



Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 29, 2025

DIVISION MEMORANDUM
 No. **513**, s. 2025

**WORKSHOP ON BEST PRACTICES ON TA PROVISION
 CUM DEVELOPMENT OF FTAD DASHBOARD**

To: Assistant Schools Division Superintendent
 Chief Education SupervisorS
 Education Program Supervisors
 Senior/Education Program Specialists
 Public Schools District Supervisors/
 Principals and Head Teacher-In-Charge of the District
 Heads of Public Elementary/Integrated/Secondary Schools
 All Others Concerned

- Attached is the Regional Memorandum No. 935, s. 2025, regarding the Conduct of Workshop on Best Practices on TA Provision Cum Development of FTAD Dashboard on September 30, 2025, at J7 Plaza Hotel, Q. Abeto, Mandurriao, Iloilo City.
- The Division participants in the said activity are listed below:

NAME	STATION	POSITION
Floradel B. Pelayo	Division Office	ITO
June R. Patricio	Division Office	SEPS-M&E
Charlie I. Ureta	Division Office	EPS
Dr. Juzallie Sioco	Mambuquiao IS	Principal I
Jaymon Bruto	Dr Ramon B. Legaspi, Sr. NHS	Head Teacher I

- Travel and other incidental expenses of the participants are chargeable against School MOOE and other local funds, subject to the usual accounting and auditing rules and regulations.
- Immediate dissemination of this Memorandum is desired.

FELICIANO C. BUENAFE JR., CESO VI
Schools Division Superintendent

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

DATA INFORMATION TECHNOLOGY SCHOOL WORKSHOP

CIU



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Republic of the Philippines
Department of Education
 REGION VI-WESTERN VISAYAS

SEP 25 2025

REGIONAL MEMORANDUM
 No. **935**, s. 2025

**WORKSHOP ON BEST PRACTICES ON TA PROVISION
 CUM DEVELOPMENT OF FTAD DASHBOARD**

To: Schools Division Superintendents
 All Others Concerned

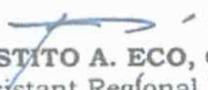
1. This Office, through the Field Technical Assistance Division, shall conduct the Workshop on Best Practices on TA Provision Cum Development of FTAD Dashboard to be conducted on September 30 to October 3, 2025 at J7 Plaza Hotel, Q. Abeto, Mandurriao, Iloilo City.
2. The activity aims to:
 - a. highlight best practices for providing technical assistance to schools, showcasing their value, impact, and replicability across different educational settings to enhance SDO support and improve education outcomes through an ICT-enabled solution; and
 - b. develop a unified system for gathering data and information and monitoring the effective implementation of the SBM and SGC guidelines, ensuring consistent, aligned, and tailored support for school leaders.
3. Below is the list of participants who are expected to bring sample of accomplished SBM tools, a laptop, and an extension cord for the workshop activities.

Regional Office	1 FTAD Chief
	1 PPRD Chief/Representative
	1 RITO
	1 FTAD Administrative Assistant
	1 Computer Programmer
	1 QAME
	1 ICTU CoS (Computer Programmer)
	1 CLMD Representative
	1 KM Member (Jonalyn Lizada)
	1 RO SBM Composite Team Member
	8 ITO
Schools Division Office	8 SBM Coordinators
	8 SDO Technical Assistance Coordinators
	8 Elementary School Principals (1 per SDO)
	8 Secondary School Principals (1 per SDO)



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4. The first meal will be PM snacks on September 30, 2025 and last meal is lunch on October 3, 2025.
5. It is understood that in the conduct of this activity, there shall be no discrimination in the provision of L&D interventions on the account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run counter to the principle of equal opportunities.
6. The food and accommodation shall be charged against Regional Office Funds while travelling expenses to the participants' respective local funds, all subject usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

Encl.: None

Reference: RM 711, s. 2025

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

DATA INFORMATION TECHNOLOGY SCHOOLS WORKSHOP

JRA/DTC/RM-WORKSHOP ON BEST PRACTICES...
031/September 22, 2025



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184



Republic of the Philippines
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 REGION VI-WESTERN VISAYAS

**WORKSHOP ON BEST PRACTICES ON TA PROVISION
 CUM DEVELOPMENT OF FTAD DASHBOARD**

September 30, 2025
 J7 Plaza Hotel, Mandurriao, Iloilo City
ACTIVITY MATRIX

Day 1 – September 30, 2025		
Time	Activity	In-Charge
1:00 - 2:00 PM	Arrival, Registration, and Billeting of Participants	RO FTAD
2:00 – 3:00 PM	Opening Program and Preliminaries Statement of Purpose	RO FTAD
3:01 – 4:00 PM	Session 1: The SDO TA Process	SDO Guimaras
4:01 – 5:00 PM	Session 2: The RO TA Process	RO FTAD
5:01 – 6:00 PM	Debriefing	FTAD and ICTU
6:01 to 8:00 PM	D I N N E R	
Day 2 – October 1, 2025		
Time	Activity	
7:00 AM to 8:00 AM	- Preliminary Activities	SDO PASSI CITY
8:01 AM - 10:00 AM	Workshop 1: Scoping Requirements for the BLICs, TANA, and TA Reports Submission and Generation	ICTU and FTAD
10:00 – 10:15AM	HEALTH BREAK	
10:15 – 12:00NN	Session 3: Presentation and Critiquing of Outputs	
12:00 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 1:30 PM	Energizer	ROXAS CITY
1:30 – 3:30 PM	Workshop 2: Scoping Requirements for the School-Based Management Tool Accomplishment and Reporting for RO, SDO, and Schools	ICTU and FTAD



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3:30 - 3:45 PM	HEALTH BREAK	
3:45 - 5:00 PM	Session 4: Presentation and Critiquing of Outputs	
6:00 - 8:00 PM	Dinner	
Day 3 - October 2, 2025		
Time	Activity	
7:00 AM to 8:00 AM	- Preliminary Activities	SDO ANTIQUE
8:01 AM - 10:00 AM	Workshop 3: Scoping Requirements for the SGC Functionality Tool Accomplishment and Reporting for RO, SDOs, Schools	ICTU and FTAD
10:00 - 10:15AM	HEALTH BREAK	
10:15 - 12:00NN	Session 3: Presentation and Critiquing of Outputs	
12:00 PM to 1:00 PM	LUNCH BREAK	
1:01 PM to 1:30 PM	Energizer	GUIMARAS
1:30 - 3:30 PM	Workshop 4: FTAD Dashboarding	ICTU and FTAD
3:30 - 3:45 PM	HEALTH BREAK	
3:45 - 5:00 PM	Session 4: Presentation and Critiquing of Output	
6:00 - 8:00 PM	Dinner	
Day 3 - October 3, 2025		
Time	Objective	Activity
7:00 AM to 8:00 AM	-	Preliminary Activities (CAPIZ AND AKLAN)
8:00 AM to 11:15 AM	Highlight best practices for providing technical assistance to schools, showcasing their value, impact, and replicability across different educational settings to enhance SDO support and improve learning outcomes	Workshop 4: <ul style="list-style-type: none"> Documentation of Best Practices on Technical Assistance Provision
10:00 - 10:15AM	HEALTH BREAK	
11:16 - 12:00NN	Closing Program	
12:01 PM to 1:00 PM	LUNCH BREAK	
1:01 - Onwards	Home Sweet Home	