



January 15, 2018

REGIONAL MEMORANDUM

No. 029-2018

**SUBMISSION OF REPORTS ON THE QUARTERLY LIST OF ISSUES / HINDERING FACTORS, TECHNICAL ASSISTANCE / INTERVENTION PLAN, QUARTERLY COMPLETION REPORT – ACCOMPLISHMENT REPORT & UNACCOMPLISHED ACTIVITY/PROGRAM**

TO: Schools Division Superintendent  
All others concerned  
All Schools Division Offices

**RECEIVED**  
JAN 22 2018


1. The Regional Office through the Field Technical Assistance Division (FTAD) request the submission of the following forms per quarter for 2018 Calendar Year

- Form 1 - List of Issues / Hindering Factors
- Form 2 - Technical Assistance/ Intervention Plan
- Form 3 - Quarterly Completion Report - Accomplishment Report
- Form 4 - Quarterly Completion Report – Unaccomplished Activity / Program

2. Reports must follow the template in the **Technical Assistance Mechanism Manual of Operation** using **MS EXCEL** and submit to [ftad.depedcar@gmail.com](mailto:ftad.depedcar@gmail.com) on

FORMS	Office	1 <sup>st</sup> Quarter	2 <sup>ND</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter
Form 1	School to District Office	Jan 30	Apr 5	July 5	Oct 5
	District Office to SDO	Feb 5	Apr 10	Jul 10	Oct 10
	SDO to Region	Feb 12	Apr 16	Jul 16	Oct 15
Form 2	School to District Office	Jan 30	Apr 5	July 5	Oct 5
	District Office to SDO	Feb 5	Apr 10	Jul 10	Oct 10
	SDO to Region	Feb 12	Apr 16	Jul 16	Oct 15
Form 3	School to District Office	Apr 5	July 5	Oct 5	Jan 30
	District Office to SDO	Apr 10	Jul 10	Oct 10	Feb 5
	SDO to Region	Apr 16	Jul 16	Oct 15	Feb 12
Form 4	School to District Office	Apr 5	July 5	Oct 5	Jan 30
	District Office to SDO	Apr 10	Jul 10	Oct 10	Feb 5
	SDO to Region	Apr 16	Jul 16	Oct 15	Feb 12

3. Immediate dissemination of this Memorandum is desired.

  
**MAY B. ECLAR, Ph. D., CESO V**  
Officer In-charge  
Office of the Regional Director