



Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



April 14, 2025

**REGIONAL MEMORANDUM**  
NO. 271.2025

**RECONSTITUTION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAM  
(RFTAT)**

To: Asst. Regional Director  
Schools Division Superintendents  
CES / OIC of RO Divisions  
All others concerned.

1. To further strengthen the collaboration among the different Regional Office Functional Divisions and Schools Division Offices (SDOs) in the provision of Technical Assistance (TA) this office announces the reconstitution of the Regional Field Technical Assistance Team (RFTAT) together with their roles and functions and terms of references, to wit:

CONCERNED FUNCTIONAL DIVISION / SECTION / UNIT	CHAIRPERSON	CO-CHAIR / MEMBERS	ROLES, FUNCTIONS / TERMS OF REFERENCE
Office of the Regional Director	Estela P. Leon- Cariño EdD, CESO III - Regional Director	Ronald B. Castillo - Asst. Regional Director	Oversee the overall implementation of RSTAP
Legal Matters	Atty. Vanessa B. Flora – Atty IV	Atty. Edward C. Magalalit, Atty Janelle S. Dogao	Coordinate with the SDO Legal Officers to address issues on the implementation of CPP in schools.
Public Affairs Unit	Cyrille Gaye B. Miranda	Manilyn D. Botilas, Jaymaril B. Pacito	Responsible in the advocacy to strengthen efforts to address gaps of the most challenging schools in terms of NAT result, school leavers and low turnout of SGC Functionality



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ICT Matters	Jumar B. Yago-an – Information Technology Officer I	Clinton Bugtong, Glenn Papa	Recommend the most challenged schools for the provision of ICT equipment; coordinate with SDO ICT Unit for the orientation of the proper use of ICT equipment
Administrative Matters	Maksim A. Botilas – Chief Administrative Officer	Cornelia Adaci-Dulnuan	Provide support to schools in enhancing their administrative services
Personnel Matters		Maricel S. Codimdim, Dumas A. Aban, Nadia Ossic, Tomasa Pis-o	
Curriculum and Learning Management	Jennifer P. Ande – Chief Education Supervisor	Alfredo B. Lanas, Asterio C. Madalla, Benjamin M. Dio-al, Jonalyn C. Ambrona, Denia O. Tarnate, Rosemarie Yangkin, Nover Keithley S. Mente, Edgar D. Vicente, Wilfredo C. Bagsao, Judica B. Dasco	Develop ADM learning materials; monitor and strengthen the Homeroom Guidance Program; conduct orientations/workshops for the effective implementation of ADM
Medical/Dental Health Sanitation	Georgina C. Ducayso - Chief Education Supervisor	Raymond S. Damoslog, MD., Joanne S. Bumanghat, DMD, Diane B. Joaquin	Lead in identifying and strengthening partnership for the feeding program for the most challenging schools, Guidance and Counselling and other behavioral support to learners; Conduct professional assessment of learners with disability manifestations through partnership with competent mental authorities/associations; track and monitor health data of learners.

Educational Facilities		Engr. Christopher Hadsan, Margaret C. Gomeyac	Recommend priority list for provision of school facilities.
Partnership and Linkages		May Claire Jimenez, Evangeline Malag, Dalton S. Teliao	Forge, sustain, strengthen, and increase partnership and linkages to help address health issues, strengthen Homeroom Guidance and Counselling; conduct assessment learning disabilities, promote and maintain mental health and well-being.
Finance	Cristina L. Paquit - Chief Administrative Officer	Erniely D. Godoy, Fremalyn E. Paclos, Marianne B. Wanson	Provision of TA to enhance Financial Management of schools.
Policy, Planning and Research	Ethielyn E. Taqued - Chief Education Supervisor	Rose Melody M. Flores, Janet Ambucay, Crisanta Pantaleon	Consolidate and provide the RFTAT available data/research pertaining to the most challenged schools of CAR in terms of NAT result and Leaver/Dropout Rate; facilitate in the conduct of research on ADM.
Professional Learning and Development, Performance Management, Employees Welfare	Rosita C. Agnasi – OIC Chief Education Supervisor	Sasha Joseph L. Daganos, Dexter B. Andres, Margie B. Gardingan, Laureen B. Likigan, Elvernice S. Fanged, Ide A. Liwanen	Lead in the conduct of training on ADM, identifying LWDs and mental health issues, beginning reading, for newly hired teachers, teaching personnel and newly promoted school heads.
Quality Assurance	Clemente D. Bandao – OIC Chief Education Supervisor	Romulo B. Basa, Leonardo M. Aquino, Florence E. Balictan, Ester L. Gallotan	Lead in monitoring, evaluating and analysis of RAT & NAT Results and recommend as priority need for the provision of TA by the RFTAT; lead in tracking / evaluating the RSTAP effectiveness; monitor and evaluate major PAPS implementation like SBFP, DRRM, etc.



Field Technical Assistance	Edgar H. Madlaing - Chief Education Supervisor	Marjory T. Valdez, Annie Rose B. CAYasen, Carl Elton P. Temporal	Lead and coordinate with RFTAT and DFTAT members in the implementation of RSTAP; Serve as secretariat in RSTAP implementation
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2. This issuance repeals the reconstitution of RFTAT through RM No. 034 s 2024.
3. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Regional Director