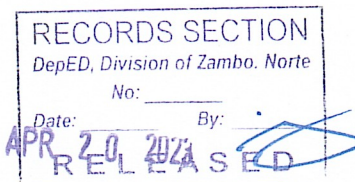




Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE



April 17, 2023

Division Memorandum
No. 70 s. 2023

**DIVISION MONITORING ON THE UTILIZATION OF THE ZAMBOANGA PENINSULA
HANDBOOK ON TECHNICAL ASSISTANCE MECHANISM (ZAMPENHTAM)**

TO : **ASDSs**
CID & SGOD Chiefs, AO V, EPS and Units Heads
PSDSs/PICDs
Members, Division/District/School Technical Assistance Team
Principals/SHs/, Public Elementary & Secondary Schools
Master Teachers, Public Elementary & Secondary Schools
All Others SDO and Field Program Owners

1. The *Zamboanga Peninsula Handbook on Technical Assistance Mechanism (ZAMPENHTAM)*, provides the structures, processes and tools in the provision of technical assistance to program clients. It also guides TA providers in the identification of TA needs, as well as the development, implementation, monitoring and evaluation of TA plans. As such, all CID, SGOD & Admin program owners, the PSDSs, the ALS implementers, as well as the school program coordinators are strongly enjoined to employ the TA mechanism as provided, effective immediately.
2. In relation thereto, this office constitutes the division TA team (please see enclosure 1) who shall, among other functions, monitor and provide technical assistance in the utilization of TA mechanisms by all operating units across the SDO and school governance levels.
3. Furthermore, the PSDSs/PICDs to be assisted by their district M&E Coordinators are enjoined to gather data and feedbacks relative to the schools' adoption of the handbook, particularly the usefulness and practicability of TA tools for school program coordinators and classroom teachers, and report the same, on or before April 28, 2023 through **depedzn.net/link/ZAMPENHTAMreports**.
4. The SGOD through the SMM&E Section is tasked to prepare the data gathering system and tool, and to render the summary M&E report to this office not later than April 28, 2023.
5. Travel expenses that may be incurred by the Division TA members, as well as the district TA providers may be charged against the division/school local funds, subject to the usual accounting and auditing rules and regulations.
6. The following templates are likewise enclosed, for convenience in utilization, reference and guidance of all program owners and TA providers.
 - i. Templates for Status of TA Intervention Plan (enclosure 2),
 - ii. Catch Up Plan/Adjustment Plan (enclosure 3),
 - iii. Technical Assistance Monitoring & Evaluation Form (enclosure 4), &
 - iv. Technical Assistance Report ((enclosure 5)



Address: Capitol Drive, Estaka, Dipolog City 7100

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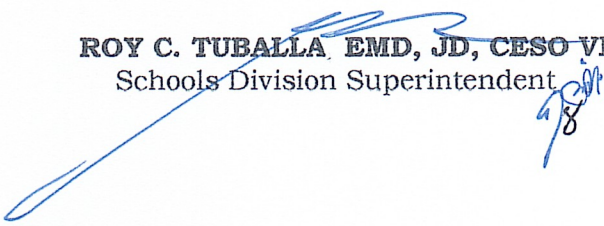
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7. For any queries, please direct your text or call to the division TA team hotlines : **0938-737- 5625 (SMART) or 0995 -881-1881 (GLOBE).**
8. Wide dissemination of this Memorandum is highly desired.

ROY C. TUBALLA, EMD, JD, CESO VI
Schools Division Superintendent



SGOD-SMM&E – MEMOONZAMPENHTAMMONITORING – 08 -04172023



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Enclosure no 1 of 5, DM No. 12 s. 2023

DIVISION TECHNICAL ASSISTANCE TEAM COMPOSITION

| | | |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Chairman: | Roy C. Tuballa, CESO VI – SDS | |
| Co-Chairs: | Judith V. Romaguera, CESO VI – ASDS Ma. Judelyn J. Ramos, CESO VI – ASDS | (Clusters 1,2,3) (Clusters 4,5,6) |
| Team Leaders: | Joy E. Letran-Singson, CES, SGOD Lilia E. Abello, CES, CID | (Clusters 1,2,3) (Clusters 4,5,6) |
| Co-Team Leaders: | Ervie A. Acaylar – EPS, Leynie Boy G. Bellino, EPS Arcelita B. Zamoras, EPS Evelyn C. Labad , EPS Anita D. Subebe , EPS Nilda Y. Galaura, EPS | |
| Members: | Carina C. Piamonte – PSDS Arnold Z. Dinglasa - PSDS Bezer B. Crampatanta – PSDS Lecita F. Tubal – PSDS Danilo Alga – PSDS Araceli C. Tomboc – PSDS Wilson H. Inding – SEPS, SMME Robert I. Poculan III – SEPS, HRD Leonido A. Pampilo- SEPS, P&R Jessie E. Elacan, SEPS, SMN Giparel B. Elumba , Planning Officer Eunice D. Janolino , PDO II Julius O. Belagantol, ITO Nichollette Ria E. Tangon , EPS II Jed A. Nieves – EPS II, SMME Joseph L. Pantoja, PDO I Laisa Madel M. Cinchez, PDO I | (Cluster 1) (Cluster 2) (Cluster 3) (Cluster 4) (Cluster 5) (Cluster 6) |

All the EPS, SEPS, EPSs II, Technical Personnel, and PSDS in the SDOs shall be divided into teams. Each team is assigned to several districts/schools to take care of and serve as the extended arm of the division management in reaching the schools. The CES/EPS of SGOD/CID shall act as team leader, in the delivery structure to ensure accountability among division personnel.

The team leader shall manage the duties and responsibilities of the TA team and report directly to their respective chief (CID and SGOD)/Office of the ASDS and SDS during division EXECOM. Team leadership may also be rotated depending on the needs of the districts/schools under their care.



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 2 of 5, DM no. __ s. 2023

FORM 1: STATUS OF TA INTERVENTION PLAN (MONTHLY/QUARTERLY MONITORING)

DIVISION/SECTION/UNIT (Region): _____

SECTION/UNIT/SCHOOL (Division): _____

| TA NEEDS | PROPOSED INTERVENTION | DATE OF IMPLEMENTATION | STATUS | REMARKS |
|----------|-----------------------|------------------------|--------|---------|
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Prepared by:

_____ *DFTAT*

Approved:

_____ Schools Division Superintendent



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REGION IX

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 3 of 5, DM no. ___ s. 2023

FORM 2: CATCH-UP PLAN/ADJUSTMENT PLAN

DIVISION/SECTION/UNIT (Region) : _____

SECTION/UNIT/SCHOOL (Division): _____

| Programs and interventions | Focus Area | Backlogs | Factors Causing the Problems | Strategic/Planning/formulation of Key Strategies | Processing Suggested Strategies to Close Gaps to Achieve Targets | Resources Needed | Timeline |
|----------------------------|------------|----------|------------------------------|--------------------------------------------------|------------------------------------------------------------------|------------------|----------|
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Prepared by:

_____ DFTAT

Approved:

_____ Schools Division Superintendent



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SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 4 of 5 , DM no. ___ s. 2023

TECHNICAL ASSISTANCE PLAN MONITORING AND EVALUATION FORM
(For RFTAT/DFTAT Use)

Division/Unit/Section: _____

Date of Monitoring: _____

Period/Time Frame: _____

| GUIDE QUESTIONS | TEAM RESPONSE | REMARKS |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------|
| Is the TA provided efficient? (as to time, people and other resources, Were the activities implemented as planned? According to guidelines 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/RDEP objectives? What factors helped? 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 meeting the target outputs? (per contributory object). What are the reasons? | | |
| What should the division/school management do in order to resolve the hindering factors/reasons? | | |
| Which of the identified solution (management action) can the division/school do by themselves? Which ones need support from the upper management? (for example. RFTAT for the SDOs/DFTAT for districts/schools). | | |

Findings:

Monitoring Team: _____

Date of Monitoring: _____



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Enclosure 5 of 5, DM no. __s. 2023

TECHNICAL ASSISTANCE REPORT

Division/School: _____

Month/Quarter: _____

SITUATIONAL ANALYSIS/CONTEXT

TECHNICAL ASSISTANCE OBJECTIVES

| WHAT WAS UNDERTAKEN | | |
|---------------------|--------------|--------|
| Planning Made | Action Taken | Result |
| | | |

Technical Assistance Provider/s:

Date: _____



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