



Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF CALBAYOG CITY

DIVISION MEMORANDUM

No. 43, s. 2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisors, CID/SGOD
Education Supervisors
Public Schools District Supervisors
Section Heads
All others concerned

FROM: **MOISES D. LABIAN JR. PhD, CESO VI**
OIC-Schools Division Superintendent

**SUBJECT: REORGANIZATION OF THE DIVISION FIELD TECHNICAL ASSISTANCE (TA) CORE TEAM
AND DIVISION FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMS (DFTACTs) FOR
CALENDAR YEAR 2023**

DATE: April 3, 2023

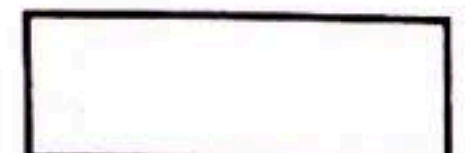
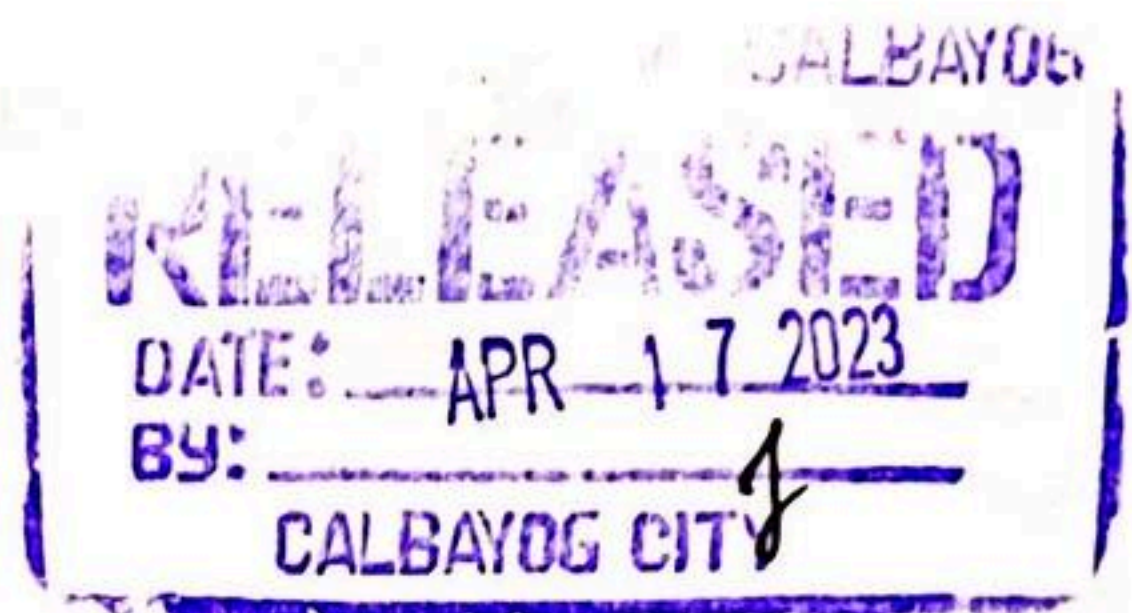
1. In order to intensify and strengthen the Technical Assistance (TA) Mechanism in the schools division and to proactively provide technical assistance to schools towards continuous improvement, this office has re-structured and re-organized the Division Technical Assistance (TA) Core Team and Division Field Technical Assistance Composite Teams (DFTACTs).

2. The Division Field Technical Assistance Composite Team (DFTACT) is hereby constituted as follows:

Chairman : **Dr. Moises D. Labian Jr. CESO VI**
OIC-Schools Division Superintendent

Co-Chairman : **Dr. Sherlita A. Palma, CESO VI**
Assistant Schools Division Superintendent

Members : **Dr. Renato S. Cagomoc**
Chief ES, CID



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Mr. Ubaldo D. Diomangay
Chief ES, SGOD

Sheryll Ann Marie G. Lacaba, CPA
Accountant III

Ms. Edita S. Cano
Administrative Officer V

Sunshine Marjorie E. Ventures
Budget Officer III

Dr. Avelina P. Tupa
EPS/Division TA Coordinator

Dr. Joy B. Saldaña
EPS/Alternate Division TA Coordinator

Atty. Maria Catherine Salurio Barandino
Legal Officer

Dr. Arlene M. Catalan
Medical Unit

3. The Division Field Technical Assistance Composite Teams (DFACTs) are hereby constituted as follows:

Team	Team Leader	Team Members	Area of Function	Assigned Area/Districts
1	Chair: Dr. Erwin L. Purcia Sub-Chair: Dr. Nelson Bello	Alma R. Caber	Curriculum & Instruction	Calbayog 1 & 2
		Anabelle O. Yangzon	Curriculum & Instruction	
		Rina M. Aboganda	Curriculum & Instruction	
		Oscar Billate	Governance & Operations	
		Sophia C. Monteron	Health & Nutrition	
		Marian C. Advincula	Governance & Operations	
		Mailyn Villanueva	Administrative Officer	
		Jhera Mae Dagami	Bookkeeper	
		Daryl Alegria	Disbursing Officer	
		Maritess Cailo	Administrative Officer	
		Charina Balane	Bookkeeper	
		Charles Ivan Donnel Sequio	Disbursing Officer	
2	Chair: Joshua Sherwin T. Lim Sub-Chair: Dr. Joy B. Saldana	Nora G. Capetillo	Curriculum & Instruction	Calbayog 3 & 4
		Teresa D. Villa	Curriculum & Instruction	
		Engr. Jordan B. De Veyra	Curriculum & Instruction	
		Kristabel Cabral	Administrative Services	
		Rosalia M. Rivera	Governance & Operations	
		Adrian Marie C. Nuevo	Health & Nutrition	
		Mary Jane T. Bulan	Administrative Officer	
		Katherine Capalis	Bookkeeper	
		Steve M. Joriza	Disbursing Officer	
		Rica Monique B. Mancol	Administrative Officer	
		Jucelyn Bacalso	Bookkeeper	
		Roxannie A. Rosales	Disbursing Officer	

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3	Chair: Dr. Renato S. Cagomoc Sub Chair: Mercedita S. Garcia	Ester A. Siozon	Curriculum & Instruction	Calbayog 5 & 6
		Elbert G. Ongcal	Curriculum & Instruction	
		Beverly C. Longcop	Curriculum & Instruction	
		Carren Meryl A. Cabadsan	Governance & Operations	
		Marita P. Senolos	Governance & Operations	
		Dr. Susan Queroljico	Health & Nutrition	
		Engr. Lyrian L. Montances	Education Facilities	
		Duane Kristan Callosa	Administrative Officer	
		Aletta Yvone Guades	Bookkeeper	
		Neil Jose Tangaran	Disbursing Officer	
		Marchel Picardal	Administrative Officer	
		Roxanne J. Rosales	Bookkeeper	
		Queenie C. Allequir	Disbursing Officer	
4	Chair: Lourdes L. Matan Sub-Chair: Ricky S. Cano	Reynaldo T. Bernales	Curriculum & Instruction	Oquendo 1 & Oquendo 2
		Ma. Gina U. Moreno	Curriculum & Instruction	
		Lilibeth G. Ortiz	Curriculum & Instruction	
		Ma. Marlie M. Mendoza	Governance & Operations	
		Ma. Benjie Señora	Health & Nutrition	
		Marilyn M. Tahil	Governance & Operations	
		Lloyd Marcial	Administrative Officer	
		Aiza Balawing	Bookkeeper	
		Carla Sabanao	Disbursing Officer	
		Mylyn Cano	Administrative Officer	
		Rizalyn Marcial	Bookkeeper	
		Thyla Logero	Disbursing Officer	
5	Chair: Dr. Geraldine P. Sumbise Sub Chair: Dr. Avelina P. Tupa	Jose O. Abon	Curriculum & Instruction	Tinambac an 1 and Oquendo 3
		Noemi S. Castante	Curriculum & Instruction	
		Galina Panela	Planning & Research	
		Asther E. Bachar	Administrative Services	
		Sharon D. Balza	Governance & Operations	
		Nikki Ivy S. Sabenecio	Health & Nutrition	
		Joseph Amita	Administrative Officer	
		Liza Teves	Disbursing Officer	
		Joel Nicolasura	Bookkeeper	
		Ronnel Clarido	Administrative Officer	
		Jay Carlo Prudenciado	Bookkeeper	
		Carla Sabanao	Disbursing Officer	
6	Chair: Arnold M. Jaraba Sub-Chair: Noel E. Sagayap	Pedro Montecillo	Curriculum & Instruction	Tinambac an 2 & 3
		Ma. Teresa S. Simon	Curriculum & Instruction	
		Benedicto Merales	Governance & Operations	
		Eric Doroja	Governance & Operations	
		Patria G. Lapara	Health & Nutrition	

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	Dr. Simeon M. Panoy	Health & Nutrition	
	Naomi Talahiban	Administrative Officer	
	Marjun Mahistrado	Bookkeeper	
	Girlye A. Salurio	Disbursing Officer	
	Hermie Alcera	Administrative Officer	
	Randy Munez	Bookkeeper	
	Monaliza Ayohan	Disbursing Officer	

4. Technical Assistance providers are expected to perform the following **roles and functions**:
 - a. Provide support, coaching and guidance to clients in the performance of their functions;
 - b. Utilize the result of the DMEA in planning or preparing a Quarterly TA Plan;
 - c. Regularly appraise clients on the status of their performance and to do their functions;
 - d. Provide the necessary information to the clients in the performance of their functions more effectively;
 - e. Provide motivation and encouragement to move forward and for continuous improvement; and
 - f. Utilize data gathered to inform regional TA providers in aid for policy formulation.
5. In order to perform these roles and functions, technical assistance providers have the following **responsibilities**:
 - a. Guide and help clients in planning, strategizing, implementing plans, evaluating performance and accomplishments;
 - b. Share information regarding directions from higher management;
 - c. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd;
 - d. Offer client's information where to source out the needed TA;
 - e. Give feedback, especially those coming from their clients for continuous improvement; and
 - f. Prepare recommendations for policy formulation.
6. This Memorandum shall serve as **Special Order** of all identified Team Leaders and Members of the DFTACTs.
7. For the information and compliance of all concerned.