



Republic of the Philippines  
**Department of Education**  
 REGION I



**REGIONAL MEMORANDUM**

No. 475 s. 2025

**VALIDATION AND FINALIZATION OF THE CONTEXTUALIZED  
 TA OPERATIONS MANUAL**

To: Schools Division Superintendents  
 Assistant Schools Division Superintendents  
 Chiefs of Functional Divisions (QAD, PPRD, FTAD)  
 CID/SGOD Chiefs  
 All Others Concerned

1. The Department of Education Regional Office I, through the Field Technical Assistance Division (FTAD), shall conduct the validation and finalization of the contextualized TA Operations Manual (Phase II) on April 22-24, 2025 at National Educators Academy of the Philippines (NEAP) Region I, San Vicente, City of San Fernando, La Union.
2. The goal of this activity is to validate and finalize the Technical Assistance (TA) Operations Manual. This manual will help users effectively give and receive TA, which will lead to better program implementation, improved organizational capacity, and enhanced service delivery.
3. The participants include select members of the RFTAT, SGOD/CID Chiefs, SDO TA Coordinators, and technical assistance practitioners. The individuals participating are as follows:

	<b>Name</b>	<b>Position/ SDO</b>
1	Philip John Gregory G. Aldos	SGOD Chief, Ilocos Sur
2	Lloyd C. Rosquita	SGOD Chief, Ilocos Norte
3	Emiliana M. Boac	SGOD Chief, La Union
4	Redentor B. Aquino	SGOD Chief, Pangasinan II
5	Carmina C. Gutierrez	CID Chief, Pangasinan I
6	Editha R. Pridas	CID Chief, San Carlos City
7	Marie Christine L. Natividad	CID Chief, Vigan City
8	Leomar C. Abara	SEPS, Alaminos City
9	Elnora T. Raroque	EPS, Alaminos City
10	Dolores A. Ubina	SEPS, Batac City





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11	Mary-Ann G. Suyao	EPS, Candon City
12	Edgar T. Timbol	EPS-II, Dagupan City
13	Melissa A. Felipe	SEPS, Ilocos Norte
14	Alona D. Campo	SEPS, Ilocos Sur
15	Alma R. Tabilang	PSDS, Ilocos Sur
16	Arthur V. Ligaten	SEPS, La Union
17	Arlene P. Coloma	SEPS, Laoag City
18	Jojo R. Jose	SEPS, Pangasinan I
19	Hilario M. Olivo, Jr.	SEPS, Pangasinan II
20	Juliet G. Resngit	EPS, San Carlos City
21	Arlyn A. Siador	EPS-II, San Fernando City
22	Grace G. Natnat	SEPS, Urdaneta City
23	Myla V. Lalicon	EPS, Urdaneta City
24	Susiemar M. Rapisura	EPS, Vigan City
25	Edison R. Mendoza	HT-VI, Manaoag NHS, Pangasinan II
26	Romel N. Sanchez	HT-III, Bacnar NHS, San Carlos City
27	Leah L. Olua	EPS, PPRD
28	Liezl P. Mique	EPS, QAD
29	Maria Teresa M. Bautista	CES, FTAD
30	Ritchie G. Macalanda	EPS, FTAD
***	Princess Esther E. Legaspi	ADAS I, FTAD

4. The draft of the contextualized TA Operations Manual can be accessed via the google drive link: <https://tinyurl.com/Finalization-TAManual> for comments and suggestions.

5. Participants are requested to check-in on April 22, 2025, at 2:00 p.m. and check-out on April 24, 2025, at 2:00 p.m. They are also reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

6. Transportation, per diem, and other incidental expenses for the participants will be charged to the Schools Division Office's MOOE/School MOOE/ local funds, subject to the usual accounting and auditing rules and regulations.

7. Should you have any further questions or require clarifications, please coordinate with Mr. Ritchie G. Macalanda, EPS of the Field Technical Assistance



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Division, via email at [ritchie.macalanda@deped.gov.ph](mailto:ritchie.macalanda@deped.gov.ph) or by cellphone at +63 999 976 1509.

8. 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:

TA MANUAL  
TECHNICAL ASSISTANCE

FTAD/rgm/RM\_ValidationFinalizationTAManual  
April 2, 2025



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