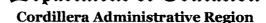
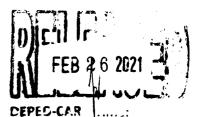


Republic of the Philippines Bevartment of Education





February 26, 2021

Regional Memorandum No. 079 · 2021

SUBMISSION OF REPORTS ON THE QUARTERLY LIST OF ISSUES/ HINDERING FACTORS, TECHNICAL ASSISTANCE/INTERVENTION PLAN, ACCOMPLISHMENT REPORT & CATCH – UP PLAN

TO: Schools Division Superintendents
SGOD Chiefs
SDOs Technical Assistance Coordinator
PSDS, School Heads
All divisions
All others concerned

1. Pursuant to Republic Act No 9155 or the Governance of Basic Education Act of 2001 and DepEd Order 83 s 2012, re: Implementing Guidelines on the Revised School Based Management (SBM) Framework, Assessment Process and Tool (APAT) and guide the Schools Division Offices and schools in the assessment of their management level of practices, the Regional Office through Field Technical Assistance Division (FTAD) requests the submission of the following forms per quarter for Calendar Year 2021:

Form 1 – List of Issues / Hindering Factors

Form 2 – Technical Assistance /Intervention Plan

Form 3 - Quarterly Completion / Accomplishment Report

Form 4 - Quarterly Catch-up Plan

2. Reports must follow the template in the Technical Assistance Mechanism Manual Operation (TAMMO) using Microsoft Office Excel and submit to cará deped, gov.ph or ftad.depedearā gmail.com on:

| Forms | Office | 1# Quarter | 2 ⁿ⁴ Quarter | 3rd Quarter | 4 th Quarter | |
|--------|---------------------------|---------------|----------------------------|----------------|----------------------------|--|
| Form 1 | School to District Office | Mar 5 | Apr 5 | Jun 25 | Sept 30 | |
| | District Office to SDO | Mar 12 | Apr 12 | Jul 2 | Oct 7 | |
| | SDO to Region | Mar 19 | Apr 16 | Jul 9 | Oct 13 | |
| Form 2 | School to District Office | Mar 5 | Apr 5 | Jun 25 | Sept 30 | |
| | District Office to SDO | Mar 12 | Apr 12 | Jul 2 | Oct 7 | |
| | SDO to Region | Mar 19 | Apr 16 | Jul 9 | Oct 13 | |



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| Form 3 | School to District Office | Apr 5 | Jun 25 | Sept 30 | Dec 28 |
|-------------|---------------------------|--------|--------|---------|-----------------|
| | District Office to SDO | Apr 12 | Jul 2 | Oct 7 | Jan 5, 2022 |
| | SDO to Region | | Jul 9 | Oct 13 | Jan 12, 2022 |
| Form 4 | School to District Office | Apr 5 | Jun 25 | Sept 30 | Dec 28 |
| | | | | | |
| | District Office to SDO | Apr 12 | Jul 2 | Oct 7 | Jan 5, 2022 |

- 3. Attached are the formats of Forms 1, 2, 3 and 4.
- 5. Immediate dissemination and strict compliance of this Memorandum is desired.

ESTELA L. CARIÑO EdD, CESO III

Director IV/Regional Director

Enclosures:

Form 1. List of Issues / Hindering Factors

| Issues / Concerns | Hindering Factors | Categories /Areas of Indicators | Possible Solution | Technical Assistance Provider |
|----------------------|----------------------|---------------------------------------|----------------------|-------------------------------------|
| | | | | |

Form 2. Technical Assistance /Intervention Plan

| Issues / Concerns / Hindering Factors | Objectives | TA Programs/ Activities | Physical Date | Target Date of Implementation | Person/s /Office Involved | Output |
|---------------------------------------|------------|-------------------------------|------------------|----------------------------------|---------------------------------|--------|
| | | | | | | |

Form 3.a Quarterly /Annual Accomplishment Report

| TA Program | Objectives | Physical Accomplishment | | Financial Accomplishment | | Persons Involved | Remarks |
|-----------------|------------|----------------------------|--------|-----------------------------|--------|---------------------|---------|
| / Activities | | Target | Actual | Target | Actual | | |
| | | | | | | | |
| | | | | j | | | |

Form 3.b Quarterly /Annual Completion Report (Report on Unaccomplished Activity)

| TA Programs | Expected | d Output | Hindering | Recommendations | |
|--------------|----------|-----------|-----------|-----------------|--|
| / Activities | Physical | Financial | Factors | / Suggestions | |
| | | | | | |
| | | | | | |
| | | | | | |

Form 4. Catch-up Plan / Adjustment Plan

| Program and Interventions | Focus Area | Backlogs | Factors Causing the Problem | Strategic Planning / Formulation of Key Strategies | Processing Suggested Strategies to Close Gaps to Achieve Targets | Resources Needed |
|------------------------------|---------------|----------|--------------------------------------|--|--|---------------------|
| | | | | | | |