



Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley

**REGIONAL MEMORANDUM**

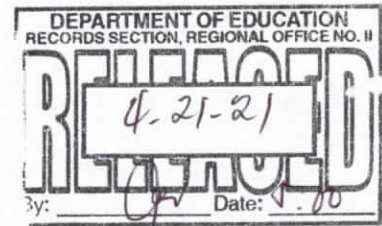
No. 080, s. 2021

To: Schools Division Superintendents  
CID and SGOD Chiefs

From: **BENJAMIN D. PARAGAS, PhD, CESO V**  
Director IV/ Regional Director

Date: April 20, 2021

Subject: **SUBMISSION OF ACCOMPLISHED TECHNICAL ASSISTANCE  
NEEDS ASSESSMENT (TANA) FOR THE SECOND QUARTER**



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 templates).
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 April 30, 2021.
6. Your prompt compliance is hereby enjoined.

\*FTAD/zpa/dje 2021



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(Enclosure 1)



Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley

**FIELD TECHNICAL ASSISTANCE DIVISION**

**Form 1**

**TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)**

Division: \_\_\_\_\_

*(To be accomplished by DFTATs)*

Areas For Technical Assistance	Findings / Observations	TA Needed from the Regional Office	Resources Needed	Prefer

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

Reviewed by: \_\_\_\_\_

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

Chief, SGOD

ASDS

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(Enclosure 2 – Sample Accomplished TANA)



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**Department of Education**  
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**FIELD TECHNICAL ASSISTANCE DIVISION**

**Form 1**

**TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)**

Division: \_\_\_\_\_

(To be accomplished by DFTATs)

Areas For Technical Assistance	Findings / Observations	TA Needed from the Regional Office	Resources Needed	Preference
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	Febru
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	Febru

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

Reviewed by: \_\_\_\_\_

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

Chief, SGOD

ASDS



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