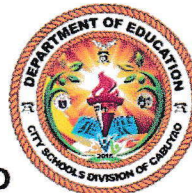


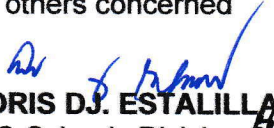


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

TO : OIC-Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
OIC- Chief, School Governance and Operations Division
Education Program Supervisors
Public School District Supervisors
Elementary and Secondary School Heads
All others concerned

FROM :  **DORIS D.J. ESTALILLA, Ed.D**
OIC-Schools Division Superintendent

SUBJECT : **SYNCHRONIZED DIVISION FIELD TECHNICAL ASSISTANCE**

DATE : June 29, 2018

1. Adherent to the Department of Education priorities in strengthening team-based delivery of educational services to schools and learning centers, this office shall conduct the **Synchronized Division Field Technical Assistance (DFTA)** starting July 2018 onwards.

2. The Field Technical Assistance Division (FTAD) and Team Supervision aim to provide support and guidance to the Schools in their continuous improvement in leadership management and for them to become more self-reliant and self-sustaining communities as to quality, access and governance.

"The Primary purpose of providing technical assistance is to ensure that School-Based Management is implemented in all schools as mandated by the Law, RA. 9155. The School Division must ensure that the schools are provided with appropriate, relevant and timely assistance towards continuous improvement and help them achieve a higher level of SBM practice."

3. The team shall be composed of Curriculum, School Governance and School Division Office Chiefs, Unit Heads, Supervisors and Section Specialists. (Detailed composition and instructions shall be released in a separate memorandum.)

4. The Technical team is expected to submit the programmed activities, monitoring tool/s before the conduct of team supervision and hold process discussion with the teachers and concerned personnel in the school to be attested by the principal.

5. Please see attached enclosure for school district and team supervision clustering sequence.

6. Immediate dissemination of this memorandum is desired.

DISTRICT CLUSTERING ON SYNCHRONIZED DFTA

CID/OSDS		SGOD/OSDS	
District 1	Cluster 1A Baclaran Elementary School Mamatid Elementary School	District 2	Cluster 1B Pulo Elementary School Pulo National High School <i>Pulo NHS-Diezmo Extension</i>
District 3	Cluster 2A San Isidro Elementary School Banlic Elementary School Casile Elementary School Casile INHS Guinting Elementary School	District 4	Cluster 2B Banay Banay Elementary School Diezmo Elementary School Niugan Elementary School Pittland Elemntary School
District 5	Cluster 3A Sala Elementary School Cabuyao INHS Cabuyao INHS- Pittland Ext.	District 6	Cluster 3B Bigaa INHS Butong Elementary School Cabuyao Central Elementary School
District 7	Cluster 4A Gulod Elementary School Gulod National High School Gulod NHS-Mamatid Annex Marinig South Elementary School	District 8	Cluster 4B Marinig NHS Southville 1 Elementary School
District 9	Cluster 5A Bigaa Elementary School North Marinig Elementary School	District 10	Cluster 5B Mamatid SHS Pulo SHS Southville 1 INHS

Note: Massive class observation will be undertaken in every school in the morning with process observation. The chief will give the summary findings to the school principal with the quality management team for recommendations.

CID/OSDS		SGOD/OSDS	
Round 1	Round 2	Round 1	Round 2
Cluster 1A	Cluster 1B	Cluster 1B	Cluster 1A
Cluster 2A	Cluster 2B	Cluster 2B	Cluster 2A
Cluster 3A	Cluster 3B	Cluster 3B	Cluster 3A
Cluster 4A	Cluster 4B	Cluster 4B	Cluster 4A
Cluster 5A	Cluster 2B	Cluster 5B	Cluster 5A