



Republic of the Philippines
Department of Education
REGION XII
SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division
Superintendent

13 Jun 2025

DIVISION MEMORANDUM
SGOD No **054**, s. 2025

COMPOSITION OF DIVISION FIELD TECHNICAL ASSISTANCE TEAM FOR THE
2025 *OPLAN BALIK ESKWELA* MONITORING AND PROVISION OF
TECHNICAL ASSISTANCE

To: Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors/Principals In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Memorandum No. 045, s. 2025 titled, **2025 National Oplan Balik Eskwela (OBE)** and Regional Memorandum FTAD-2025-005 titled, **2025 Oplan Balik Eskwela Monitoring and Provision of Technical Assistance**, this Office shall organize the Division Field Technical Assistance Team (DFTAT) to assist the Regional Field Technical Assistance Team (RFTAT) during the conduct of OBE monitoring and provision of technical assistance to schools.

2. These are the members of the DFTAT.

NAME	POSITION	DESIGNATION
LEONARDO M. BALALA, CESO V	SDS	Chairperson
LEVI B. BUTIHEN	ASDS	Co-Chairperson
CRISTOPHER T. FRUSA	Chief ES – SGOD	Team Leaders
MARICHU JEAN R. DELA CRUZ	Chief ES – CID	
BERT D. LABUAYA	EPS – SGOD	Members
RODEL H. CATUBAY	SEPS – SMME	
ARNEL B. BIEN	Attorney III	
MA. TERESA S. HALLEGADO	EPS / DIO	
RONAL JIM S. SOMERA	AO V	
EDUCATION PROGRAM SUPERVISORS In-Charge of the District	EPS	
PUBLIC SCHOOLS DISTRICT SUPERVISORS / PRINCIPALS IN-CHARGE	PSDS / PIC	

3. The members of the DFTAT are expected to perform the tasks stipulated in the enclosed Region Memorandum FTAD-2025-005.



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4. Please refer to the attached Region Memorandum for the OBE Monitoring Tool, RFTATs Composition and Assignments and TA Report Template.
5. Works that fall within summer vacation, Saturdays, Sundays, and holidays are entitled to Compensatory Time-Off (CTO) or Service Credits and Compensatory Overtime Credits (COC) for duty beyond 5:00 p.m. whichever is applicable for the employee in accordance with CSC and DBM Join Circular No. 2, s. 2004 on **Non-Monetary Remuneration for Overtime Service Rendered**.
6. Expenses incurred in the conduct of the activities shall be charged against local funds subject to the usual accounting and auditing procedures and regulations.
7. Immediate dissemination of and strict compliance with this memorandum is directed.


LEONARDO M. BALALA CESO V
Schools Division Superintendent

Encl.: As stated
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT	CLASSES	DATA
MONITORING AND EVALUATION		SCHOOLS

CTF/DM-composition of division field technical assistance team for the 2025 oplan balik eskwela monitoring and provision of technical assistance
0000/June 13, 2025



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SOCCSKSARGEN REGION

10 Jun 2025

REGIONAL MEMORANDUM
FTAD-2025-005

2025 OPLAN BALIK ESKWELA MONITORING AND PROVISION OF TECHNICAL ASSISTANCE

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to **DepEd Memorandum No. 045, s. 2025** titled **2025 National Oplan Balik Eskwela (OBE)** and to ensure an orderly and systematic opening of classes guided by the **“Day 1, Lesson 1”** regional policy as contained in **Region Memorandum No. 116, s. 2015 on opening of school year**, this office enjoins all levels of governance in DepEd SOCCSKSARGEN Region to implement the **OBE and “Day 1, Lesson 1”** particularly those engage in teaching and learning and other supporting agencies, organizations and other stakeholders in the preparation for the opening of School Year 2025-2026.
2. The OBE shall run from June 9 to 20, 2025 and to ensure that all schools are ready for classes, the regional office through the Field Technical Assistance Division (FTAD) shall organize the Regional Field Technical Assistance Teams (RFTATs) to conduct monitoring and provision of technical assistance and ensure that learners both in public and private schools are properly enrolled, learning environment and learning materials are prepared and all issues and concerns encountered by the schools are addressed.
3. SDOs shall likewise organize their Division Field Technical Assistance Teams (DFTATs) that will accompany and assist the RFTATs in the monitoring.
4. The RFTATs are expected to do the following tasks:
 - 4.1 Monitor and evaluate the SDOs on their OBE implementation especially the SDO OBE Public Assistance Command Center (PACC). Refer to Regional Memorandum ORD-2025-019 2025 for the details.
 - 4.2 Ascertain that the MATATAG curriculum is implemented in terms of
 - b.1 Class Programming
 - b.2 Teachers' Loading and Assignments
 - b.3 Readiness of teachers for the implementation of Revised K to 12 MATATAG Curriculum for Grades 2, 3, 5 and 8 teachers
 - b.4 Learning Delivery
 - 4.3 Monitor and evaluate school implementation of Brigada Eskwela 2025
 - 4.4 Provide appropriate technical assistance (TA) on issues relative to the following:
 - 4.2.1 Enrolment target (public, private and ALS)
 - 4.2.2 Curriculum and Teaching
 - 4.2.3 Learning Environment
 - 4.2.4 Leadership



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- 4.2.5 Governance
- 4.2.6 Human Resource and team Development
- 4.2.7 Finance and Resource Management and Mobilization
- 4.5 Respond to queries and concerns commonly encountered in the opening of school year (SY).
- 4.6 Submit the filled-out Monitoring Tool and Technical Assistance Report to Functional Division (FD) Chief thru the FDDC who shall consolidate the reports and submit to FTAD using the assigned link.
5. To ensure coherence and effective monitoring and TA Provision, there shall be a Virtual Pre-Deployment Orientation on June 13, 2025 at 2:00 in the afternoon using the link: <https://tinyurl.com/49dsun5r> Participants in the orientation are the RFTATs, DFTATs, CID and SGOD Chiefs.
6. See the following enclosures for reference and guidance:
 - 6.1 OBE Monitoring Tool
 - 6.2 RFTATs Composition and Assignments
 - 6.3 TA Report Template
7. RFTATs and DFTATs shall be entitled to Compensatory Time-off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered for non-teaching personnel, and service credits for teaching personnel pursuant to the provisions set under DepEd Order No. 53, s. 2003, entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers.
8. Expenses incurred in the conduct of the activities shall be charged against local funds subject to the usual accounting and auditing procedures and regulations.
9. For details, contact Agney C. Taruc, EPS through email: agney.taruc@deped.gov.ph
10. For the information and compliance of all concerned.

Digitally signed by
Rocafort Carlito Dalisay
Adobe Acrobat Reader
version: 2023.006.20380

CARLITO D. ROCAFORT
Director IV

Encls: As stated
References: DepEd Memorandum No. 045, s. 2025
Allotment: MOOE
To be indicated in the Perpetual Index
under the following subjects:

ENROLLMENT
MONITORING AND EVALUATION

SCHOOLS

ACT/FTAD/RM – 2025 OPLAN BALIK ESKWELA MONITORING AND PROVISION OF TECHNICAL ASSISTANCE
005/June 10, 2025



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Enclosure 1 to Regional Memorandum FTAD-2025-005

2025 OPLAN BALIK ESKWELA MONITORING TOOL

SDO		
Name of School		
School Address		
School ID		
School Category: _____ Elementary _____ Secondary	Type of School: _____ Central _____ Non-Central _____ Multi-Grade _____ Integrated School _____ Primary _____ Complete Secondary School _____ Junior HS _____ Stand Alone Senior HS _____ ALS	Classification: _____ Urban _____ Rural Enrolment Data: Male: _____ Female: _____ Total: _____ As of (Date and Time) _____
Name of School Head:		
Contact Number and Email Address:		

- I. Preliminaries – 15 minutes
- II. DOD process - 1 hour
- III. Exit Conference – 15 minutes

- **Instruction:** Kindly put a check (✓) to appropriate column (Yes or No) and write the technical assistance provided to issues and concerns in every indicator.

A. ENROLMENT PREPARATION				
No.	Indicators	Yes	No	Technical Assistance Provided
1	Communication Plan			
2	Enrolment Advocacy materials (fliers, tarps, etc)			
3	Enrolment Campaign Activities			
4	Tri-media Advocacy (Social Media, Print and Broadcast)			
5	SGC/Stakeholders Engagement			
6	Help Desk			
B. CURRICULUM AND TEACHING				
1	Teaching Guides and Learning Materials			



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2	Class Program and Teacher Assignments/Teaching Load			
3	School Reading and Numeracy Program			
4	School Assessment Program			
5	Inclusive Education Initiatives			
6	Remedial and Intervention Program			
7	Instructional Supervision Plans			
C. LEARNING ENVIRONMENT				
1	Physical Environment Maintenance			
2	Safety and Security Policies			
3	Inclusive Education Practices			
4	Disaster Risk and Reduction Management (DRRM)			
D. LEADERSHIP				
1	SIP and AIP			
2	Approved organizational charts detailing the composition and functions of school committees and councils (ex: SGC and PTA)			
3	Professional Dev't Plan /TNA			
4	Recognition and Incentive Programs			
E. GOVERNANCE AND ACCOUNTABILITY				
1	Progress Report on the Implementation of SIP/AIP			
2	Transparency Board			
3	Barangay and Community Involvement			
4	Performance Assessment and Continuous Improvement (SBM Self-assessment, Performance Review)			
F. HUMAN RESOURCE AND TEAM DEVELOPMENT				
1	Professional Development and Capacity Building Programs			
2	Performance Evaluation and Feedback Mechanisms			
3	Teamwork and Collaboration Initiatives			
4	Succession Planning and Career Development (List of teachers and staff promoted, scholarships, etc)			
5	Employees Welfare and Recognition Program			



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G. FINANCE AND RESOURCE MANAGEMENT AND MOBILIZATION				
1	School Annual Budget			
2	Work and Financial Plan			
3	Approved Annual Procurement Plan			
4	Reports on Internal and External Financial Audits/Liquidation of Funds			
5	MOA/MOU with donors, LGUs, NGOs, Private Sectors			
6	Records of Fundraising events, grants and external funding supports			
7	Inventory of school properties, equipment and learning materials			
8	Reports on repairs, maintenance and infrastructure projects			
9	Reports on Fund disbursement and expenditure tracking			
H. BRIGADA ESKWELA IMPLEMENTATION				
Pre-Implementation Stage				
1	Conducted Needs Assessment/Records of Resource Requirements			
2	BE Plan aligned to SIP			
3	Organize BE Task Force			
4	Invitation to potential partners and volunteers to engage in BE			
5	Records of MOA and MOU with partners			
6	Records of donations and commitments from partners			
7	System of tracking and acknowledging donations			
Implementation Stage (June 9-13, 2025)				
1	Classrooms and school grounds cleaned and maintained			
2	Conduct of minor repairs based on needs assessment			
3	Evidence of safety measures implemented during BE			
4	Evidence of volunteers actively engaged in BE			



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5	System to document issues and resolution during the implementation of BE			
6	System to monitor volunteer attendance and their tasks			
7	Orientation provided to volunteers			
8	Records of Daily Logs in every activity			
9	Conducted orientation on Anti-Bullying Policy			
10	Available MOVs (pictures and other evidence) for reporting			
Post-Implementation Stage				
1	Prepared Accomplishment Report			
2	Reports submitted through DepEd Partnership Database System (DPDS)			
3	Records of donations classified as property, plant and equipment			
4	School developed plan to sustain school improvement beyond BE			
5	Formulated strategies to maintain stakeholder's engagement			
6	Evidence of continuous monitoring and evaluation conducted			
7	Conducted recognition activities for partners and volunteers			
8	Issued certificates or other form of acknowledgment to donors			
GENERAL OBSERVATION ON BE IMPLEMENTATION				
Strength:				
Areas for Improvement:				
Recommendations:				

 Name and Signature of RFTAT Member



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Enclosure 2 to Regional Memorandum FTAD-2025-005

**COMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS
(RFTATs)
OPLAN BALIK ESKWELA 2025**

RFTATs			Schools Division
A	Lead: Norman S. Valeroso Maria Isabel R. Cunanan Roger V. Swerte Dr. Mina Fe Ruz Jairus Capillo	QAD CLMD HRDD ESSD FD	Kidapawan City
B	Lead: Kathrine H. Lotilla Michael A. Poblador Crisanto M. Bulado Regan B. Dagadas Elgene O. Dequilla Noren Grace Laguting	OIC-ARD QAD CLMD CLMD ESSD Budget Officer	Cotabato Province
C	Lead: Melinda A. Rivera Cynthia G. Diaz Arturo D. Tingson, Jr., Jodan F. Manua Atty. Salvador S. Rodel Jessebelle V. Bayoneta Engr. Nazario B. Bata-anon	CES-FTAD CLMD CLMD HRDD Legal Officer IV FD ESSD	Sultan Kudarat
D	Lead: Emily F. Enolpe Louella D. Jabido Ismael N. Ngitngit, Jr., Raffy G. Herrera May Jane L. Alvarado	OIC-CES - HRDD QAD ESSD PPRD FD	Tacurong City
E	Lead: Luz Lalli L. Ferrer Dave C. Prodigio Grace Patrice M. Mondragon Dr. Edelyn Grace A. Jamila Ma. Jeanette N. Delima	CES-CLMD HRDD QAD ESSD FD	Koronadal City
F	Lead: Magdaleno C. Duhilag, Jr., Dantly S. Villanueva Henry Fritz H. Diaz Atty. John Rey Villalon Engr. Nerson Basco	CES -ESSD CLMD HRDD-NEAP Legal Officer III ESSD	South Cotabato
G	Lead: Glenn A. Bisnar Agney C. Taruc Jay-ar S. Lipura Arjay C. Raborar Herald L. Barnuevo Cheryl P. Villa	Chief-PPRD FTAD CLMD HRDD-NEAP ORD FD	General Santos City
H	Lead: Leonardo B. Mission Jade T. Palomar Nathaniel F. Bangoc	CLMD CLMD QAD	Sarangani



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	John Earl Wendell Lope	ESSD	
	Ma. Lourdes Ines	ESSD	
	Joanna Marie A. Lira	FD	



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Enclosure 3 to Regional Memorandum FTAD-2025-005

Technical Assistance (TA) Report

(In compliance to Data Privacy Act, all information gathered from this report shall be treated with confidentiality.)

Directions: This tool shall be filled-out by TA Providers from the Regional Office (RO). Blacken the appropriate box and provide information on the blanks.

☐ Technical Assistance Provider

☐ Functional Division Team

☐ Quality Management Team

Functional Division: _____

QMT Name: _____

Enabling

Mechanism: _____

CLIENT/S	TA NEEDS	TA INTERVENTIONS	DATE (action taken as of _____)	ACCOMPLISHMENT (based on success indicators)	EFFECTIVENESS OF ACTION (based on the TA Client's Feedback Form/Rating)	REMARKS



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List of MOVs:

Prepared by:

(Name & Signature)

Designation: _____

Date: _____

Attested by:

(Name & Signature)

FD Chief/QMT Leader

Note: Kindly attach **Technical Assistance Client Feedback Form with Declaration of Closures** using the link: <http://tinyurl.com/FTADTAFeedbackForm> (to be filled-out by client/s).



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Enclosure 4 to Regional Memorandum FTAD-2025-005

Technical Assistance Client Feedback Form
(with Declaration of Closures)

I. Basic Information

Client Name: _____ Item Position: _____

Office/ School: _____

SDO: _____

Date of TA: _____ Time: Start: _____ End: _____

Name of TA Provider: _____ Designation: _____

Office: _____ SDO: _____

II. Technical Assistance needs/issues:

Technical Assistance Received from the TA Provider(s):

III. Client's Feedback and Rating

Based on the technical assistance received, kindly rate the TA provider using the rating scale below:

4 – Strongly agree 3 – agree 2 – Disagree 1 – Strongly disagree

Indicators	Rating
1. TA session(s) were well organized	
2. TA provider was knowledgeable about the issues and subject matter.	
3. TA provider was receptive to client comments and questions	
4. I felt a strong sense of engagement during the process from TA provider	
5. I increased my knowledge as a result of receiving TA	
6. I increased my ability to execute skills in my work as a result of receiving TA	
7. I believe that the TA received will be worthwhile to implement into work	



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8. The TA interaction increased my confidence to apply what I learned in my work.	
9. The TA intervention offers very good practicable solution to the TA needs of the customers.	
10. I am committed to continue applying what I learned in my daily work.	

Numerical Rating: _____ (Total Rating/10)

Range	Descriptive Rating	Interpretation
3.26– 4.0	Highly Effective	The TA-related practice/s is/are highly effective that knowledge sharing is highly evident, thus contributing to the improvement of the overall implementation of program activities.
2.51– 3.25	Moderately Effective	The TA-related practice/s is/are moderately effective that knowledge sharing is moderately evident leading to the improvement in the overall implementation of program activities.
1.76 – 2.50	Less Effective	The TA-related practice/s is/are less effective that knowledge sharing is partially evident; hence, the improvement in the overall implementation of program activities is in the emerging stage.
1.0 – 1.75	Least Effective	The TA-related practice/s is/are least effective that knowledge sharing is not evident; hence, there is a need to change strategy/ies to improving the overall implementation of program activities.

Descriptive Rating: _____

IV. Declaration of Closure and Completeness of the Technical Assistance Provided

I hereby declare the closure of the issues/needs and completeness of the technical assistance specific on _____ after the technical assistance was provided by _____ starting on _____ and ended on _____.

Client Name and Signature

Date



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Link:

<https://tinyurl.com/FTADTAClientFeedbackForm>

QR Code:



Link:

Link:

<https://bit.ly/DepEdSOX-CSM>

QR Code:

