



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
Schools Division of Bohol

Office of the Schools
Division Superintendent

April 16, 2025

DIVISION MEMORANDUM
OSDS/CID/SGOD-2025- **50**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Section Heads

**FIELD MONITORING AND EVALUATION (M&E) AND PROVISION OF TECHNICAL ASSISTANCE
(TA) BY THE FIELD TECHNICAL ASSISTANCE (FTAD) TEAM**

1. Please be informed that **Regional Memorandum No. 0133, s. 2025**, titled "Field Monitoring and Evaluation (M&E) and Provision of Technical Assistance (TA) by the Field Technical Assistance Division (FTAD) Team," is hereby attached for your reference and guidance. The contents of the memorandum are self-explanatory and are to be implemented accordingly.
2. This activity is designed to strengthen the support systems of the Division Office through structured monitoring and technical assistance. It aims to assess current implementation practices and provide on-the-spot coaching and mentoring to improve performance and service delivery.
3. **All Section and Unit Heads** of the Division Office are enjoined to participate in the said activity scheduled on **April 23, 2025**, at the **SDO Bohol Conference Room, Tagbilaran City**.
4. Your full cooperation and active participation in this undertaking are earnestly expected to ensure its success.
5. For your **information, guidance, and widest dissemination**.


FAY C. LUAREZ EdD, PhD. TM, CESO VI
OIC- Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

FTAD-2025- 137

08 APR 2025

To : **DR. FAYE C. LUAREZ**
Schools Division Superintendent
Bohol Province Division

DR. WILFREDA D. BONGALOS
Schools Division Superintendent
Tagbilaran City Division

DR. NIMFA D. BONGO
Schools Division Superintendent
Cebu City Division

New Schedule of Field Monitoring and Evaluation (M&E) and Provision of Technical Assistance (TA) by the Field Technical Assistance Division (FTAD) Team

1. In reference to **Regional Memorandum No. 0133 s. 2025**, titled Field Monitoring and Evaluation (M&E) and Provision of Technical Assistance (TA) by the Field Technical Assistance Division (FTAD) Team, please be informed of the new schedule as outlined below:

Division	New Schedule	Activities
Bohol Province	April 23	Field M&E and Provision of TA Overnight stay in Bohol as host
Tagbilaran City	April 24	Field M&E and Provision of TA Home Sweet Home
Cebu City	April 25	Field M&E and Provision of TA

- All other provisions of the aforementioned memorandum remain in effect.
- Immediate dissemination of, and compliance with this Memorandum are desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Director IV
Regional Director

STJ/FYA/FTAD/MLB/dfe



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REGIONAL MEMORANDUM

No. **0199** s. 2025

10 FEB 2025

FIELD MONITORING AND EVALUATION (M&E) AND PROVISION OF TECHNICAL ASSISTANCE (TA) BY THE FIELD TECHNICAL ASSISTANCE (FTAD) TEAM

To: Schools Division Superintendents
Assistant Schools Division Superintendents
All Others Concerned

1. In the conference workshop conducted on November 13-15, 2024, per RM 1025, s. 2024, three of the outputs are the TA Plans on the implementation of the following policies:

- 1.1 DO 026, s. 2022 – Implementing Guidelines on the Establishment of the **School Governance Council (SGC)**,
- 1.2 DO 007, s. 2024 - Policy Guidelines on the Implementation of the Revised **School-Based Management (SBM)** System, and
- 1.3 DO 005, s. 2024 -Rationalization of **Teachers' Workload in Public Schools** and Payment of Teaching Overload.

2. In line with the above-mentioned outputs, the FTAD team is directed to conduct **Field M&E and Provision of TA**, geared towards better efficiency and effectiveness of functional divisions, sections or units of the Regional Office and Schools Division Offices. *Please refer to Enclosure 1 for the detailed schedule of activities.*

3. The specific objectives of this activity are the following:

- 3.1 obtain copies of the SDS-approved **Division TA Plans** and **TA Performance Contracts** related to the implementation of policies on SGC, SBM and DO 005, s. 2024;
- 3.2 monitor and evaluate the progress of the implementation of the aforementioned Division TA Plans;
- 3.3 collect data on the **payment of Teaching Overload** and the **granting of Vacation Service Credits**;
- 3.4 support Regional Coordinators/Focal Persons in obtaining copies of approved **2025 BEMEF-aligned Implementation Plans** for all prioritized **Special Programs, Projects or Activities (PPAs)**,



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- 3.5 identify and gather information on bottlenecks, lags, issues and concerns (BLICs) impacting the implementation of special PPAs and the office mandates of SGOD, CID and OSDS, which the SDOs wish to escalate to the Regional Office; and
 - 3.6 provide TA to address and resolve implementation issues and concerns
4. To ensure that FTAD has all its outputs intact before the Quality Management System (QMS) Surveillance Audit, the SDOs are enjoined to submit scanned (PDF) copies of their approved Division TA Plans and TA Performance Contracts by February 28, 2025.
5. To achieve the outlined objectives, the FTAD Team expects to collaborate in a workshops or mini-group discussions with the SGOD and CID Chiefs, and Division Coordinators or Focal Persons of SGC, SBM, Teachers' Workload, and other special PPAs. The SDOs are encouraged to determine the format of these activities.
6. The FTAD Team is directed to conduct a prework activity on February 10-14, 2025, with the aims to prepare travel authority and TA-M&E materials.
7. Meal expenses for the prework activity shall be charged against regional funds with Activity Code **(AC-25-5704-GASS-005)**. Expenses on field meals shall be charged against the RO-FTAD funds downloaded to SDOs with Activity Code **(AC-2024-5704-GASS-006)**, whereas travel and other incidental expenses shall be chargeable against regional/local funds. All these expenses are subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are directed.

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Enclosure A – Schedule of Activities

Field M&E and Provision of TA by the FTAD Team March 3 – April 12, 2025	
Date	Schools Division
March 3	Talisay City
March 4	City of Naga, Cebu
March 5	Carcar City
March 6	Toledo City
March 7	Cebu City
March 24	Bogo City
March 25	Danao City
March 26	Mandaue City
March 27	Lapu-Lapu City
March 28	Cebu Province
March 31	Tagbilaran City
April 1	Bohol
April 2	Dumaguete City
April 3-4	Siquijor
April 7	Negros Oriental
April 8	Tanjay
April 9	Bais
April 10	Bayawan
April 11-12	Canlaon



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