



Republic of Education  
**Department of Education**  
 REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF BIÑAN CITY**

DEPARTMENT OF EDUCATION  
 Schools Division Office - Biñan City  
 RECORDS SECTION  
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21 Jun 2021

**DIVISION MEMORANDUM**

No. 226, s. 2021

**RECOMPOSITION OF DIVISION FIELD TECHNICAL ASSISTANCE TEAMS (DFTATs)**

- To : Assistant Schools Division Superintendent  
 Chief, School Governance and Operations Division  
 Chief, Curriculum Implementation Division  
 All School Heads  
 All Others Concerned
1. To ensure quality and support in the delivery of basic education services, this Office announces the recomposition of the Division Field Technical Assistance teams (DFTATs). Each team is represented by the different sections/units in the Schools Division Office.
  2. The composition of the constant DFTATs and designated districts are as follows:

DFTAT Complete Name	Assignment	Position/ Designation
Edna Faura- Agustin	Chairperson	Schools Division Superintendent
Edgardo B. Militante	Co-Chairperson	Assistant Schools Division Superintendent
Bayani V. Enriquez	Over-All Team Leaders	Chief-SGOD
Mary Ann L. Tatlongmaria		Chief-CID
Ariel Cabantog		Administrative Officer V
Gertrude A. Anunciacion	FTA Focal/Coordinator	Education Program Supervisor-SGOD

TEAM A			
DFTAT Complete Name	Designation	Position	School/District Assigned
Joel Valenzuela	Team Leader	EPS- Araling Panlipunan	District 1, 6 and 11
Ginalyn Garcia	Assistant Team Leader	PSDS	District 1 (PES, PHEMS, BCSHS- San Antonio Campus)
Erwin Legasto	Assistant Team Leader	PSDS	District 6 (PLES, ZES, JZGMNHS)



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Baldrin Belen	Assistant Team Leader	PSDS	District 11 (MAMPLES, GES, MNHS)
Raquel Azur	Member	EPS-Filipino	District 1, 6 and 11
Mary Joy Cabiles	Member	EPS II-HRD	District 1, 6 and 11
Charles Patio	Member	Planning Officer III	District 1, 6 and 11
Henrietta Nacario	Member	Nurse II	District 1, 6 and 11
Darwin Malapaya	Member	AO IV-Budget Officer	District 1, 6 and 11
Rudolf Anthony O. Erispe	Member	Nurse II	District 1, 6 and 11

TEAM B			
DFTAT Complete Name	Designation	Position	School/District Assigned
Leilani J. Miranda	Team Leader	EPS-English	District 2 and 7
Edralin Micua	Assistant Team Leader	PSDS	District 2 (MES, MES East, NJNHS)
Clarita C. Rey	Assistant Team Leader	PSDS	District 7 (SFES, SSES, TGES, SFINHS)
Rhea DM. Bilbes	Member	EPS-Kindergarten	District 2 and 7
Allan Medenilla	Member	Librarian	District 2 and 7
Leonora M. Oganina	Member	SEPS-SMN	District 2 and 7
Ferdinand Arbo	Member	EPS II-SMME	District 2 and 7
Rochelle Melgar	Member	Dentist II	District 2 and 7
Noel Velasco	Member	AO IV-Accountant	District 2 and 7

TEAM C			
DFTAT Complete Name	Designation	Position	School/District Assigned
Gertrude A. Anunciacion	Team Leader	EPS-SGOD	District 3 and 8
Sonny L. Atanacio	Assistant Team Leader	PSDS	District 3 (BES, CES, BINHS)
Rowena K. Ramos	Assistant Team Leader	PSDS	District 8 (STES, LANGKES, BSSAA, BCSHS-Sto. Tomas Campus)
Rodrigo Rodriguez	Member	EPS-Values	District 3 and 8
Lani A. Alonte	Member	EPS-TLE	District 3 and 8
Marilyn Macababbad	Member	PDO II	District 3 and 8
Leila Bondoc	Member	Medical Officer III	District 3 and 8
Tito Pascual	Member	AO IV-Personnel	District 3 and 8





John Sebastian N. Jacalan	Member	Nurse II	District 3 and 8
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TEAM D			
DFTAT Complete Name	Designation	Position	School/District Assigned
Ronaldo Bago	Team Leader	EPS-Science	District 4 and 9
Delfina Antipolo	Assistant Team Leader	PSDS	District 4 (MBES,DES-Main,DES-West,DNHS)
Leonora Cruz	Assistant Team Leader	PSDS	District 9 (SV5A-Langkiwa,TES,SV5A INHS)
Angela Morando	Member	EPS-MAPEH	District 4 and 9
Marchy Joy Sanchez	Member	EPS II	District 4 and 9
Isidra L. Galman	Member	SEPS-SMME	District 4 and 9
Eva Joyce Valenzuela	Member	EPS II-SMN	District 4 and 9
Gari Ramos	Member	Nurse II	District 4 and 9
Edith Coloma	Member	AO IV-Records	District 4 and 9

TEAM E			
DFTAT Complete Name	Designation	Position	School/District Assigned
Violeta Umel	Team Leader	EPS-Mathematics	District 5 and 10
Reynante Sofera	Assistant Team Leader	PSDS	District 5 (SVES, DJTMES, TATMES)
Romulo Casipit	Assistant Team Leader	PSDS	District 10 (SV5-Timbao, OLLES, LES, BCSHS-Timbao Campus)
Evelyn P. De Castro	Member	EPS-Lrmds	District 5 and 10
Arletta Alora	Member	EPS II	District 5 and 10
Precious Joy Coronado	Member	Engineer III	District 5 and 10
Carmencita Juntilla	Member	Nurse II	District 5 and 10
Slyvia Tanael	Member	AO IV-Property	District 5 and 10
Pamella Tamayo	Member	Dentist II	District 5 and 10

3. The duties and functions of the Division Field Technical Assistance Teammates are as follows:

**Chairperson and Co-Chairperson**

- Gives strategic direction to immediately resolve issues and concerns in the field
- Makes decisions at key governance points during the provision of technical assistance



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### **Over-all Team Leaders**

- Looks for possible weakness of operation underlying each complaint/query to clarify the best effort to address it
- Implements a comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule in collaboration with the DFTATs
- Provides immediate appropriate needs-based intervention for the improvement of schools' organizational efficiency and effectiveness in collaboration with DFTATs

### **FTA Focal/Coordinator**

- Classifies concerns as administrative, curriculum, finance, private school issues, etc.
- Disseminates and helps clarify DepEd policies, programs, projects and processes by providing DFTATs copies/information
- Correctly identifies and coordinates with the concerned DFTATs and Functional Division on complex concerns that will require the specific offices' appropriate actions
- Monitors and submits matrix of issues and concerns and its corresponding interventions to the Office of the Schools Division Superintendent

### **Team Leader**

- Develops and implements the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule
- Monitors, documents, and submits matrix of issues and concerns and its corresponding intervention through the provided google sheet.
- Coordinates with the DFTATs / Functional Division in charge in the dissemination and clarification of DepEd policies, programs, projects, and processes.
- Identifies and coordinates with the concerned DFTATs, Functional Division on complex concerns that will require appropriate actions of specific offices.
- Provides immediate appropriate needs-based intervention for the improvement of School's organizational efficiency and effectiveness.

### **Assistant Team leader**

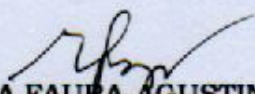
- Performs the functions of the Team leaders in his/her absence.
- Assists the team leader in the conduct of DFTATs engagement.
- Attends in the conduct of RFTAT meetings and engagement.
- Ensures the completeness and accuracy of the documents to be submitted.
- Performs other related duties/tasks assigned by the RFTAT leader.
- Helps the team leader in the development and implementation of the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
- Provides appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness.





### Team Members

- Actively participate in the operationalization of the comprehensive Technical Assistance Plan for engagement to governance levels and units covering all areas of management and operation based on needs and schedule.
  - Recommends and provides appropriate needs-based intervention for the improvement of Schools Division Offices' organizational efficiency and effectiveness.
  - Attends actively participates in all DFTATs meetings and activities.
  - Accomplishes all forms relative to the conduct of the activity.
  - Observes proper decorum.
  - Ensures fairness, objectivity, and confidentiality of all proceedings.
  - Serves as documenter as designated by the team.
4. Flexible Technical Assistance Teams can be formed as the need of each school and learning center arises.
5. Immediate dissemination of this Memorandum is desired.

  
**EDNA FAURA-AGUSTIN**  
Schools Division Superintendent

