



DEPED REGIONAL OFFICE 02  
**RELEASED**  
 DATE: 09-09-19  
 BY: \_\_\_\_\_  
 RECORDS SECTION



September 05, 2019





REGIONAL MEMORANDUM  
 No. 54, s. 2019

**SUBMISSION OF ACCOMPLISHED TECHNICAL ASSISTANCE  
 NEEDS ASSESSMENT (TANA) TEMPLATE**

To: Schools Division Superintendents  
 CID and SGOD Chiefs

1. As contemplated by RA 9155 otherwise known as the "Governance of Basic Education Act of 2001," Regional Offices (RO) are mandated not only to provide field leadership in the enforcement of standards but more importantly, to provide technical support and assistance, thereby enabling Schools Division Offices (SDOs) to likewise assist their respective schools for continuous improvement in instructional leadership and management.
2. To actualize such mandate, the Field Technical Assistance Division (FTAD) works with and through the Regional Field Technical Assistance Teams (RFTATs) in order to coordinate and integrate the provision of timely and responsive technical assistance (TA) to SDOs.
3. Relative thereto, this Office earnestly requests the SDOs to accomplish the attached TANA Template which shall serve as reliable working document in the formulation of TA Plans; hence, ensuring a customer-centric foundation in the provision of customized and needs-based technical assistance. (Please see attached template).
4. The following attachments are herewith provided for ready reference:
  - 4.1 Enclosure 1: Technical Assistance Needs Assessment (TANA) Template
  - 4.2 Enclosure 2: Sample Accomplished Technical Assistance Needs Assessment (TANA)
5. SDOs are hereby advised to submit to this Office their duly accomplished TANA on or before September 13, 2019.
6. Your prompt compliance is hereby enjoined.

  
**ESTELA L. CARIÑO, EdD, CESO IV**  
 Director IV/Regional Director 

<p> (078) 304-3855          (078) 396-0677          (078) 396-9728</p>	<p> DepEDRO2   <a href="https://region2.deped.gov.ph">https://region2.deped.gov.ph</a>   <a href="mailto:region2@deped.gov.ph">region2@deped.gov.ph</a></p>	<p><b>Document Code:</b> FM-ORD-005  <b>Rev.:</b> 00  <b>As of:</b> 07-02-2018</p>
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Enclosure 1 – Technical Assistance Assessment Needs (TANA) Template

Technical Assistance Needs Assessment Form  
(TANA Form)

SDO \_\_\_\_\_

Areas for Technical Assistance	Findings/Observations	TA Needed from the RO	Resources Needed	Preferred Schedule for TA

Prepared by: \_\_\_\_\_

Certified Correct: \_\_\_\_\_

Approved: \_\_\_\_\_

\_\_\_\_\_  
Chief, CID/SGOD

\_\_\_\_\_  
Schools Division Superintendent

Enclosure 2 – Sample Accomplished Technical Assistance Needs Assessment (TANA)

Technical Assistance Needs Assessment Form  
(TANA Form)

SDO \_\_\_\_\_

Areas for Technical Assistance	Findings/Observations	TA Needed from the RO	Resources Needed	Preferred Schedule for TA
Example: Financial Statement Preparation	Documents are returned due to incomplete FS Reports	Conduct workshop/ Coaching session on FS Preparation	Human: TA Provider Material: Computer, printer, ink, bond paper, notebook, ballpen,	October 1, 2019
Guidelines on the establishment, merging, conversion, naming renaming of public schools and separation of public annexes in basic education	3 out of 5 applicant schools already operate prior to the approval of their request to operate.	Revisit DO No. 40, s. 2014	Copies of DO No. 40, s. 2014 Power Point Presentation Projector, LCD	October 1, 2019

Prepared by:

Certified Correct:

Approved:

\_\_\_\_\_  
Chief, CID/SGOD

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Schools Division Superintendent