



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY

**REGIONAL MEMORANDUM**  
FTD-2022-003

To: Schools Division Superintendents  
CID and SGOD Chiefs

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

Date: April 26, 2022

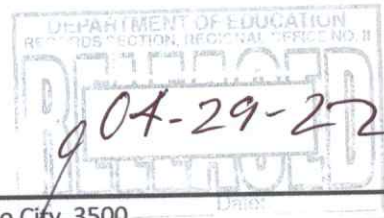
Subject: **SUBMISSION OF ACCOMPLISHED TECHNICAL ASSISTANCE  
NEEDS ASSESSMENT (TANA) FOR THE 2<sup>nd</sup> QUARTER, CY 2022**

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. In relation 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 advised to submit to this Office their duly accomplished TANA for the 2<sup>nd</sup> quarter of CY 2022 on or before May 15, 2022 through FTAD email: **ftad.region2@deped.gov.ph**
6. Your prompt compliance is hereby enjoined.

\*FTAD/zpa/dje 2022



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(Enclosure 2 – Sample Accomplished TANA)



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	Preferred TA Schedule
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	September 10, 2021
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	September 10, 2021

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

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

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

Chief, SGOD

ASDS

SIDS

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