



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City

RELEASED
AUG 16 2023
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Office of the Schools Division Superintendent

15 AUGUST, 2023

Division Memorandum

No. 308, s. 2023

RECONSTITUTION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT)

To: OIC -ASDS
Chief Education Supervisors
Public and Private Elementary and Secondary School Heads
Others concerned

1. Pursuant to Regional Memorandum-419-2023, the Schools Division Office reconstitutes the Division Field Technical Assistance Team to further strengthen the collaboration among functional divisions and schools in the provision of technical assistance (TA) aligned to the different mandates of the Department of Education.
2. The DFTAT reconstitution is enclosed in this memorandum.
3. For information and guidance.


BENEDICTA B. GAMATERO PhD, CESO V
Schools Division Superintendent

Enclosure: as stated
Sgod/dmd/dftatreconstitution2023



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**THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM (DFTAT) RECONSTITUTION
AS OF AUGUST 15, 2023**

CONCERNS FUNCTIONAL DIVISION	CHAIRPERSON	CO-CHAIR/ MEMBERS	ROLES, FUNCTIONS/ TERMS OF REFERENCE
Office of the Schools Division Superintendent	Benedicta B. Gamatero PhD, CESO V	Jan Nowel E. Peña	Leads and engages Schools Division Office (SDO), schools, partners and other educational stakeholders in providing quality and accessible basic education through policy execution, partnership building, enforcement of standards, and resource management.
Legal Matters	Atty. Ringo Sumedca		Provides prompt and responsive legal services to the stakeholders of the division to ensure integrity and accountability in public service and the efficient delivery of quality basic education.
Information	Ana Marie B. Bucahan	Romeo Agagaon Frances Gacuya Kenneth Atiwag Maribel Bravo Menchie Gamongan Daisy Bucao Allan Galanza Allan Dumalsin	Provides the stakeholders accurate, adequate, and timely information and strengthens linkages with internal and external stakeholders towards enhanced awareness and perception of the division and of the



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			and linkages to address the resource gaps
Finance	Sixto Lang-ay	Nilda Mendoza	To provide Division Office functional Schools accurate and timely financial advice, information, and services to ensure equitable allocation, judicious spending, and efficient utilization of fiscal resources.
Professional Learning and Development	Ana Marie Bucahan	Joan Reyes	To provide supports to Division Office and Schools teaching, teaching related
Management Employees Welfare	Dorothy Asingal		non-teaching personnel, and school leaders to become effective and efficient in the delivery of Basic Education Services by addressing their needs through the development and implementation of strategic Human Resource (HR) systems towards improved personnel and professional competencies
Quality Assurance	Jan Nowel E. Peña	Kenneth Atiwag Harriet Buslig	To monitor and evaluate the performance of Schools Division Office on the compliance to statutory and regulatory policy standards and



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			requirements for the continuous improvement of organizational performance and delivery of basic education services
Planning and Research	Deewaii B. Bagayao	Efren Danag	To provide the functional divisions, SDOs, and other stakeholders an accurate, updated, reliable, and relevant data, information and analysis for policy review and recommendation, planning research, and other data driven decisions
Field Technical Assistance	Sally P. Feken	Doddie Marie Duclan Kenneth Atiwag All PSDFs All CID EPSs	To lead, coordinate, and integrate the provision of Technical Assistance (TA) in collaboration with the schools covering all areas of management, and operations based on the needs to have a better and improved School Based Management learning outcomes



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			department.
ICT Matters	Allan Dumalsin	Kenneth Atiwag	Provides support to Division office personnel and the school Information Technology in-charge to ensure quality services through delivery and deployment of technology-based solutions and services
Administrative Matters	Dorothy Asingal	Claire Ann L. Amoga	Provides the Division Office and stakeholders with client focused administrative support services.
Personnel Matters	Catherine Badong	Lovelyn Mukay Delilah Lozano Eva Joy Dayao Karen V. Mendoza	Ensures that DepEd personnel are properly compensated for work rendered, provided with benefits, and properly managed through an efficient and effective employee data base
Asset Management System/ Supplies	James Dayao	Timothy Galamaso	Ensures that the functional divisions and school when applicable, are equitably provided with quality supplies, materials, and equipment.
Record Services	Welda Buslig	Ms. Ramirez	Ensures that clients have accurate and prompt access to records and documents.
Cash Section	Virginia Baliling	Marjorie Laoagan	Ensures the Division Office's clients and



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			claimants has accurate and timely release of payment, deposit of collections, and liquidation of cash advance of Disbursing Officers
Curriculum and Learning Management	Ramonchito A. Soriano	All Education Program Supervisors	Manages and collaborates with Schools in the provision and implementation of the Basic Education Curriculum towards the improvement of learning outcomes by contextualizing the curriculum, enforcing standards, and increasing access to quality and varied learning resources.
Medical/Dental Health Sanitation	Sally P. Feken	Dr. Guiagrace Dagadag All Division and School-based nurses	Lead in the monitoring of health and nutrition status of all DepEd personnel and learners; to provide technical assistance for the provision of Health and Nutrition Services
Educational Facilities		Doddie Marie Duclan Engr. Paul Paliso PDOs	To provide equitable resources to schools and LCs for learner's readiness, wellness, youth leadership formation, sports and other child protection programs.
Partnership and Linkages		Romeo Agagon	Establish, sustain, strengthen, and increase partnership



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