Republic of the Philippines
Department of Education
REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

RECEIVED
By:
Date: 10 AUG 2026

August 7, 2026

DIVISION MEMORANDUM
No. 308, s. 2026

CAPACITY BUILDING OF THE DIVISION FIELD TECHNICAL ASSISTANCE PROVIDERS (for Team 4) ON TECHNICAL ASSISTANCE MECHANISM AND PROCESSES

To: Assistant School Division Superintendent
CID and SGOD Chiefs
EPSs/PSDSs/pics
Unit/Section Heads
All Others Concerned

1. This Office, through the Curriculum Implementation Division (CID), shall conduct a Capacity Building of the Division Field Technical Assistance Providers (for Team 4: Bobon, Lope de Vega, San Jose, San Roque and Silvino Lubos Districts) on Technical Assistance Mechanism and Processes on **August 11-12, 2026**, at **Yanki's Farm and Resort, Bobon, Northern Samar.**

2. The activity aims to:

   a. revisit the Contextualized Technical Assistance Mechanism (CTAM) Handbook to ensure its alignment to DepEd Order No. 07, 2. 2024 or the Policy Guidelines on the Implementation of the School-Based Management (SBM) System

   b. consolidate School/District Technical Assistance Provision Plan/ Evaluation (DTAPP/DTAPE); and,

   c. further equip the members of the DFTACT (Team 4) with the necessary skills to provide strategic, relevant effective, and efficient technical support to schools and community learning centers.

3. Participants in this activity are the members of the Division FTACT (Team 4) school heads and district heads: Bobon, Lope de Vega, San Jose, San Roque and Silvino Lobos Districts.

4. Attached are the List of Participants, Indicative Activity Matrix, and the Program Management Team.

Adress: Mabini St., Brgy. Acacia, Catarman, 6400, Northern Samar
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Email: nsamardivision@deped.gov.ph
Division Official Website: northernsamardivision@deped.gov.ph

5. Participants are advised to bring laptops and approved copies of their CTAM, STAPP/STAPE, SISP/SISAR covering January 2026 to August 2026.

6. A registration fee of Php 1,200.00 per participant shall be collected to cover the venue and foods (2 lunch and 4 snacks) for the 2-day event. All other expenses incurred by the participants during the activities shall be charged against their respective local funds and/or School District/Division MOOE subject to the usual government rules and accounting procedures.

7. This memorandum shall serve as Travel Authority for the personnel involved in this activity.

8. Immediate dissemination of and strict compliance with this Memorandum are desired.

GAUDENCIO C. ALJIBE JR., PhD, CESO V
Schools Division Superintendent

DepEd Northern Samar
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By:
Date: 10 AUG 2026

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REGION VIII
SCHOOLS DIVISION OF NORTHERN SAMAR

Enclosure No. 1 of Division Memorandum No. 308, s. 2026

LIST OF PARTICIPANTS

Name of School	Name	Designation
BOBON DISTRICT		
Acereda Integrated School	JEPREY C. AÑANO	P-I
Arellano Primary School	BERNARD O. MADEJA	HT-III
Balat-Balud Elementary School	RYAN C. LAMBERTE	HT-I
Bobon Central School	MA. ETHEL B. RICAFORT	P-IV
Casapinitan Elementary School	KAREN ROSE B. POLLENTES	HT-I
Dancalan Integrated School	JHONA C. GREMIO	HT-II
E. Duran Elementary School	RENATO T. POLICARPIO	HT-III
J. A. Santos Elementary School	RANDY T. DURAN	T-III
J. P. Laurel Elementary School	ANALYNNE M. BALERO	P-IV
Kalantiao Elementary School	RONIL C. QUEROBENIS	HT-I
M.L. Quezon Elementary School	SALVACION D. TOLITOL	HT-III
R. Magsaysay Primary School	JOSEPH D. BATILES	MT-I
Salvacion Elementary School	LEAH T. NOGALES	HT-III
San Isidro Elementary School	SOLEDAD S. JAO	P-II
Santander Elementary School	ELMER C. CORONG	HT-I
Somoroy Elementary School	GEORGE N. YRUMA	HT-III
Somoroy ES (Moronporon)	GRECELYN A. COMPEL	T-III
Trojillo Elementary School	ANALIZA B. CONAHAP	HT-I
Bobon School for PC	PAMELA Q. BALATICO	MT-I
Eladio T. Balite MSOF	JEFFREY O. TOÑACAO	HT-III
LOPE DE VEGA DISTRICT		
Bayho Elementary School	LORNA A. SAGORIO	HT-I
Bonifacio Elementary School	HELEN B. BATLANGAO	HT-I
Cag-aguingay Elementary School	RUBY JEAN H. LEONA	HT-I
Cag-amisarag Elementary School	RHEA N. GAYO	HT-I
Curry Elementary School	SAMSON S. MACERIANO	T-III/TIC
Gebonawan Elementary School	JEANNE G. NABOR	T-III/TIC
General Luna Elementary School	DECILYN L. CORNICO	T-III/TIC
Geratigan Elementary School	EDWIN P. GELERA	HT-I
Getigo Elementary School	JOLEBEE M. BERNALDEZ	HT-I
Henaronagan Elementary School	DHARWEN C. ALEJANDRO	HT-I
Lope De Vega Central School	WILBERTO C. QUIBAL	P-I
Lower Caynaga Elementary School	JONEE S. SALUNOY	HT-II
Maghipid Elementary School	MICHAEL JOHN P. ADVINCULA	T-III/TIC
Magsaysay Elementary School	LAURA S. ANO	HT-I
New Somoroy Elementary School	JERIC D. DOINOG	T-III/TIC
Old Somoroy Elementary School	ERNAN O. DELUTA	T-III/TIC
Osmeña Elementary School	FLORANTE V. AGUILAR	HT-I
Paguite Elementary School	DEO F. PORTON	T-III/TIC

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Roxas Elementary School	RYAN B. ZUBIAGA	T-III/TIC
Sampaguita Elementary School	RHODA S. GEPIGA	T-III/TIC
San Francisco Elementary School	ADELA V. BALANLAY	T-I/TIC
San Jose Elementary School	LITO D. MAG-AMPO	MT-I/TIC
San Miguel Elementary School	HELEN D. DIOMANGAY	P-I
Upper Caynaga Elementary School	EVANGELINE G. MONARES	T-III/TIC
Lope De Vega National High School	NORALYN S. CASCO	MT-II/TIC
Lope De Vega Senior High School	EDWIN C. MONTERON	MT-I/TIC
SAN JOSE DISTRICT		
Aguadahan Elementary School	MELINDA M. ESTONANTO	P-I
Bagong Sabang Elementary School	LILIOSA P. MORENO	HT-I
Bonglas Primary School	GRACE M. VILLACORTES	T-III/TIC
Dao Elementary School	MARK M. VASQUEZ	HT-II
Gengarog Elementary School	IRIS V. ABAÑO	P-I
Geratag Elementary School	IMELDA D. DELACRUZ	P-IV
Layuhan Elementary School	LILIAN P. MODRIGO	HT-II
Mandugang Elementary School	GLENALINE L. BANGNGAT	P-I
P. Tingzon Elementary School	GERALDINE I. MOSLARES	HT-III
San Jose Central School	FELSAN M. CHUA	MT-II/TIC
San Lorenzo Elementary School	MAY JOYCE A. SENOBIO	P-I
Tubigdanao Elementary School	JAYSON I. BORAL	T-III/TIC
San Jose Technical High School	MELCA V. PERU	P-I
SAN ROQUE DISTRICT		
Balnasan Elementary School	JOSE REY D. TEPACE	P-I
Balnasan National High School	DARIO D. SURIO, JR.	P-III
Balud Elementary School	JENIFER G. DAMIAR	HT-II
Bantayan Elementary School	FRANCIE T. SURIO	P-IV
Bantayan National High School	ROQUE M. GALDONES	HT-III
Coroconog Elementary School	EDDIE S. ENERO	HT-I
Dale Elementary School	IRENE C. LOBOS	HT-III
Don Juan F. Avalon NHS	JONATHAN G. LOBOS	HT-III
Ginagdanan Elementary School	NELSON J. GORPIDO	HT-I
Lao-angan Elementary School	DANILO F. CHING	HT-III
Lawaan Elementary School	LEAH JANE C. MORILLO	HT-I
Lubog Primary School	FREDDIE B. ORTENERO	P-III
Lucero Heights Primary School	JOSE REY D. TEPACE	P-I
Malobago Elementary School	CINDY C. CISCAR	HT-I
Malobago-Pagsang-an NHS	CHERRY S. ABALON	P-II
Pagsang-an Elementary School	FREDDIE B. ORTENERO	P-II
San Roque Central Elementary School	ELVIRA A. ORTENERO	P-IV
SILVINO LUBOS DISTRICT		
Balud Elementary School	JESUSITA S. SAGONOY	T-III/TIC
Cababayogan Elementary School	LIZA P. EBIAS	HT-III
Cabonga-an Elementary School	MARISOL R. BANTILO	T-VII/TIC
Cagdao Primary School	ROWENA D. BANTILO	HT-II

Caghilot Elementary School	KARLEEN L. CABINTOY	T-III/TIC
Camanggaran Elementary School	GILBERT A. IRINCO	T-III/TIC
Camayaan Elementary School	KATHERINE R. CASTILLO	T-III/TIC
Deit De Suba Elementary School	ROWENA D. BANTILO	HT-II
Deit De Turag Elementary School	ROGER M. PALACIO	T-III/TIC
Gebolwangan Elementary School	LORNA S. DE SILVA	HT-III
Gebonawan Primary School	ANNIE R. VELASCO	T-VII/TIC
Gicbo-an Elementary School	CATHYRINE N. SALANGUSTE	T-II/TIC
Ginagasan Elementary School	ANNIE P. DIAZ	T-VII/TIC
Giparayan de Turag Elementary School	DARWIN P. LIPATA	P-I
Giguimitan Primary School	DANILO R. BALUYOT JR.	T-III/TIC
Gusaran Elementary School	JANNO C. CABIDES	T-III/TIC
Imelda Primary School	RYAN D. ALO	T-III/TIC
San Isidro Primary School	ANNIE R. VELASCO	T-VII/TIC
Silvino Lubos Central School	TERESITA S. EQUIZA	HT-III
Victory Primary School	MICHELE B. SURIO	T-III/TIC
Silvino Lobos Vocational High School	CRESENCIO D. BULOSAN	P-III
Joseph G. Sagonoy National High School	CRITOBAL C. DELMORO	ASP-II
PROGRAM MANAGEMENT TEAM		
Technical Working Group	OMAR O. TY	EPS
Technical Working Group	NOEL L. LIMPIADO, JR.	TA-I
Technical Working Group	JAYSON D. GONZAGA	AO-II
Bobon District	RAQUEL G. PERFAS	District Head
Lope De Vega District	RAL C. PITO	District Head
San Jose District	ALLAN C. ACEDERA	District Head
San Roque District	ROSALYN A. SOSING	District Head
Silvino District	LUCIO S. LOBOS	District Head

Prepared by:

OMAR O. TY
EPS-MAPEH/DSO

Approved by:

SYLVIA D. VILLANUEVA, PhD.
Chief, CID

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Enclosure No. 2 of Division Memorandum No. 308, s. 2026

CAPACITY BUILDING OF THE DIVISION FIELD TECHNICAL ASSITANCE PROVIDERS (for Team 4) ON TECHNICAL ASSISTANCE MECHANISM AND PROCESSES

TIME	DURATION	TUESDAY (August 11, 2026)	WENDESDAY (August 12, 2026)
7:00 - 8:30 am	1:30 hour	Arrival/Registration	Checking of Attendance/MOL
8:30 – 9:00 am	30 min	Opening Program	Preliminaries
9:00 – 10:00 am	1 hour	Session 1 Introduction: Enhanced Contextual Technical Assistance (CTAM) Handbook Structure in Providing Technical Assistance	Session 4 Reporting of Technical Assistance Provided Process of Identifying Technical Assistance Agenda
10:00 – 10:15 am	15 min	**HEALTH BREAK**	
10:15 – 11:15 am	1 hour	Session 2 Competencies of Technical Assistance Provider	Continuation of Session 4
11:15 – 12:00 pm	45 min	Session 3-A Technical Asstance Processes • Assumption • Definition of Technical Assistance • Purpose and Objectives of Technical Assistance • Guiding Principles • Scope of Technical Assistance	Session 5 TA Forms
12:00 – 1:00 pm	1 hour	**LUNCH BREAK**	

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1:00 – 1:15 pm	15 min	**WELLNESS ACTIVITY**	
1:15 – 2:00 pm	45 min	Continuation of Session 3-A	Session 6 DFTACT Deployment • Simulation • DTAPP, DisTAPP, STAPP (Workshop) • Presentation of Output
2:00 – 3:00 pm	1 hour	Session 3-B Technical Assistance Processes Framework ➢ TA Needs Assessment ➢ Planning Stage ➢ Implementation Stage ➢ Feedback Giving Stage ➢ Adjustment of Quarter Plans and Targets Stage ➢ Progress/Annual Report to Management Stage ➢ Evaluation of a TA Provided	Session 7 Assessment of the Functionality of School • Presentation of … • Simulation Drills and Tabletop Exercises • Post Activity Evaluation (Debriefing)
3:00 – 3:15 pm	15 min	**HEALTH BREAK**	
3:15 – 4:15 pm	1 hour	Continuation of Session 3-B	***Ways Forward/Closing Program***
4:15 – 5:00 pm	45 min	Open Forum/Wrap up	

Prepared by:

OMAR O. TY
EPS-MAPEH/DSO

Reviewed by:

SYLVIA D. VILLANUEVA, PhD.
Chief, CID

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