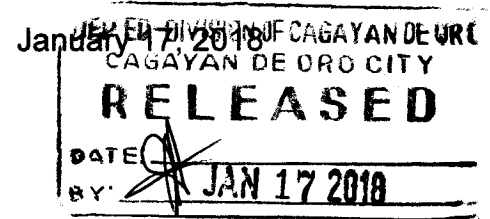




Republic of the Philippines
Department of Education
Region X
DIVISION OF CAGAYAN DE ORO
Fr. William Masterson Road
Upper Balulang, Cagayan de Oro City



Division Memorandum
No. 39 s. 2018



**MANAGING TECHNICAL ASSISTANCE (TA) SESSIONS:
PROGRAM IMPROVEMENT IMPLEMENTATION CLINIC (PIIC)
AND SCHOOL-BASED MANAGEMENT (SBM) VALIDATION**

To: ALICIA E. ANGHAY, PHD., CESE - Assistant Schools Division Superintendent
ROSALIO R. VITORILLO, Chief, School Governance and Operation Division
RODOLFO R. BAYETA JR., Division Planning Officer
JEAN S. MACASERO, PHD., Division SBM Coordinator
RAUL A. DECHOSA, PHD., SEPS on M&E
ANITA M. GOCHUCO- Public Schools District Supervisor
This Division

1. In line with Region Memorandum No. 18, s. 2018 on Managing Technical Assistance (TA) Sessions: Program Improvement Implementation Clinic (PIIC) and School-Based Management (SBM) Validation, you are hereby directed to attend a three (3) day Capacity Building on January 29-31, 2018 and on February 1-2, 2018 for Division SBM Coordinator only at Koresco Hotel, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.
2. Participants are expected to arrive at the venue in the afternoon of January 28, 2018. First meal will be dinner of the same day and last meal shall be lunch on January 31, 2018.
3. Travel expenses shall be charged to local funds, subject to the usual accounting and auditing policies, rules, and regulations.
4. Strict compliance of this memorandum is enjoined.


JONATHAN S. DELA PEÑA, Ph.D. CESO VI
Schools Division Superintendent *jsm*

Incl: As indicated
To be indicated in the Perpetual Index under the following subjects:
Capacity Building Program Technical Assistance SBM

jsm/sgod



January 3, 2018 **DepED-X**
Cagayan de Oro City

REGION MEMORANDUM

No. 18, s. 2018

09 JAN 2018

RELEASED

**MANAGING TECHNICAL ASSISTANCE (TA) SESSIONS:
PROGRAM IMPROVEMENT IMPLEMENTATION CLINIC (PIIC)
AND SCHOOL-BASED MANAGEMENT (SBM) VALIDATION**

**To: Schools Division Superintendents
Chiefs of the Regional Office Functional Divisions
This Region**

1. In line with Region Memorandum 415, s. 2017 on the *Establishment and Operationalization of Technical Assistance Mechanisms, Systems, and Processes*, a three-day Capacity Building Program on Managing Technical Assistance (TA) Sessions via Program Improvement Implementation Clinic (PIIC) and School-Based Management Validation will be conducted from January 29 to February 2, 2018, at Koresco Hotel, Pueblo de Oro Golf Estates, Fr. Masterson Avenue, Cagayan de Oro City.

2. This undertaking is generally designed for Regional and Division participants as *key members* of both Regional and Division Field Technical Assistance Teams (RFTAT and DFTAT) who will manage the technical assistance session/s using the TA NEXUS' Program Improvement Implementation Clinic (PIIC) tools and techniques by acquiring the necessary competencies for the same and in providing feedback and facilitating mentoring sessions.

Most specifically, the participants are expected to perform the following at the end of this activity:

- a. Identify the important data and information from **MEA and SBM** necessary in the preparation of a technical assistance (TA) plan;
- b. Prepare a TA plan ensuring a seamless link with the findings and agreements from the **MEA Process and SBM** to the actual provision of technical inputs to target group/s;
- c. Describe the TA Session Protocols in the conduct of pre and post TA conferences;

- d. Explain the basic principles of a cliniquing session as well as managing a program implementation improvement clinic (PIIC);
 - e. Demonstrate feedback and mentoring session techniques;
 - f. Describe the TA monitoring compliance process; and
 - g. Revisit the Contextualized Manual on School-Based Management on its 3rd Phase
3. The following are the identified participants for the two (2) activities:

For January 29-31, 2018

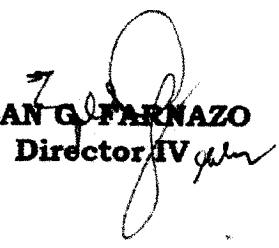
- a. Chiefs of the Functional Divisions in the Regional Office (8)
- b. 1 EPS/Representative per Functional Division as alternate member in the Regional Field Technical Assistance Team (RFTAT) (8)
- c. CID and SGOD Chiefs (2)
- d. Division Planning Officer, SBM Coordinator, SEPS on M&E (3)
- e. Lead Public Schools District Supervisor (1)

For February 1-2, 2018

- a. Division SBM Coordinators
 - b. Other select Writers/Contributors identified in the 2nd Phase of the Manual Writing. (Please refer to attached list.)
4. Check-in time will be at 2:00 pm on January 28, 2018. The first meal to be served will be dinner of the said date, and the last meal will be lunch on January 31, 2018 for the technical assistance's session participants while those who will be involved on the 3rd Phase of the Contextualized Manual Writing will check in at 2:00 in the afternoon of January 31, 2018 and last meal is on lunch on February 2, 2018 and check-out is at 2:00 in the afternoon.
5. Board and lodging, transportation, and honorarium of the Resource Person shall be charged to HRTD Funds. The same will apply to the participants except for transportation and honorarium, subject to the usual accounting and auditing policies, rules, and regulations. Travel expenses of the participants are chargeable to local funds, subject to the usual accounting and auditing policies, rules, and regulations.

6. For more information, please contact Ms. Lita F. Base, EPS of FTAD, through her mobile number 09151867201.

7. Your usual support on the matter is highly enjoined.


ALLAN G. FARNAZO
Director IV

Incl.: As indicated

To be indicated in the Perpetual Index under the following subjects:

Capacity Building Program Systems Processes Technical Assistance

FTAD/lita

Establishing & Operationalizing Region 10's Technical Assistance (TA) NEXUS
Activity 3: Managing the TA Session: Program Improvement Implementation Clinic (PIC) and School Based Management (SBM) Validation

	Day 01	Day 02	Day 03	Day 04	Day 05
8.0 - 10.0 am	Opening Program Expectation Setting Activity 4. Overview	Session 4. TA Session Protocols • Requirements • Pre & Post TA Conference	Session 5. Program Implementation Improvement Clinics (PIC) • Improvement Clinics - Simulation / Workshop	Presentation and Review of Output in the 2nd Phase Manual Writing on the Contextualized SBM	Finalization of the Contextualized Manual
10.15 - 12.00 pm	Session 1. Technical Assistance • Regular TA versus TA NEXUS	Session 4. TA Session Protocols • Simulation / Workshop	Session 5. Program Implementation Improvement Clinics (PIC) • Improvement Clinics - Simulation / Workshop	Continuation ...	Planning for the Launching of the Manual
1.15 - 3.15 pm	Session 2. TA NEXUS • Data Validation & MEA	Session 5. Program Implementation Improvement Clinics (PIC) • Basic Principles • How to Manage PIC	Session 5. Program Implementation Improvement Clinics (PIC) • Improvement Clinics - Simulation / Workshop	Workshop	Closing Program
3.30 - 5.00 pm	Session 3. Preparing the TA Plan • Scope and Requirements • Exercise: Preparing a TA Plan Using Findings and Agreements from Data Validation & MEA	Session 5. Program Implementation Improvement Clinic (PIC) • Coaching & Mentoring Sessions • Feedback Process	Session 6. TA Monitoring Compliance • Overview of Compliance Process • Compliance Checklist Closing Program	Continuation	Home Sweet Home

Submitted by: 

EDITH B. LAGO-ORTEGA, PhD
Chief FTAD

Recommending Approval: 

ATTY. SHIRLEY O. CHATTO
OIC, Asst. Regional Director

APPROVED: 

ALLAN D. BARINAZO
Director IV

**List of SBM Manual Other Select Writers (Phase 3)
Participants on February 1-2, 2018**

Writers	Position/Designation	Division
1.Margarita L. Ruben ,MA	Principal IV	Misamis Occidental
2.Susan S. Olana, PhD	Principal IV	Malaybalay City
3.Julieto M. Indonto, MA	Principal II	Oroquieta City
4.Miguelito D. Bendijo, MA	Principal I	Valencia City
5. Florderick S. Velarde	Information Technology Officer I	Lanao del Norte