



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



JUL 29 2026

**REGIONAL MEMORANDUM**

No. 94) s. 2026

**DISSEMINATION OF THE REVISED TECHNICAL ASSISTANCE (TA) FORMS**

To: Schools Division Superintendents

1. In line with the continuous improvement of the Technical Assistance (TA) delivery system and the implementation of the updated Contextualized Technical Assistance Operations Manual, the Department of Education Regional Office I, through the Field Technical Assistance Division (FTAD), hereby disseminates the revised Technical Assistance (TA) forms for adoption and use by all concerned offices.
2. The revised TA forms aim to standardize the planning, provision, monitoring, documentation, and reporting of technical assistance across all governance levels. The revised forms are as follows:

|              |                                                 |
|--------------|-------------------------------------------------|
| RO-FTAD-F001 | Technical Assistance Needs Assessment (TANA)    |
| RO-FTAD-F002 | Technical Assistance (TA) Plan                  |
| RO-FTAD-F003 | Technical Assistance Agreement                  |
| RO-FTAD-F004 | Technical Assistance Progress Monitoring Report |
| RO-FTAD-F005 | Technical Assistance Accomplishment Report      |

3. Attached are the revised TA forms and the Matrix of Authorized Signatories by Office, which shall serve as the guide in the preparation, review, and approval of the required TA documents,
4. The revised TA forms and the updated Contextualized TA Operations Manual may also be accessed through the following link:  
<https://tinyurl.com/revisedTAForms>.
5. Any provisions of previous issuances on TA forms that are inconsistent with this Memorandum are hereby repealed, amended, or modified accordingly.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV/ Regional Director *Reb*

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
Under the following subjects:

EDUCATION

SCHOOLS

TECHNICAL ASSISTANCE

FTAD/rrc/RM\_RevisedTAForms  
July 28, 2026



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Enclosure 1 to RM No. \_\_, s. 2026

**MATRIX OF SIGNATORIES**

| Action                         | Regional Office                  | Schools Division Office                                                          | School                                                                           |
|--------------------------------|----------------------------------|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| Prepared                       | TA Coordinator/ EPS              | TA Coordinators<br>(CID Supervisor<br>& SGOD SEPS-SMME)                          | Team Leader<br>(Department Head,<br>Master Teacher/Learning<br>Area Coordinator) |
| Reviewed                       | Chief Education Supervisor (CES) | CES, CID and SGOD                                                                | School Principal                                                                 |
| Noted/ Approved                | Regional Director                | Schools Division<br>Superintendent (SDS)                                         | PSDS/Monitoring<br>Supervisor                                                    |
| Conforme<br>(for TA Agreement) | RO and SDO TA Coordinators       | TA Coordinators<br>(CID Supervisor,<br>& SGOD SEPS-SMME)<br>and School Principal | Team Leader and the<br>concerned personnel                                       |