



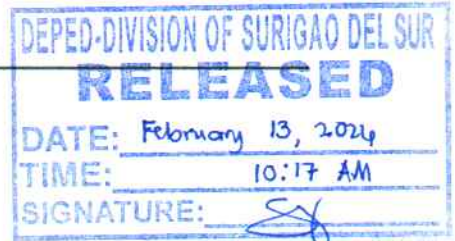
Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

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Division MEMORANDUM
 No. 049, s. 2026

To : CID & SGOD – Chief EPSs
 All Education Program Supervisors
 All Public Schools District Supervisors/District In-Charge
 All Elementary & Secondary School Heads
 All Teaching and Non-teaching Personnel
 This Division

**RECONSTITUTION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAMS
 AND REITERATION OF ROLES, FUNCTIONS AND RESPONSIBILITIES**

1. In line with Republic Act No. 9155 (Governance of Basic Education Act of 2001) and DepEd Order No. 29, s. 2022 (Basic Education Monitoring and Evaluation Framework) and RM FTAD – 2025-006 (Submission of the Division Field Technical Assistance Team (DFTAT), this Office hereby announces the reconstitution of the Division Field Technical Assistance Team (DFTAT).
2. The reconstitution aims to improve the Division’s monitoring and evaluation system, ensure proper feedback to schools and districts, and provide timely, focused, and practical technical assistance based on monitoring results.
3. Attached herewith is the updated composition of the DFTATs, roles, functions and responsibilities.
4. This memorandum repels the composition of the DFTATs issued on February 15, 2024, under Division Memorandum No. 077, s. 2024.
5. Immediate & wide dissemination of this memorandum is highly desired.

LORENZO O. MACASOCOL, PhD, CESO V
 Schools Division Superintendent



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Encl.: as stated

References:

Republic Act No. 9155 DepEd Order No. 29, s. 2022 RM FTAD – 2025-006

To be indicated in the Perpetual Index
Under the following subjects:

Technical Assistance

DFTATs

SGOD/jmo
02/03/2026



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**COMPOSITION OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM
 (DFTAT)**

Name	Designation	Expertise/Specialization
LORENZO O. MACASOCOL, PhD, CESO V	Chairperson	School Leadership, Management and Operations
LAILA F. DANAQUE, EdD, CESO VI	Co-Chairperson	School Leadership, Management and Operations

Team 1 (Unit 1: Carrascal - Cortes)

Name	Designation	Expertise/Specialization
FLUELLEN L. COS, PhD, CID Chief	Team Leader	Curriculum Implementation
REGINA EUANN PUERTO, EPS	Asst. Team Leader	Instructional Management and Supervision
JEANETTE G. QUINTO, PhD, PSDS	Secretariat	Instructional Management / District Instructional Supervision
MEGENILA C. GUILLEN, PhD, EPS	Member	Instructional Management and Supervision
SOL U. BUNIEL, PSDS	Member	Instructional Management / District Instructional Supervision
Atty. CALVIN KLEIN E. LIANZA, CPA	Member	Legal
ERLYN G. MANGADLAO, SEPS	Member	Human Resource Training & Development
JOVIXON B. DALURA, PO II	Member	Planning
RAMIL C. TERSONA, DPA, EPS II	Member	School Mgt., Monitoring and Evaluation

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Team 2 (Unit 2: Tago – San Agustin)

Name	Designation	Expertise/Specialization
IRENE GRUMEZ, PhD, EPS	Team Leader	Instructional Management and Supervision
RUFINO T. REYES	Asst. Team Leader	Schools Governance and Operation
ENCARNACION A. PADUA, EPS	Asst. team Leader	Instructional Management and Supervision
MENERBA M. DAPAR, EdD, EPS	Member	Instructional Management and Supervision
LOVELEAH B. ALBARILLO, PhD, PSDS	Member	Instructional Management / District Instructional Supervision
NORBEN T. MOLDEZ, PhD, PSDS	Member	Instructional Management / District Instructional Supervision
VERGIL B. EDER, PhD, PSDS	Member	Instructional Management / District Instructional Supervision
LILY ANN R. MENDERO, PhD, PSDS	Member	Instructional Management / District Instructional Supervision
JAYSON M. OROZCO, SEPS	Member	School Mgt., Monitoring and Evaluation
MARIETO CLEBEN V. LOZADA, SEPS	Member	Social Mobilization
SHIRLENE E. CRABAJALES, JD, AO V	Member	Administrative
GRACE CHRISTY MAE A. LUMANTA, PDO I	Member	Youth Formation



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Team 3 (Unit 3: Lianga – Lingig)

Name	Designation	Expertise/Specialization
CARLOS TIAN CHOW C. CORREROS, Chief EPS	Team Leader	Schools Governance and Operation
ANNALIZA G. DOLORICON	Asst. Team Leader	Instructional Management and Supervision
FELISA B. BATISTIL, PSDS	Secretariat	Instructional Management / District Instructional Supervision
JONATHAN L. AMBEL, EPS	Member	Instructional Management
RESSIL L. TERSONA, EPS	Member	and Supervision
ELNIE ANTHONY P. BARCENA, EPS	Member	Instructional Management
ELIZABETH N. GARDONES, PSDS	Member	Instructional Management / District Instructional Supervision
MYRNA E. MOZO, PSDS	Member	Instructional Management / District Instructional Supervision
WILMA A. PREMARIAN, PSDS	Member	Instructional Management / District Instructional Supervision
RAY BENITO J. MORENO, MD	Member	Health and Nutrition
UCILLE P. GALVEZ, SEPS	Member	Research
LINNY CHRISTI G. MANANQUIL, PDO II	Member	Disaster risk Reduction



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1. Roles and Functions of the DFTATs

The DFTATs shall:

- a. Collaborate with the RFTATs to harmonize the provision of TAs to all schools and LCs and assist in the delivery of quality basic education services.
- b. Provide support and guidance to the school leaders for continuous improvement in instructional leadership and SBM.
- c. Appraise schools regarding the status of their performances together with their communities to ensure that they are equipped and empowered to make decisions on what is best for their learners.
- d. Guide and help SDOs in developing and implementing plans, evaluating performance vis-à-vis accomplishments by providing support, coaching, and mentoring.
- e. Share information regarding directions, mechanisms from higher management to top management to resolve issues on improved school management and administrative process.
- f. Convene at least twice per quarter: during the finalization of the Quarterly Division TA Plan at the start of the quarter, and during the TA accomplishment reporting at the end of the quarter.
- g. Provide recommendations to the SDS on matters that require policy decisions and other areas under the authority of the SDS.

2. Terms of Reference of the DFTATs

DFTATs assigned in a particular district/school shall stay for at least two years to monitor/track the status even after the provision of TA. However, if the assigned team cannot provide what is needed by the SDO, they can invite experts from the other teams to address the needs and priorities.

Overall Chairperson and Overall Co-Chairperson

1. Gives strategic direction to immediately resolve issues and concerns in the field.
2. Make decisions at key governance points during the provision of technical assistance.
3. Supports the Division Field Technical Assistance Teams.

FTA Coordinator

1. Coordinates with the assigned RFTATs.
2. Consolidates the needs and priorities of SDOs.



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Team Leader

1. Facilitates the provision of technical assistance to districts/schools.
2. Leads and manages the work of the DFTATs who will operationalize and monitor the implementation of the Technical Assistance in the division.

Assistant Team Leader

1. Performs the functions of the Team Leader in his/her absence.
2. Assists the team leader in the Technical Assistance activities.
3. Attends meetings and conferences conducted for the DFTATs.
4. Submits accurate and complete reports on time.
5. Performs other related duties/ tasks assigned by the DFTAT Leaders.

Members

1. Participates actively in all DFTAT meetings and activities
2. Accomplishes all forms related to the conduct of the activity.
3. Observes proper decorum.
4. Ensures fairness, objectivity, and confidentiality of all proceedings.
5. Serves as documenter as designated by the team.

3. Roles, Functions and Responsibilities of Technical Assistance Providers

Technical Assistance providers are expected to perform the following:

Roles and functions:

1. Provide support, coaching, and guidance to clients in the performance of their functions.
2. Regularly apprise clients of the status of their performance and do their functions.
3. Motivate and encourage clients to engage in continuous improvement.
4. Recommend to top management the utilized data gathered for possible policy enhancement.

Responsibilities

1. Guide and help clients in identifying, planning, strategizing, implementing plans, evaluating performance and accomplishments.
2. Share information regarding directions from higher management.



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3. Share information regarding the existence and/or availability of needed resources both from within and outside DepEd.
4. Present options to client/s but never impose solutions.
5. Give feedback on clients' performance.
6. Prepare evidence-based data for policy recommendations.
7. Keep records on provided TA for references as the needs arise.



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DFTAT Roles, Functions, and Organizational Structure

