



Republic of the Philippines
Department of Education
 REGION I



JAN 16 2024

REGIONAL MEMORANDUM

No. 0062 s. 2024

**FIRST QUARTER COORDINATION MEETING OF
 TECHNICAL ASSISTANCE (TA) PROVIDERS**

To: Schools Division Superintendents

1. The Department of Education Regional Office I through the Field Technical Assistance Division shall conduct the First Quarter Coordination Meeting of TA Providers on January 30, 2023, 8:30 a.m. at the DepEd RO1 Executive Conference Hall.
2. The activity aims to:
 - 2.1 present and finalize the enhanced guidelines articulated in RM No.068 s. 2021 otherwise known as Guidelines on the Implementation of Strategic Technical Assistance in Region I and the roles and functions of the Regional and Division Field Technical Assistance Teams (RFTAT and DFTAT);
 - 2.2 review TA templates and contextualize TA needs assessment (TANA); and
 - 2.4 reconstitute DFTAT to strengthen the capacities of SDOs in providing sustainable technical support to schools.
3. Participants to this activity are the concerned members of the Regional Field Technical Assistance Team (RFTAT) and one (1) SDO Focal Person in-charge of Technical Assistance.
4. The copy of the enhanced guidelines and TA templates/forms can be accessed in this link <http://tinyurl.com/TAGuidelines-Templates>.
5. Transportation and other incidental expenses of the participants relative to this activity shall be charged against their respective local funds subject to government accounting and auditing rules and regulations.
5. This Memorandum serves as authority to travel of the participants.
6. Attached is the matrix of the activity.
7. Immediate dissemination of this Memorandum is desired.


TOLENTINO G. AQUINO
 Director IV 

Encl.: None
 Reference: None
 To be indicated in the Perpetual Index
 Under the following subjects:

EDUCATION SCHOOLS TECHNICAL ASSISTANCE




FTAD/mvl/RM_First_QuarterlyTA
 January 15, 2024



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Flores St., Catbangen, City of San Fernando, La Union
 Telephone Nos.: (072) 607-8137/682-2324

 DepEd Region I  region1@deped.gov.ph  www.depedro1.com

**FIRST QUARTER COORDINATION MEETING OF
TECHNICAL ASSISTANCE PROVIDERS**
DepEd RO-I Executive Conference Hall
January 30, 2024, 8:30 a.m.

Time	Activity	In-Charge
8:30-9:15	I. Preliminaries	
	a. Prayer	Princess Esther E. Legaspi ADAS-I, FTAD
	b. Acknowledgement of Participants	Ritchie G. Macalanda EPS, FTAD
	c. Statement of Purpose	Maria Teresa M. Bautista CES, FTAD
	d. Opening Remarks	Rhoda T. Razon Assistant Regional Director
	e. Message	Tolentino G. Aquino Regional Director
9:15-10:15	II. Meeting Proper	
10:30-12:00	a. Finalization of the Enhanced STAR 1 Guidelines	Members of the RFTAT and DFTAT
1:00-2:00	b. Review of TA templates c. Contextualize TA Needs Assessment (TANA) d. Review of the Roles and Functions of RFTAT and DFTAT	Members of the RFTAT and DFTAT
2:00-3:00	III. Open Forum	
3:00-3:05	IV. Ways Forward/Agreements	Maria Teresa M. Bautista CES, FTAD
3:05-3:10	V. Closing Message	Myla V. Lalicon EPS, FTAD

MYLA V. LALICON
EPS-FTAD
Moderator