



Republic of the Philippines  
Department of Education  
Region V (Bicol)  
**DIVISION OF CATANDUANES**  
Virac, Catanduanes



RECEIVED  
SCHOOLS DIVISION OFFICE  
DATE: AUG 10 2015  
TIME: 2:20 PM  
BY: *[Signature]*

**MEMORANDUM**

**TO:** SDO Chiefs, CID and SGOD  
Senior Education Program Specialist – School Management M & E  
Education Program Specialist II – School Management M & E  
Elementary and Secondary School Heads

**FROM:** NYMPHA D. GUEMO  
Assistant Schools Division Superintendent  
Officer - In - Charge *[Signature]*

**SUBJECT:** SUBMISSION OF TECHNICAL ASSISTANCE NEEDED FROM THE  
SCHOOLS DIVISION OFFICE (SDO)

**DATE:** August 10, 2015

1. In line with the Department of Education's present initiative, the Basic Sector Reform Agenda (BESRA) has emphasized that the Division Office has the schools as its main responsibility in leading, guiding, monitoring and evaluating and in providing technical assistance towards effective SBM in the schools.
2. The Schools Division Office thru the School Governance and Operation Division (SGOD) School Management and Monitoring are task to provide Technical Assistance (TA) to all school heads and teachers. Kindly provide this office the needed appropriate data and information that will serve as the baseline for extending TA along School Based Management and other DepEd Programs and Projects.
3. Attached is a sample form for you to accomplish to be submitted to the School Governance and Operations Division - School Management Monitoring and Evaluation Team on or before August 17, 2015.
4. For your information, guidance and compliance.

## TECHNICAL ASSISTANCE NEEDED BY THE SCHOOL FROM THE SDO

School: \_\_\_\_\_

District/Zone: \_\_\_\_\_

Contributory Objectives	Gaps/Problems/Weaknesses	Assistance Needed from SDO
<p><b>PROVISION OF EQUITABLE ACCESS</b> (Enrolment, participation, etc.)</p>		
<p><b>QUALITY AND RELEVANCE</b> (NAT, etc.)</p>		
<p><b>MANAGEMENT OF EDUCATIONAL SERVICES</b> (Regular Resources, Physical Resources, Fiscal Resources, Community- Developed resource management system, etc.)</p>		
<p>Others</p>		