct simulations on the actual facilitation of a face-to-face coaching and mentoring of schools.
3. The following are the identified participants:
  - a. Chiefs of the Functional Divisions in the Regional Office
  - b. CID and SGOD Chiefs (2)
  - c. Division Planning Officer, SBM Coordinator, SEPS on M&E (3)
  - d. Lead Public Schools District Supervisor (1)
  - e. Lead School Principal in Elementary and Secondary Schools (2)

4. Check-in time will be at 2:00 pm on December 17, 2017. The first meal to be served will be dinner of the said date and the last meal will be lunch on November 21, 2017.
5. Board and lodging, transportation, and honorarium of the Resource Person shall be charged to HRTD Funds. The same will apply to the participants except the honorarium subject to the usual accounting and auditing rules and regulations.
6. For more information, please contact Ms. Lita F. Base, EPS of FTAD, through her mobile number 09151867201.
7. Your usual support on the matter is highly enjoined.

  
**ALLAN G. FARNAZO**  
**Director IV**

Incl.: As indicated

To be indicated in the **Perpetual Index** under the following subjects:

Capacity Building Program  
Systems  
Processes  
Technical Assistance

**FTAD/lita**


## Training Workshop on Technical Assistance (TA) NEXUS for SDOs

	Monday	Tuesday	Wednesday	Thursday
8.0 - 10.0	Registration & Leveling of Expectations	Division TA NEXUS: <ul style="list-style-type: none"> <li>Establishing the TA NEXUS in the SDO</li> </ul>	Validating TA Requirements: Rapid Appraisal Tools & Techniques	Providing the TA: Face to face Process <ul style="list-style-type: none"> <li>Providing the TA - Coaching &amp; Mentoring</li> </ul>
10.15 - 12.0	Overview of the TA NEXUS <ul style="list-style-type: none"> <li>Design Considerations</li> </ul>	Division TA NEXUS: <ul style="list-style-type: none"> <li>DFTAT Composition &amp; Roles &amp; Responsibilities</li> </ul>	Validating TA Requirements: Rapid Appraisal & Techniques	Providing the TA: Face to face Process <ul style="list-style-type: none"> <li>Negotiation &amp; Agreements</li> </ul>
1.15 - 3.15	Overview of the TA NEXUS <ul style="list-style-type: none"> <li>Key Features &amp; Region TA Mechanism</li> </ul>	Managing the District-level TA: <ul style="list-style-type: none"> <li>Overview of the TA Process</li> </ul>	Case Study: Planning for a Holistic TA <ul style="list-style-type: none"> <li>Workshop</li> </ul>	Tracking the TA: <ul style="list-style-type: none"> <li>Concluding the TA</li> </ul>
3.30 - 5.0	Overview of the TA NEXUS <ul style="list-style-type: none"> <li>Division TA Mechanism</li> </ul>	Managing the District-level TA: <ul style="list-style-type: none"> <li>Determining TA Requirements using KPIs</li> </ul>	Case Study: Planning for a Holistic TA <ul style="list-style-type: none"> <li>Processing &amp; Planning the TA</li> </ul>	Preparing the Contact Report <ul style="list-style-type: none"> <li>Report Format &amp; Database. Closure &amp; Next Steps (Setting up the SDO TA NEXUS &amp; DFTAT)</li> </ul>

Submitted by:

  
**EDITH B. LAGO-ORTEGA, Ph D**  
 Chief, FTAD

APPROVED:

  
**ALLAN G. FARNAZO**  
 Director IV