



Republic of the Philippines  
**Department of Education**

Region VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

April 18, 2024

**DIVISION MEMORANDUM**

No. 249, s. 2024

**REORGANIZED DIVISION FIELD TECHNICAL ASSISTANCE COMPOSITE TEAMS (DFACT) AND THEIR TERMS OF REFERENCE**

**To :** Asst. Schools Division Superintendent  
 CID and SGOD Chief  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Unit Heads  
 All Others Concerned

1. The field is hereby informed of the reorganized Division Field Technical Assistance Composite Teams (DFACT) as follows:

**Division TA Core Team Composition:**

Overall Chairperson: Dr. Margarito A. Cadayona Jr. CESO VI, *OIC-SDS*  
 Team Leader: Dr. Jun-Nilou D. Dulfo, *OIC-ASDS*  
 Members: Dr. Renato S. Cagomoc, *CID Chief*  
 Dr. Avelina P. Tupa, *OIC-SGOD Chief*  
 Education Program Supervisors  
 Section/Unit Heads

**Division Field Technical Assistance Composite Teams (DFACT):**

Sub-teams	Districts	Members	Terms of Reference
Team 1	Calbayog 1 Calbayog 2	<b>Team Leader:</b> Joshua Sherwin T. Lim <b>Members:</b> Teresa S. Simon Geraldine P. Sumbise Nora G. Capetillo Grace S. Pagunsan Asther E. Bachar Ma. Marlie M. Mendoza Calbayog 1&2 Administrative Officers	1. Provide support, coaching and guidance to clients in planning, strategizing, implementing plans, evaluating performance and accomplishments. 2. Utilize the result of the MEA in planning or preparing a TA plan.
Team 2	Calbayog 3 Calbayog 4	<b>Team Leader:</b> Joy B. Saldana <b>Members:</b> Nelson R. Bello Anabelle O. Yangzon Jose O. Abon Sheryl Ann Marie Lacaba Eric R. Doroja Carren Meryl Cabadsan Calbayog 3&4 Administrative Officers	3. Regularly appraise clients on the status of their performance and to do their functions. 4. Provide the necessary information to the clients in the performance of their functions more effectively. Share information regarding directions from higher management.
Team 3	Calbayog 5	<b>Team Leader:</b>	



	Calbayog 6	<p>Reynaldo T. Bernales  <i>Members:</i>                  Teresa D. Villa                  Mercedesita S. Garcia                  Atty. Catherine Barandino                  Sharon D. Balza                  Rosalia M. Rivera                  Joanna Lou Portura                  Angela Balan                  Calbayog 5&amp;6                  Administrative Officers</p>	<p>5. Provide motivation and encouragement to move forward and for continuous improvement.</p> <p>6. Utilize data gathered to inform regional TA providers in aid for policy formulation.</p> <p>7. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd.</p>
Team 4	Tinambacan 1 Oquendo 1	<p><i>Team Leader:</i>                  Erwin L. Purcia  <i>Members:</i>                  Ricky S. Cano                  Noemi S. Castante                  Alma R. Caber                  Sunshine Marjorie Ventures                  Marilyn S. Tahlil                  Ma. Bella B. Ortiz                  Jennifer Campillo                  T1 and O1                  Administrative Officers</p>	<p>8. Offer client's information where to source out the needed TA.</p>
Team 5	Oquendo 2 Oquendo 3	<p><i>Team Leader:</i>                  Lourdes L. Matan  <i>Members:</i>                  Benedicto Merales                  Ma. Gina U. Moreno                  Jordan B. De Veyra                  Galina V. Panela                  Jay-ar Panoy                  Suzette Candaza                  Oquendo 2 &amp; 3                  Administrative Officers</p>	
Team 6	Tinambacan 2 Tinambacan 3	<p><i>Team Leader:</i>                  Arnold M. Jaraba  <i>Members:</i>                  Noel E. Sagayap                  Elbert G. Ongcal                  Ester A. Siobzon                  Patria G. Lapara                  Simeon M. Panoy                  Generson Nabual                  Tinambacan 2&amp;3                  Administrative Officers</p>	

2. It is expected that the DFACT Teams and Sub-teams shall convene before and after field deployment in every quarter to confer, plan and gather data to be reflected in the DTAPP and DTAPE in every quarter. DTAPP and DTAPE templates are attached in enclosures 1 and 2.

3. DFACT quarterly conference shall be conducted at the division conference hall, scheduled as follows:

Quarter 1: April 25, 2024  
 Quarter 2: June 28, 2024

Quarter 3: September 27, 2024  
 Quarter 4: December 20, 2024