



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE



DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private, Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **RECONSTITUTION OF DIVISION FIELD TECHNICAL ASSISTANCE TEAMS (DFTATs) OF SDO MARINDUQUE**

DATE: February 5, 2025

1. In line with strengthening the institutionalized TA mechanism in the Schools Division of Marinduque, this Office announces the reconstitution of Division Field Technical Assistance Teams (DFATs) of SDO Marinduque. The purpose of the teams is to provide help and support in addressing the bottlenecks, challenges, and constraints (BCCs) in the delivery of Basic Education services by providing needs-based interventions for the improvement of SDO and schools' organizational efficiency and effectiveness and to ensure schools' performance towards achieving learner's potential.

2. Enclosed are the following for reference:

Enclosure 1 – Composition of the Division Field Technical Assistance Teams (DFTATs)

Enclosure 2 – Terms of Reference of the Division Field Technical Assistance Teams

3. Immediate dissemination of the contents of this Memorandum is desired.

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Email: marinduque@deped.gov.ph
Tel. No.: (042) 754-0247 • Fax No.: (042) 332-1611
Facebook Page: DepEd Marinduque

DIVISION FIELD TECHNICAL ASSISTANCE TEAMS (DFTATs)

Chairperson: **LYNN G. MENDOZA, EdD**
OIC, School Division Superintendent

Co-Chairperson: **MABEL F. MUSA, PhD**
Asst. Schools Division Superintendent

Team Leaders: **JOHN M. CHAVEZ**
Chief Education Supervisor, CID

MA. CECILIA S. MANAY
Chief Education Supervisor, SGOD

Curriculum Implementation Division	
JELLY L. SORE	Education Program Supervisor
FLORIE M. REGENCIA	Education Program Supervisor
MA. SHIELA S. SAET, EdD	Education Program Supervisor
NESTOR T. RUALO, EdD	Education Program Supervisor
ROLITO M. DELA CRUZ	Education Program Supervisor
ROMUALDO O. MAGCULANG	Education Program Supervisor
JENNIFER E. MONTE, PhD	Education Program Supervisor
FREDDIE M. MALABAYABAS	Education Program Supervisor
MARIAM B. RIVAMONTE, EdD	Education Program Supervisor
AUREA L. MAZO	Public Schools District Supervisor
MYRA R. LABAY	Public Schools District Supervisor
MARIDEL G. LINCALLO	Public Schools District Supervisor
ELVIN C. PERLAS, PhD	Public Schools District Supervisor
WARLITO P. CONSTANTINO	Public Schools District Supervisor
JAY P. PENA, PhD	Public Schools District Supervisor
MARIA LOURDES P. RICOHERMOSO, EdD	Public Schools District Supervisor
CONSTANCIA R. VASCO	Public Schools District Supervisor
DINGSON A. DE SENA, EdD	Public Schools District Supervisor
JOVEN M. MOGOL, EdD	Public Schools District Supervisor
CHONA M. RECTO	Education Program Specialist – ALS
MICHELLE M. MUTYA	Education Program Specialist – ALS
CHARMAIN J. MOGOL	Librarian II
School Governance and Operations Division	
MAITA M. LAZARES	Education Program Supervisor
BERNADITH R. LACERNA	Senior Education Program Specialist
KYLE DAVID D. ATIENZA	Senior Education Program Specialist
MELANIE M. MENDOZA, DEM	Senior Education Program Specialist
FRETZIE P. ALCANTARA, EdD	Senior Education Program Specialist
MARISOL O. LUARCA	Planning Officer III
ENGR. ARNOLD N. MORENO	Engineer III
REY R. RAYMUNDO	Education Program Specialist II

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Office of the Schools Division Superintendent	
ARLENE M. MARASIGAN	Administrative Officer V – Budget
JOHN DHELTER P. PASTRANA	Division Accountant
MAY BERNADETH O. DE LA ROSA	Administrative Officer V
ATTY. AYSEL LEA R. PALMERO	Legal Officer
ENGR. DAVID M. ZOLETA, JR.	Information Technology Officer

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TERMS OF REFERENCE OF THE DIVISION FIELD TECHNICAL ASSISTANCE TEAMS

The Division Field Technical Assistance Teams (DFTATs) of SDO Marinduque are expected to perform the following roles and responsibilities.

- a. Provide support, coaching and guidance to clients in the performance of their functions.
- b. Regularly appraise clients on the status of their performance and to do function.
- c. Provide the necessary information to the performance of their functions more effectively.
- d. Provide motivation and encouragement to move forward and for continuous improvement.
- e. Utilize data gathered to inform regional TA providers in aid for policy formulation
- f. Provide enabling interventions and strategies to schools to help them achieve their goals and targets
- g. Identify the schools' and learning centers situation: their needs, aspirations, plans, strengths, and weaknesses that will lead towards the formulation of relevant and appropriate strategic plans to ensure effective school management and leadership.
- h. Prepare and submit technical assistance plan for approval.
- i. Submit accurate and complete documents on time being required by the team.
- j. Share the Technical Assistance Report (TAR) during the QAMESTAHAN session during the Division Quarterly Hindsight Reporting Session.
- k. Prepare the Technical Assistance Report (TAR) based from the Technical Assistance Needs Assessment (TANA) and Technical Assistance Plan.

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