



DIVISION MEMORANDUM
No. 537, s. 2014

SCHEDULE OF RFTATs MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA) ON THE CONDUCT OF IN-SERVICE TRAINING (INSET) AND THE STATUS OF THE IMPLEMENTATION OF PROGRAMS AND PROJECTS IN ALL SCHOOLS DIVISIONS

To: Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs/Caretakers
Elementary and Secondary School Heads

1. Attached herewith is Regional Memorandum No. 637, s. 2014, informing the field that the Regional Field Technical Assistance Teams (RFTATs) will monitor the conduct of in-service training (INSET) and status of implementation of programs and projects in all Schools Division on October 22 - 24, 2014.
2. Special attention is directed to Sections 2 and 3 of the said Memorandum.
3. Immediate dissemination of this Memorandum is desired.


ARDEN D. MONISIT, ED.D.
Schools Division Superintendent

ADM/rng14

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: www.depedcebuprovince.com
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: depedcebuprovince@yahoo.com
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City




OCT 16 2014

REGIONAL MEMORANDUM
No. 037, s. 2014

**SCHEDULE OF RFTATS MONITORING AND PROVISION OF TECHNICAL ASSISTANCE (TA)
ON THE CONDUCT OF IN-SERVICE TRAINING (INSET) AND THE STATUS OF THE
IMPLEMENTATION OF PROGRAMS AND PROJECTS IN ALL SCHOOLS DIVISIONS**

TO : All Schools Division Superintendents
Officers-in-Charge of Regular Divisions

1. The Regional Field Technical Assistance Teams (RFTATs) will monitor the conduct of the in-service training (INSET) and the status of the implementation of programs and projects in all Schools Divisions on October 22-24, 2014, respectively.
2. Attached is the RFTAT Monitoring Template to use.
3. Your utmost cooperation is highly appreciated.
4. Immediate and wide dissemination of this Memorandum is highly desired.


CARMELITA T. DULANGON
Director III
Officer-in-Charge

CTD/FCS/wds
Regional Memo

"Educating for a Strong Republic"

Tel. nos. (RD's Office) 255-4542; 231-1309; 414-7325 ; Fax (ARD's Office) 231-1433; 414-7399;
(Curriculum & Instruction) 414-7323; (Technical Assistance) 414-7324 ; (Quality Assurance) 414-4367 ; (Administrative) 414-7326;
(Legal) 414-7366 ; (Cashier) 231-1071; (Strive) 232-9925 ; (Probe) 414-0263 ; (Supply/HNU) 414-7322 ; (Records) 233-4769;
(Guard) 231-2160; (PSU) 414-7499; 414-7321 ; (PFU) 255-1313 ; (Policy, Planning Research) 233-9030; 4147065; (Resource
Mobilization & Special Project) 254-7062; (Training & Development) 256-1001 • Email: deped_ro7@depedro7.com.ph

**MONITORING TEMPLATE FOR RFTAT
OCTOBER 22-24, 2014**

DIVISION: _____ SCHOOL: _____ DAY: _____

DISTRICT: _____ NAME OF RFTAT: _____

MODE OF TRAINING: _____ Division-Based _____ District-Based _____ Cluster-Based _____ School-Based

I. Monitoring of Midyear Assessment and In-Service Training (INSET)

PROGRAM CONTENT FOCUS (Ask for Program Schedule Matrix and Session Guides)	ACTIVITIES CONDUCTED	EXPECTED OUTPUT	NUMBER / NAMES / POSITION OF FACILITATORS	PARTICIPANTS		SIGNIFICANT OBSERVATIONS/FINDINGS	TA PROVIDED/ RECOMMENDATIONS
				Target	Actual		
						A. Delivery of Content:	
						B. Trainers' Conduct of Sessions:	
						C. Attainment of Objectives:	
						D. Provision of Support/ Materials	
						E. Program Management Team	
						F. Trainees' Participation/Learning	
						G. Time Management:	

