



2504-422

Republic of the Philippines  
Department of Education  
REGION I  
SCHOOLS DIVISION OF VIGAN CITY

**DIVISION MEMORANDUM**  
No. 203, s.2025

**VALIDATION AND FINALIZATION OF THE CONTEXTUALIZED  
TA OPERATIONS MANUAL**

TO: Chief Education Supervisors (CID and SGOD)

1. In reference to the Regional Memorandum No. 475, s. 2025, the Department of Education – Regional Office 1 (DepEd-RO1) through the Field Technical Assistance Division (FTAD) shall conduct the validation and finalization of the contextualized TA Operations Manual (Phase II) on April 22-24, 2025 at the National Educators Academy of the Philippines (NEAP) Region I, San Vicente, City of San Fernando La Union.

2. Participants in the activity are indicated below:

| Name                        | Position/Designation         | School/Office |
|-----------------------------|------------------------------|---------------|
| <b>EDGAR L. PESCADOR</b>    | Education Program Supervisor | CID           |
| <b>SUSIEMAR M. RAPISURA</b> | Education Program Supervisor | SGOD          |

3. The draft of the contextualized TA Operation Manual can be accessed via the google drive link: <https://tinyurl.com/Finalization-TAManual> for comments and suggestions.

4. Participants are requested to check-in on April 22, 2025, at 2:00 p.m. and checkout on April 24, 2025, at 2:00 p.m. They are also reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g. mobile data, pocket wifi, etc.)

5. Attached is the Regional Memorandum No. 475, s. 2025 for reference.

6. Immediate dissemination of this Memorandum is desired.

*Vilma D. Eda*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent

SCHOOLS DIVISION OFFICE  
DEPED VIGAN CITY  
11 APR 2025  
**RELEASED**  
BY: *[Signature]*



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Republic of the Philippines  
Department of Education  
REGION I



**REGIONAL MEMORANDUM**

No. 475 s. 2025

**VALIDATION AND FINALIZATION OF THE CONTEXTUALIZED  
TA OPERATIONS MANUAL**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Chiefs of Functional Divisions (QAD, PPRD, FTAD)  
CID/SGOD Chiefs  
All Others Concerned

- The Department of Education Regional Office I, through the Field Technical Assistance Division (FTAD), shall conduct the validation and finalization of the contextualized TA Operations Manual (Phase II) on April 22-24, 2025 at National Educators Academy of the Philippines (NEAP) Region I, San Vicente, City of San Fernando, La Union.
- The goal of this activity is to validate and finalize the Technical Assistance (TA) Operations Manual. This manual will help users effectively give and receive TA, which will lead to better program implementation, improved organizational capacity, and enhanced service delivery.
- The participants include select members of the RFTAT, SGOD/CID Chiefs, SDO TA Coordinators, and technical assistance practitioners. The individuals participating are as follows:

|    | Name                         | Position/ SDO              |
|----|------------------------------|----------------------------|
| 1  | Philip John Gregory G. Aldos | SGOD Chief, Ilocos Sur     |
| 2  | Lloyd C. Rosquita            | SGOD Chief, Ilocos Norte   |
| 3  | Emiliana M. Boac             | SGOD Chief, La Union       |
| 4  | Redentor B. Aquino           | SGOD Chief, Pangasinan II  |
| 5  | Carmina C. Gutierrez         | CID Chief, Pangasinan I    |
| 6  | Editha R. Pridas             | CID Chief, San Carlos City |
| 7  | Marie Christine L. Natividad | CID Chief, Vigan City      |
| 8  | Leomar C. Abara              | SEPS, Alaminos City        |
| 9  | Elnora T. Raroque            | EPS, Alaminos City         |
| 10 | Dolores A. Ubina             | SEPS, Batac City           |



Republic of the Philippines  
**Department of Education**

REGION I

|     |                            |                                     |
|-----|----------------------------|-------------------------------------|
| 11  | Mary-Ann G. Suyao          | EPS, Candon City                    |
| 12  | Edgar T. Timbol            | EPS-II, Dagupan City                |
| 13  | Melissa A. Felipe          | SEPS, Ilocos Norte                  |
| 14  | Alona D. Campo             | SEPS, Ilocos Sur                    |
| 15  | Alma R. Tabilang           | PSDS, Ilocos Sur                    |
| 16  | Arthur V. Ligaten          | SEPS, La Union                      |
| 17  | Arlene P. Coloma           | SEPS, Laoag City                    |
| 18  | Jojo R. Jose               | SEPS, Pangasinan I                  |
| 19  | Hilario M. Olivo, Jr.      | SEPS, Pangasinan II                 |
| 20  | Juliet G. Resngit          | EPS, San Carlos City                |
| 21  | Arlyn A. Siador            | EPS-II, San Fernando City           |
| 22  | Grace G. Natnat            | SEPS, Urdaneta City                 |
| 23  | Myla V. Lalicon            | EPS, Urdaneta City                  |
| 24  | Susiemar M. Rapisura       | EPS, Vigan City                     |
| 25  | Edison R. Mendoza          | HT-VI, Manaoag NHS, Pangasinan II   |
| 26  | Romel N. Sanchez           | HT-III, Bacnar NHS, San Carlos City |
| 27  | Leah L. Olua               | EPS, PPRD                           |
| 28  | Liezl P. Mique             | EPS, QAD                            |
| 29  | Maria Teresa M. Bautista   | CES, FTAD                           |
| 30  | Ritchie G. Macalanda       | EPS, FTAD                           |
| *** | Princess Esther E. Legaspi | ADAS I, FTAD                        |

4. The draft of the contextualized TA Operations Manual can be accessed via the google drive link: <https://tinyurl.com/Finalization-TAManual> for comments and suggestions.

5. Participants are requested to check-in on April 22, 2025, at 2:00 p.m. and check-out on April 24, 2025, at 2:00 p.m. They are also reminded to bring their own laptops, chargers, extension cords, and other sources of internet connectivity (e.g., mobile data, pocket wifi, etc.).

6. Transportation, per diem, and other incidental expenses for the participants will be charged to the Schools Division Office's MOOE/School MOOE/ local funds, subject to the usual accounting and auditing rules and regulations.

7. Should you have any further questions or require clarifications, please coordinate with Mr. Ritchie G. Macalanda, EPS of the Field Technical Assistance



Republic of the Philippines  
**Department of Education**  
 REGION I

Division, via email at [ritchie.macalanda@deped.gov.ph](mailto:ritchie.macalanda@deped.gov.ph) or by cellphone at +63 999 976 1509.

8. Immediate dissemination of this Memorandum is desired.

**TOLENTINO G. AQUINO**  
 Director IV

Encl.: None

Reference: None

To be indicated in the Perpetual Index  
 Under the following subjects:

TA MANUAL  
 TECHNICAL ASSISTANCE

FTAD/rgm/RM\_ValidationFinalizationTAManual  
 April 2, 2025



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