



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

March 17, 2026

**DIVISION MEMORANDUM**

No. 135, s. 2026

**REORGANIZATION OF THE DIVISION FIELD TECHNICAL ASSISTANCE  
(TA) CORE TEAM AND DIVISION FIELD TECHNICAL ASSISTANCE  
COMPOSITE TEAMS (DFACTs) FOR CALENDAR YEAR 2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors (CID/SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Senior Education Program Specialists  
Section/Unit Heads  
All others concerned

1. To strengthen the Technical Assistance (TA) mechanism across the schools division and empower schools in their relentless drive for excellence, this Office, through the School Governance and Operations Division (SGOD), has boldly restructured the Division TA Core Team and the Division Field Technical Assistance Composite Teams (DFACTs).

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

**Chairman** : **Dr. Margarito A. Cadayona Jr., CESO VI**  
Schools Division Superintendent

**Co-Chairman** : **Dr. Jun-Nilou D. Dulfo**  
OIC-Asst. Schools Division Superintendent

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

**Dr. Avelina P. Tupa**  
OIC-Chief ES, SGOD

**Atty. Rhea P. Aguado**  
Attorney III

**Ms. Grace S. Pagunsan**  
Administrative Officer V

**All Education Program Supervisors (EPSs)**

**Mr. Oscar D. Billate, Jr.**

EPS-SGOD

Division TA Coordinator

**Dr. Joy B. Saldaña**

EPS-Science

Division Co-TA Coordinator

**Ms. Rosalia M. Rivera**

SEPS-SMM&E

Division SBM Coordinator

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

Team	Team Leader	Team Members	Area of Function	Assigned Area/ Districts
1	<b>Joshua Sherwin T. Lim, JD</b> EPS-Mathematics	Nora G. Capetillo	Curriculum & Instruction	Calbayog 1 and 2
		Alma R. Caber	Curriculum & Instruction	
		Leah B. Arnejo	Curriculum & Instruction	
		Ma. Angela B. Antonio	Administrative Services	
		Oscar D. Billate, Jr.	Governance & Operations	
		Galina V. Panela	Governance & Operations	
		Dr. Arlene C. Catalan	Health & Nutrition	
		Ma. Bella B. Ortiz	Health & Nutrition	
		Engr. Jordan B. De Veyra	Education Facilities	
		Sheryll Ann Marie G. Lacaba	Financial Management	
	Ashley Nicole D. Bongo	Financial Management		
2	<b>Dr. Joy B. Saldaña</b> EPS-Science	Dr. Nelson R. Bello	Curriculum & Instruction	Calbayog 3 and 4
		Anabelle O. Yangzon	Curriculum & Instruction	
		Jose O. Abon	Curriculum & Instruction	
		Beverly C. Longcop	Curriculum & Instruction	
		Grace S. Pagunsan	Administrative Services	
		Carren Meryl A. Cabadsan	Governance & Operations	

		Rosalia M. Rivera	Governance & Operations	
		Dr. Susan Queroljico	Health & Nutrition	
		Ma. Benjie Señora	Health & Nutrition	
		Engr. Wilson A. Montes	Education Facilities	
		Sunshine Marie E. Ventures	Financial Management	
		Ma. Kristine B. Pacheco	Financial Management	
3	<b>Mercedita S. Garcia</b> EPS-MAPEH	Dr. Erwin L. Purcia	Curriculum & Instruction	Calbayog 5 and 6
		Reynaldo T. Bernales	Curriculum & Instruction	
		Teresa D. Villa	Curriculum & Instruction	
		Jennifer C. Alvarez	Administrative Services	
		Marita P. Senolos	Governance & Operations	
		Ma. Marlie M. Mendoza	Governance & Operations	
		Adrian Marie C. Nuevo	Health & Nutrition	
		Lynlyn A. Tan	Health & Nutrition	
		Gennerson T. Nabual	Education Facilities	
		Suzette Candaza	Financial Management	
4	<b>Dr. Noel E. Sagayap</b> EPS-LR	Ma. Lenie Anquilan	Financial Management	Oquendo 1 and Tinambac an 1
		Noemi S. Castante	Curriculum & Instruction	
		Ma. Teresa S. Simon	Curriculum & Instruction	
		Rina M. Aboganda	Curriculum & Instruction	
		Gary H. Ballon	Administrative Services	
		Asther E. Bachar	Governance & Operations	
		Sharon D. Balza	Governance & Operations	
		Nikki Ivy S. Dollado	Health & Nutrition	
		Ken S. Camilon	Health & Nutrition	
		Eric R. Doroja	Education Facilities	
		Genalyn Vina V. Niegas	Financial Management	
Rivero Belizar	Financial Management			



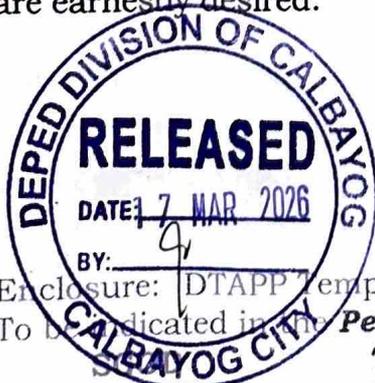
5	<b>Dr. Lourdes L. Matan</b> EPS-Filipino	Dr. Geraldine P. Sumbise	Curriculum & Instruction	Oquendo 2 and 3
		Benedicto M. Merales	Curriculum & Instruction	
		Lilibeth G. Ortiz	Curriculum & Instruction	
		Jose Don Babon	Administrative Services	
		Marian Cabonegro-Advincula	Governance & Operations	
		Peter John B. Tomale	Governance & Operations	
		Nikki Ivy S. Dollado	Health & Nutrition	
		Engr. Paul Anthony Abaigar	Education Facilities	
		Ma. Rosita Doropan	Financial Management	
		Carmen Esquerdo	Financial Management	
6	<b>Arnold M. Jaraba</b> EPS-EPP/TLE	Ricky S. Cano	Curriculum & Instruction	Tinambacan 2 and 3
		Elbert G. Ongcal	Curriculum & Instruction	
		Ester A. Siozon	Curriculum & Instruction	
		Edna G. Bagallon	Administrative Services	
		Joanna Lou V. Portura	Governance & Operations	
		Joemar D. Abaigar	Governance & Operations	
		Patria G. Lapara	Health & Nutrition	
		Drixel Idol Ortega	Education Facilities	
		Glenn C. Portura	Financial Management	
		Shiela Marie Cano	Financial Management	

4. Technical assistance providers are expected to fulfill the following **roles and functions**:

- a. Provide support, coaching, and guidance to clients in performing their functions;
- b. Utilize the results of the DPIR to plan or prepare a quarterly DFACT TA Provision Plan (DTAPP) using the attached DTAPP Template (*Enclosure 1*);
- c. Regularly appraise clients on the status of their performance and guide them in fulfilling their functions;



- d. Provide clients with the necessary information to perform their functions more effectively;
  - e. Provide motivation and encouragement for clients to move forward and continuously improve;
  - f. Prepare and submit a quarterly DFTACT TA Provision Evaluation (DTAPE) report using the attached DTAPE Template (*Enclosure 2*); and
  - g. Use gathered data to inform regional TA providers and aid in policy formulation.
5. To effectively perform these roles and functions, technical assistance providers have the following **responsibilities**:
- a. Guide and assist clients in planning, strategizing, implementing plans, evaluating performance, and assessing accomplishments;
  - b. Share information on directions from higher management;
  - c. Share information on the existence and availability of needed resources, both from within and outside DepEd;
  - d. Provide clients with information on where to source the needed technical assistance (TA);
  - e. Provide feedback, particularly feedback received from clients, to support continuous improvement; and
  - f. Prepare recommendations for policy formulation.
6. Each DFTAC Team shall prepare and submit the **DTAPP** (for the next quarter) and **DTAPE** (for the current/previous quarter) **on the last day of the quarterly DPIR** conducted and facilitated by SGOD-SMM&E Section.
7. Furthermore, in every DFTACT deployment, each team is expected to prepare and submit a **“Performance Contract for Technical Assistance”** Form (*see Enclosure 3*) five (5) days after the deployment or visit to the identified school/s.
8. This Memorandum shall serve as **Special Order** of all identified Team Leaders and Members of the DFTACTs.
9. **This reorganization shall take effect immediately and shall remain in force unless sooner revoked by proper authorities.**
10. Immediate dissemination and strict compliance with this Memorandum are earnestly desired.



  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**  
Schools Division Superintendent

Enclosure: DTAPP Template and DTAPE Template  
To be indicated in the **Perpetual Index Under** the following subjects:  
**TECHNICAL ASSISTANCE**

Enclosure No. 1 of DM No. \_\_\_\_, s. 2026

**DFTACT Technical Assistance Provision Plan (DTAPP) Template**

Quarter \_\_\_\_\_

DFTAC Team No.: \_\_\_\_\_

District: \_\_\_\_\_

Date: \_\_\_\_\_

PRIORITY NEED/S	POSSIBLE CAUSES	PRIORITY SCHOOL/S	PROPOSED RESOLUTIONS/ INTERVENTIONS	RESPONSIBLE TEAM	TIME FRAME	RESOURCES NEEDED	REMARKS
<b>ACCESS</b>							
<b>EQUITY &amp; INCLUSION</b>							
<b>QUALITY</b>							
<b>RESILIENCE &amp; WELL-BEING</b>							
<b>GOVERNANCE: ENABLING MECHANISM</b>							

Prepared by the DFTACT:

\_\_\_\_\_ Team Leader

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

\_\_\_\_\_ Member

Approved:

**RENATO S. CAGOMOC EdD, DM**  
Chief ES, CID

**AVELINA P. TUPA EdD**  
OIC-Chief ES, SGOD



Enclosure No. 3 of DM No. \_\_\_\_, s. 2026

**PERFORMANCE CONTRACT FOR TECHNICAL ASSISTANCE**

Quarter \_\_\_\_\_  
DFTAC Team No.: \_\_\_\_\_

This Agreement is made by and between the following parties:

Party A – District/School Head of: \_\_\_\_\_  
*Name of District/ School Head*

Party B – DFTAC Team Leader: \_\_\_\_\_  
*Name of DFTAC Team Leader*

*In consideration of the mutual promises and agreements of the parties hereto, as hereinafter set forth, it is agreed as indicated:*

- (please insert the mutual promises and agreements)
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*In witness whereof, the parties hereto have caused this agreement to be executed by its appropriate personnel and the schedule above written.*

Signed:

Party A:

\_\_\_\_\_  
*Name of District/ School Head*

Party B:

\_\_\_\_\_  
*Name of DFTAC Team Leader*

Witnesses:

\_\_\_\_\_  
*Name of District/ School TA Coord.*

\_\_\_\_\_  
*Name of DFTAC Member*

\_\_\_\_\_  
*Name of DFTAC Member*

\_\_\_\_\_  
*Name of DFTAC Member*

