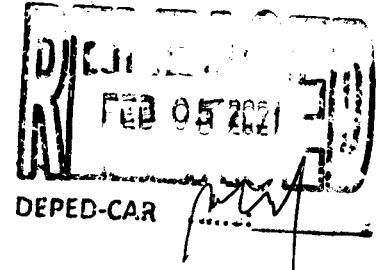




Republic of the Philippines
Department of Education
Cordillera Administrative Region



February 5, 2021

Regional Memorandum
No. ~~043.2021~~

**ORIENTATION ON THE USE OF THE TECHNICAL ASSISTANCE
MECHANISM MANUAL OF OPERATION (TAMMO)**

TO: OIC-Assistant Regional Director
All Schools Division Superintendents
All Regional Office Functional Divisions' Chiefs/Unit Heads
All Others Concerned

1. Relative to Republic Act No 9155 or the Governance of Basic Education Act of 2001 decentralizing education governance and made "the school as the heart of formal education system"; Technical Assistance Mechanism Manual of Operation handbook was created by the Regional Field Technical Assistance Team (RFTAT) to provide clear procedures, guidelines, tools and suggested structure in implementing the Technical Assistance (TA) mechanism.
2. Relative hereto, the regional office through the Field Technical Assistance Division (FTAD) announces the conduct of Orientation on the Use of TAMMO at NEAP-R on February 16, 2021.
3. The activity aims to:
 - a. orient the members of the RFTAT on the utilization of the Regional Technical Assistance Manual of Operation in the execution of the different processes in providing technical assistance to clients;
 - b. strengthen collaboration among / between members of the RFTAT and DFTAT; and
 - c. appreciate the significance of members' participation in facilitating TA provision for the implementation of programs, projects, and activities.



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MANAGEMENT SYSTEMS SOLUTIONS

4. The participants of the said activity are the following:

DIVISION	Name of Participants	No of Part
ORD	RD Estela L. Carino & ARD Florante E. Vergara	2
ADMIN	Edgardo T. Alos, Daisy P. Eswat, Marites Calica, Susan Bangnan, Lilia Banawe, Eleonora Albidas, Cornelia Adaci-Dulnuan	7
CLMD	Carmel F. Meris, Jonalyn Ambrona, Jeannie Claire Piggangay, Angela Apopot, Patricio Dawaton, Asterio Madalla, Rosita Agnasi, Thelma Dalay-on, Bryan Hidalgo	9
ESSD	Edgar Madlaing, Dra Angeline Calatan, Eng'r Christopher Hadsan, Evangeline Malag	4
FTAD	Ethielyn E. Taqued, Alfredo B. Lanas, Marjory T. Valdez, Elvira M. Cudli	4
Finance	Atty Sebastian Tayaban, Corazon Walcien, Emily Godoy, Cristina Paquit	3
HRDD	Sasha Joseph Daganos, Nover Keithly Mente	2
NEAP	Jennifer Ande, Dexter Andres	2
QuAD	Maksim Botilas, Leonardo Aquino, Romulo Basa, (Georgina Ducayso)	4
PPRD	Aida Payang, Florence Balictan, Crisanta Pantaleon	3
SDOs	SGOD Chiefs, SMME, SBM Coordinators	24
TOTAL		64

5. The link for the orientation shall be sent to the SDO participants via DepEd email accounts on the day before the activity.

6. Attached are the following documents for guidance and reference:

Enclosure A – Matrix of Activity

Enclosure B – Management Team and functions

7. Regional participants are requested to observe health and safety protocols like social distancing, wearing of mask and face shield, disinfection and washing of hands.

8. Meals and snacks of the regional office participant shall be charged against MOOE subject to usual accounting rules and regulations.

9. Immediate and widest dissemination of and strict compliance with this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

Enclosure A of RM No. 043.2021

MATRIX OF ACTIVITY

TIME	ACTIVITY	PERSON IN-CHARGE
7:45 – 8:00	Registration	c/o FTAD
8:00 – 8:15	Opening Program Pambansang Awit AVP Prayer Cordillera Hymn Acknowledgement of Participants Welcome Remarks Message	AVP c/o Elvira Cudli CES - Ethielyn E. Taqued ARD - Florante E. Vergara RD – Estela Carino
8:15 – 9:30	Definition, Forms, Objectives, Guiding Principles of TA; Functions and Responsibilities of TA Providers and Client	ARD Florante E. Vergara
9:30 – 10:45	Understanding the customized TA Mechanism Framework	Marjory T. Valdez
10:45 – 12:00	Needs, Issues, Concerns based on RMEA, RoMEA	Maksim Botilas
12:00 – 1:00	LUNCH BREAK	
1:00 – 1:45	Process of Identifying TA Agenda	Ethielyn E. Taqued
1:46 – 3:00	Planning, Group discussion for the identification of TA Agenda	Alfredo B. Lanas
3:00 – 4:30	Preparation of TA Plan according to the Result of Discussion	RFTAT members
4:30 – 5:00	Synthesis Clearing House Closing Program	FTAD Staff

Enclosure B of RM No. 043.2021

MANAGEMENT COMMITTEE

COMMITTEE	TERMS OF REFERENCE	PERSON IN-CHARGE
Consultant	Manage the overall conduct of the activity	RD Estela L. Cariño ARD Florante E. Vergara
Chairperson	Plans the details and organize the reorientation activity. Recommends procedures or guidelines in the implementation of the activity	CES Ethielyn Taqued
Coordinator	Coordinates / assist in providing direction to activity. Facilitates the smooth conduct of the activity. Ensures the readiness of materials needed in the conduct of the activity.	Marjory T. Valdez
Documenter	Documents the highlights of the presentation, questions from participants; provides photo documentation of significant activity;	Alfredo B. Lanas
Registration	Handles the registration and attendance of the activity	Elvira M. Cudli