



Republic of the Philippines
Department of Education
 REGION I



JAN 30 2024

REGIONAL MEMORANDUM

No. 0115, s. 2024

QUARTERLY CONDUCT OF TEAPOT (THURSDAY ENGAGEMENT AND ASSESSMENT ON POLICIES AND PROCESSES, OPERATIONS, AND TECHNICAL ASSISTANCE) TO THE SCHOOLS DIVISION OFFICES FOR FISCAL YEAR 2024

TO: **Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned**

1. This Office, through the Quality Assurance Division (QAD) announces the Quarterly TEAPOT with the M and E Specialists and SDO Personnel-In-Charge of Public and Private Schools for Fiscal Year 2024.
2. The activity aims to sustain communication and engagement focusing on good practices, bottlenecks, concerns, and challenges in the implementation of policies, processes, and PPAs along Access, Equity, Quality, and Resiliency and Well-Being.
3. This year's Quarterly TEAPOTs will be conducted via Zoom using the link <https://tinyurl.com/TEAPOT2024> @ 2:00 P.M. on the following dates:

Activity	Date
First Quarter TEAPOT	March 7, 2024
Second Quarter TEAPOT	June 6, 2024
Third Quarter TEAPOT	September 5, 2024
Fourth Quarter TEAPOT	December 4, 2024

4. To facilitate the conduct of the TEAPOTs with the SDOs, the forms can be accessed through this link <https://tinyurl.com/TEAPOTForms>.
5. The TEAPOT report will be submitted to qad.region1@deped.gov.ph on the following schedule using the specified links:

Activity	Date of Submission	Link for Submission
First Quarter TEAPOT	Feb 27, 2024	https://tinyurl.com/1stQtrTEAPOTFY2024
Second Quarter TEAPOT	May 28, 2024	https://tinyurl.com/2ndQtrTEAPOT/FY2024

Third Quarter TEAPOT	August 27, 2024	https://tinyurl.com/3rdQtrTEAPOT/FY2024
Fourth Quarter TEAPOT	November 25, 2024	https://tinyurl.com/4thQtrTEAPOT/FY2024

6. For inquiries please contact the Quality Assurance Division at telephone number (072) 682-2324 local 117 or email at qad.region1@deped.gov.ph or email Dr. Melisa G. Del Prado, EPS-in-Charge of TEAPOT at melisa.delprado@deped.gov.ph.
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:

ASSESSMENT POLICIES PROCESSES
 OPERATIONS TECHNICAL ASSISTANCE

QAD/mgp/RM_2024/QuarterlyConductOfTEAPOTForFY2024
 January 29, 2024

