



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

Department of Education
Division of Marinduque

RECORDS SECTION
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Name: 000872
Signature: 
Date: FEB 07 2025

DIVISION MEMORANDUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Division Field Technical Assistance Team
All Others Concerned

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

SUBJECT: **CONDUCT OF ON-SITE TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES**

DATE: February 6, 2025

1. In response to DepEd-MIMAROPA Regional Memorandum No. 004, s. 2025 titled "Conduct of On-Site Technical Assistance to Schools Division Offices," DepEd MIMAROPA Regional Office, through the Field Technical Assistance Division (FTAD), will conduct an activity under the Project *Viability of On-Site Technical Assistance* (Project VISITA) to the Schools Division of Marinduque on February 13, 2025 at the SDO Marinduque Conference Hall, Malusak, Boac, Marinduque.
2. This activity aims to strengthen the institutionalized technical assistance (TA) mechanism in the region through on-site visits to SDOs in MIMAROPA Region. This includes the validation of TA provided by the Regional Office (RO) as part of the program monitoring on the results of the conducted Technical Assistance with Love and Compassion Aims to Yield Answers to the Needs (TALACAYAN), Technical Assistance Needs Assessment, and Regular School Visits.
3. The list of participants in this activity, as well as the details of Regional Memorandum No. 004, s. 2025, are attached as Enclosures 1 and 2.
4. Participants in this activity are requested to bring laptops to be used during the workshop.
5. Immediate dissemination of the contents of this Memorandum is desired.

*"DepEd Marinduque: Heart of the Philippines.
Lead to Excel. Excel to Lead."*



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LIST OF PARTICIPANTS

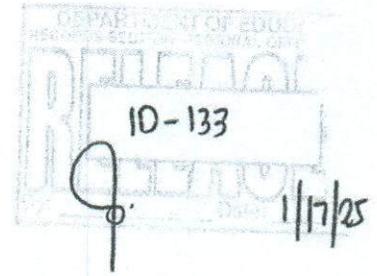
Functional Division	Name of Participants	Position	Gender
SGOD	1. Ma. Cecilia S. Manay	CES	F
CID	2. John M. Chavez	CES	M
	3. Dr. Mariam B. Rivamonte	EPS	F
	4. Romualdo O. Magculang	EPS	M
	5. Dr. Jennifer E. Monte	EPS	F
	6. Freddie M. Malabayabas	EPS	M
	7. Aurea L. Mazo	PSDS	F
	8. Myra R. Labay	PSDS	F
	9. Maridel G. Lincallo	PSDS	F
	10. Dr. Elvin C. Perlas	PSDS	M
	11. Warlito P. Constantino	PSDS	M
	12. Dr. Maria Lourdes P. Ricohermoso	PSDS	F
	13. Constancia R. Vasco	PSDS	F
	14. Dr. Dingson A. De Sena	PSDS	M
	15. Dr. Joven M. Mogol	PSDS	M
	16. Chona M. Recto	EPSA	F
	17. Michelle M. Mutya	EPSA	F
	18. Charmain J. Mogol	LIB II	F
	SGOD	19. Maita M. Lazares	EPS
20. Bernadith R. Lacerna		SEPS	F
21. Kyle David D. Atienza		SEPS	M
22. Dr. Melanie M. Mendoza		SEPS	F
23. Dr. Fretzie P. Alcantara		SEPS	F
24. Marisol O. Luarda		PO III	F
25. Engr. Arnold N. Moreno		ENGR III	M
26. Rey R. Raymundo		EPS II	M
OSDS	27. Atty. Ayzel Lea R. Palmero	ATTY III	F
	28. Arlene M. Marasigan	AOF V	F
	29. John Dhelter P. Pastrana	A III	M
	30. Engr. David M. Zoleta, Jr.	ITO 1	M
	31. Jinky L. Meron	AOF IV	F

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Enclosure 2



Republic of the Philippines
Department of Education
MIMAROPA REGION

Office of the Regional Director

January 16, 2025

REGIONAL MEMORANDUM
NO. 004 S. 2025

CONDUCT OF ON-SITE TECHNICAL ASSISTANCE TO SCHOOLS DIVISION OFFICES

**TO : SCHOOLS DIVISION SUPERINTENDENTS
DIVISION FIELD TECHNICAL ASSISTANCE FOCAL PERSONS
ALL OTHERS CONCERNED**

1. In line with Republic Act No. 9155, known as the "Governance of Basic Education Act," which empowers the Department of Education (DepEd) to improve quality education and address specific needs and challenges to foster a more efficient education system, DepEd-MIMAROPA Regional Office (RO), through the Field Technical Assistance Division (FTAD), will conduct an activity under the Project Viability of On-Site Technical Assistance (Project VISITA). This will involve visits to the Schools Division Offices to provide Technical Assistance.
2. This activity seeks to strengthen the institutionalized TA mechanism in the region through on-site visits to SDOs in MIMAROPA Region. This will include validation of TA provided by the RO as part of the progress monitoring on the results of the conducted Technical Assistance with Love and Compassion Aims to Yield Answers to the Needs (TALACAYAN), Technical Assistance Needs Assessment, and Regular School Visits.
3. The expected participants to this activity are the members of the Division Field Technical Assistance Teams (DFTAT) with positions based in the Schools Division Office such as Education Program Supervisors (EPSs) and Senior Education Program Specialists (SEPS) in the School Governance Operations Division (SGOD) and in the Curriculum Implementation Division (CID). Thus, to maximize effort and ensure the attainment of the activity's objectives, all the EPSs and SEPS are requested to attend.
4. Relative to the venue of the activity, utilization of SDO Conference Hall or any suitable area within the Schools Division Office that can adequately accommodate the participants is highly suggested.
5. For reference and guidance, attached is the Matrix of Activities, Schedule, and List of RO monitoring official for Project VISITA.

FTAD-EC



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Website: depedmimaroparegion.ph



6. Travel and other incidental expenses of the SDO personnel (if there will be any) shall be subject to local funds. Travel and incidental expenses of RO FTAD personnel shall be charged to Regional MOOE. All funds are subject to the usual accounting and auditing rules and regulations. The exclusive travel time of the assigned RO personnel that comprises days on weekends and holidays shall granted with Compensatory Overtime Credit (COC).

7. Queries or concerns regarding this matter may be directed to Ritchie G. Diola, PhD, Chief Education Supervisor, Field Technical Assistance Division, or Efraim C. Fernando, Education Program Supervisor, Field Technical Assistance Division, via ftadmimaroparegion@deped.gov.ph

8. Immediate dissemination and compliance with this memorandum are desired


NICOLAS T. CAPULONG, PhD, CESO III
Director IV
Regional Director 

Matrix of Activities for Project VISITA

AM Session	Activities
8:00 – 8:30	Registration
8:30 – 9:00	Opening Program
9:00 – 10:00	Presentation of TA Data Accomplishments
10:00 – 11:00	Vital Concepts of TA
11:00 – 11:30	Ways Forward and Closing Program
PM Session	
1:00 – 4:00	Identification of TA Needs

Schedule and List of RO Monitoring Personnel for Provision of TA

SDO	Exclusive Date	RO Personnel
Romblon	January 22 – 24, 2025	Ritchie G. Diola, PhD Efraim C. Fernando
Palawan and Puerto Princesa City	January 29 – February 1, 2025	Manolo F. Perez, PhD Efraim C. Fernando
Oriental Mindoro and Calapan City	February 4 – 7, 2025	Manolo F. Perez, PhD Efraim C. Fernando
Marinduque	February 12 – 14, 2025	Ritchie G. Diola, PhD Efraim C. Fernando
Occidental Mindoro	February 18 – 20, 2025	Manolo F. Perez, PhD Efraim C. Fernando