



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 02-051 s, 2026

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors
School Heads and Section Heads
All others Concerned

**ADOPTION OF RM NO. 0467, S. 2022 CONTEXTUALIZED MANUAL ON
TECHNICAL ASSISTANCE**

1. In line with the Department of Education's commitment to improve instructional and organizational performance through responsive support mechanisms, this Division adopts **Regional Memorandum (RM) No. 0467, s. 2022 entitled "Contextualized Manual on Technical Assistance"** issued by the DepEd Caraga Region.
2. The Contextualized Manual on Technical Assistance shall be used as the primary reference in identifying, planning, delivering, and documenting TA across all governance levels. Technical Assistance shall be needs-based, collaborative, developmental, and results-oriented, aligned with school improvement priorities and division goals. Schools shall conduct a systematic assessment of their Technical Assistance needs and priorities, anchored on performance indicators, monitoring results, and school self-assessment tools.
3. In accordance with the adopted Manual, the following procedures shall be observed:
Assessment of TA Needs
 - a. Schools shall conduct an assessment of their Technical Assistance needs based on monitoring results, school self-assessment, performance gaps, and improvement priorities.**Documentation and Submission**
 - b. All schools shall accomplish the prescribed **Technical Assistance Needs and Priorities Template** (TA Form 1.A).
 - c. All accomplished TA templates of the School Heads shall be submitted to the respective **Public Schools District Supervisor (PSDS) not later than the Second Week of the Third Month of each quarter.**



Address: Brgy. Osmeña, Dapa, Suri
Contact No.: 09190040217
Website: sdosiangao.com
M siargao@deped.gov.ph



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Consolidation and Prioritization

- d. District-level TA needs shall be consolidated and validated by the PSDS.
- e. Excel and PDF file of the District Consolidated TA Form 1.A shall be submitted by the Public Schools District Supervisor (PSDS) **not later than the Third Week of the Third Month** of each quarter via online drive link <https://tinyurl.com/SDOTANeeds2026>
- f. The Schools Division Office shall analyze and prioritize identified needs to inform the Division Field Technical Assistance Team.



4. Roles and Responsibilities

a. Schools Division Office

Provide overall direction and coordination in the implementation of the Manual; Consolidate and analyze submitted TA needs; and Develop a Division Technical Assistance Plan based on identified priorities.

b. Public Schools District Supervisors

Guide and support schools in the identification and articulation of their TA needs; Validate and consolidate district-level TA requirements; and monitor the implementation of provided Technical Assistance.

c. School Heads

Lead the assessment and documentation of school-level TA needs and priorities; Ensure the participation of teachers and school personnel in the TA needs assessment; and Submit required TA needs reports within the prescribed timeline.

5. The implementation of this Memorandum shall be subject to regular monitoring and evaluation by the Schools Division Office to determine the relevance, effectiveness, and impact of the Technical Assistance provided, consistent with the provisions of RM No. 0467, s. 2022.
6. Attention is also directed to the following enclosures that can be access through this link <https://tinyurl.com/SiaTATemplates>, for the information, reference and guidance of all SDO and field personnel involved, to wit:
 - i. Enclosure 1: Technical Assistance Process.
 - ii. Enclosure 2: Flowchart in the Provision of Technical Assistance.
 - iii. Enclosure 3: TA Form 1.A: List of TA Needs and Priorities (for schools)





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iv. Enclosure 4: District Consolidated TA Form 1.A: List of TA Needs and Priorities

7. This Memorandum shall take effect **immediately upon issuance** and shall remain in force unless amended, superseded, or revoked by subsequent issuances.

8. For guidance and strict compliance.


MANUEL O. CABERTE
Schools Division Superintendent

Encl: as stated

Reference: as stated

To be indicated in the Perpetual Index under the following subjects
Technical Assistance Needs and Priorities

SGOD/leg
02/10/26



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Enclosure 1: Technical Assistance Process

Source of Inputs	Inputs	Activity	Responsibilities	Outputs	Customer	Controls
Concerned School	TA Needs and Priorities	Gathers the TA Needs and Priorities from schools to be addressed by the SDO through SMEA & DMEA Presentation Consolidate TA Needs and Priorities	PSDS	List of TA Needs and Priorities Consolidated List of TA Needs and Priorities	Schools	TA Form 1.A (list of TA Needs and Priorities to be addressed by the DFTAT) District Consolidated TA Form 1.A (list of TA Needs and Priorities to be addressed by the DFTAT)
TA Focal	District Consolidated TA Needs and Priorities	Prepare TA Form 1.B List of TA Needs and Priorities to be Address by the DFTAT	TA Focal	TA Form 1.B List of TA Needs and Priorities to be Address by the DFTAT	PSDS	TA Form 1.B List of TA Needs and Priorities to be Address by the DFTAT
PSDS TA Focal	List of TA Needs and Priorities to be Address by the DFTAT	Prepare Division Technical Assistance Plan based on the gathered needs and priorities of the Districts.	DFAT TA Focal	TA Form 2: Division Technical Assistance Plan	DFAT Top Management	TA Form 2: Division Technical Assistance Plan



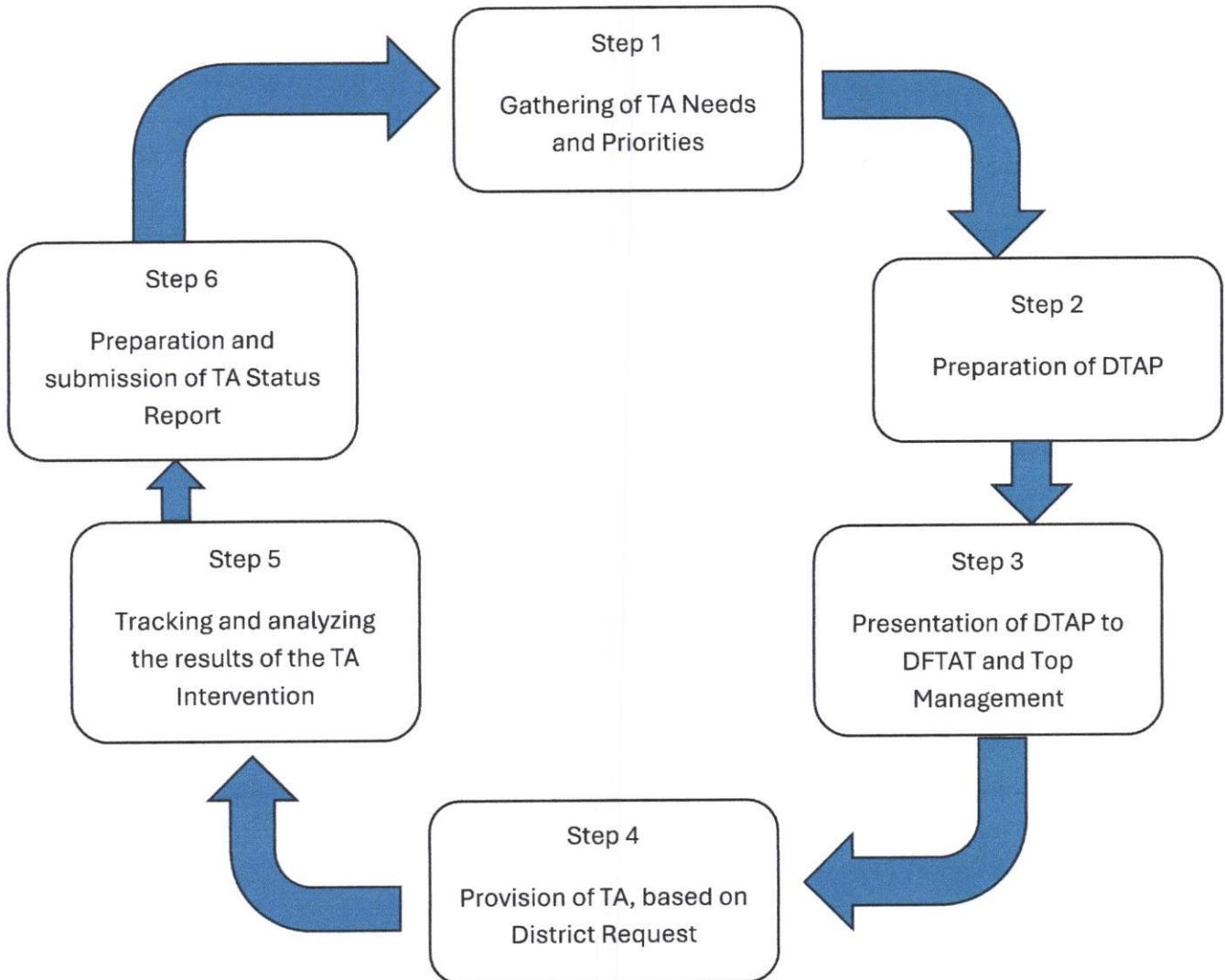
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DFTAT	Division Technical Assistance Plan	Approves the DTAP	Top Management	Approved DTAP	DFTAT	Approved DTAP
DFTAT	Approved DTAP	<p>Presents the approved DTAP to the DFAT during coordination meeting</p> <p>Sets the schedule on the Provision of TA</p>	DFTAT TA Focal	Minutes of Meeting	DFTAT TA Focal	Minutes of Meeting
DFTAT	Minutes of Meeting	Provides TA based on needs and priorities of the District either onsite or online.	DFTAT	TA Form 3: Technical Assistance Status Report	RFTAT Top Management	<p>TA Form 3: Technical Assistance Status Report (To be accomplished by the DFTAT after the provision of TA)</p> <p>TA Form 4: Feedback Form</p>
DFTAT	Technical Assistance Status Report	Tracks and analyzes the results of the TA interventions	DFTAT	Analyzed TA intervention	DFTAT Concerned Districts	TA Form 6: Monitoring Tool
DFTAT	Analyzed TA intervention	Prepare and submit the quarterly TA Status Report	TA Focal	TA Form 5: Quarterly TA Status Report	RFTAT Top Management PSDS	TA Form 5: Quarterly TA Status Report



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Enclosure 2: Flowchart in the Provision of Technical Assistance





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Enclosure 3: TA Form 1.A: List of TA Needs and Priorities

TA Form 1.A: List of TA Needs and Priorities to be Addressed by DFTAT

Areas of Concern	TA Needs and Priorities (Be Specific)	Type of Technical Assistance Need from the DFTAT	Responsible Functional Division to Provide TA

Prepared by:

School Head

Approved by:

Public Schools District Supervisor



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Enclosure 4: District Consolidated TA Form 1.A: List of TA Needs and Priorities

District Consolidated TA Form 1.A: List of TA Needs and Priorities to be Addressed by DFTAT

Areas of Concern	Name of School	TA Needs and Priorities (Be Specific)	Type of Technical Assistance Need from the DFTAT	Responsible Functional Division to Provide TA

Prepared by:

Public Schools District Supervisor

Approved by:

CID Chief



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TA Form 1.B: List of TA Needs and Priorities to be Addressed by DFTAT

Name of School	Areas of Concern	TA Needs and Priorities	Proposed TA Interventions by the DFTAT	Responsible Functional Division to Provide TA

Prepared by:

_____ *DFTAT Team Member*

Noted by:

_____ *DFTAT Team Leader*



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiargao.com

siargao@deped.gov.ph

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TA Form 2: Division Technical Assistance Plan

Name of School	Areas of Concern	TA Needs and Priorities	Proposed/Type of TA Interventions	Time Frame			Responsible Functional Division to Provide TA
				J	F	M	

Prepared by:

_____ *DFTAT Focal Person*

Noted by:

_____ *Chief – CID/SGOD*

Approved by:

_____ *Schools Division Superintendent*



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Website: sdosiangao.com

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TA Form 3: Technical Assistance Status Report
(To be accomplished by the TA Provider)

Name of School	Areas of Concern	TA Needs and Priorities	Proposed/Type of TA Interventions	Responsible Functional Division to Provide TA	Status	
					Completed	Not Completed (Provide reason for non-completion)

Prepared by:

_____ TA provider

Noted by:

_____ Chief – CID/SGOD



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

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siargao@deped.gov.ph

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TA Form 4: Technical Assistance Agreement

Name of School: _____

Areas of Concern: _____

Possible Actions/Interventions to be done	Timeline

Prepared by:

DFTAT Member

Conforme:

School Head



Address: Brgy. Osmeña, Dapa, Surigao del Norte, 8417

Contact No.: 09190040217

Website: sdosiangao.com

M siargao@deped.gov.ph

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TA Form 5: Consolidated Technical Assistance Report

Name of School	Areas of Concern	TA Needs and Priorities	Proposed/Type of TA Interventions	Responsible Functional Division to Provide TA	Status	
					Completed	Not Completed (Provide reason for non-completion)

Prepared by:

_____ *DFTAT Focal Person*

Noted by:

_____ *Schools Division Superintendent*



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TA Form 6: Technical Assistance Plan Monitoring and Evaluation Form

Division/Unit/Section : _____
 Date of Monitoring : _____
 Period/Time Frame : _____

Guide Questions	Team Response	Remarks
Is the TA provided efficiently? (as to time, people, and other resources), Were the activities implemented as planned? According to the guideline set?		
Is the TA effective? (were the objectives of TA achieved)		
Is the TA provided relevant? Was the TA useful to the client? Did it contribute to the achievement of the ESIP objectives? DEDP objectives? What factors did not help?		
Is the TA sustainable? (can the TA provided be applied to similar situations)		
In what outcome/intermediate indicator is the division/school lacking behind?		
What hinders the division/school in meeting the target outputs? (per contributory objective) what are the reasons?		
What should the division/school management do in order to resolve the hindering factors/reasons?		



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Which of the identified solution (management action) can the division/school do by themselves? Which ones need support from upper management? (for example RFTAT)		
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Findings:

Monitoring Team: _____

Date of Monitoring: _____



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