DIVISION MEMORANDUM
No. 1600, s. 2017

December 16, 2017

REGIONAL WRITESHOP ON CONTEXTUALIZED RFTACT MANUAL OF OPERATION

To: ZENaida G. Guya
PSDS-Digos Occidental District

MERILYN T. SALBORO
Principal 1-RMCES

1. Pursuant to Section 14, RA 9155, otherwise known as "Governance of Basic Education Act of 2001" particularly section 3.2.4, monitoring, evaluating, and assessing regional learning outcomes, ensuring the provision of giving technical assistance to schools’ division for a well delivery of quality basic education in this region, the Department of Education-RX1 shall conduct a Regional Writeshop on Contextualized Regional Field Technical Assistance Composite Team (RFTACT) manual of Operation on December 19-21, 2017 at Hotel de Crisbel, Digos City.

2. The activity aims to come up with a Contextualized Manual of Operation for the Regional Field Technical Assistance Composite Team Policy to fully maximize the full potentials of the team as basis in providing technical assistance to improve key performance of this region.

3. In this connection, Digos City sends two (2) participants, to wit:
   • Mary Joy B. Fortun – Principal 11, Jolencio Alberca ES (vice: Merilyn T. Salboro)
   • Relydia Banlasan – Master Teacher, RMCES

4. Meals, board and lodging and other incidental expenses of the participants shall be charged against HRTF Funds, subject to the usual accounting and auditing rules and regulations, while their travel expenses be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. For information and compliance.

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

Ends:
Regional Memorandum 394, s.2017
References:
Regional Memorandum 394, s.2017
To be indicated in the Perpetual Index under the following subjects:

SUBJECT

DepED: Regional Writeshop on Contextualized RFTACT Manual of Operation
16 December 2017
Regional Memorandum
No. 394, s. 2017

REGIONAL WRITESHOP ON CONTEXTUALIZE
RFTACT MANUAL OF OPERATION

To: Schools Division Superintendents
Chief, Regional Functional Division

1. Pursuant to Section 14 Republic Act No. 9155, otherwise known as “Governance of Basic Education Act of 2001,” particularly Section 3.2.4 monitoring, evaluating and assessing regional learning outcomes, ensuring the provision of giving technical assistance to schools’ division for a well delivery of quality basic education in this region, the Department of Education Region XI shall conduct a Regional Writeshop on Contextualize Regional Field Technical Assistance Composite Team (RFTACT) Manual of Operation on December 19 – 21, 2017 at the Hotel de Cristel, Digos City,

2. The activity aims to come up with a Contextualize Manual of Operation for the Regional Field Technical Assistance Composite Team Policy on the to fully maximized the full potentials of the team as basis in providing technical assistance to improve key performance of this Region.

3. Enclosed is the list of participants who are required to attend on this activity. The check-in date will be on December 19, 2017 at 8am and the first meal to be served is Breakfast, while the check-out date will be on December 21, 2017.

4. Meals, board and lodging, of the participants and other incidental expenses, travel expenses shall be charged against HRTD funds, subject to the usual accounting and auditing rules and regulations. While travel and other incidental expenses of participants will be charged against local funds subject to the usual accounting and auditing rules and regulations

5. Immediate dissemination of, and compliance with this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO III
Regional Director

Incl.: As stated.
Reference: None.
To be included in the Perpetual Index
under the following subjects:
WRITESHOP
WORKSHOP

DEPARTMENT OF EDUCATION ROX
RELEASED
8:37
Date: 12/17
Time: 10:14
Inclosure to Regional Memorandum No. **394**, series 2017

**LIST OF PARTICIPANTS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Division</th>
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<tbody>
<tr>
<td>Dr. Maria Luz Tan</td>
<td>Davao City</td>
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<tr>
<td>Dr. Rosemarie Patriarca</td>
<td>Panabo City</td>
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<tr>
<td>Dr. Roderick Villan</td>
<td>Davao del Sur</td>
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<tr>
<td>Dr. Almer Davis</td>
<td>Davao Occidental</td>
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<tr>
<td>Dr. Merilyn Saiboro</td>
<td>Davao City</td>
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<tr>
<td>Dr. Josephine Fabian</td>
<td>Davao del Sur</td>
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<tr>
<td>Ma. Annabel Cullajara</td>
<td>Davao City</td>
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<tr>
<td>Mr. Bryan Cancio</td>
<td>Davao del Sur</td>
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<tr>
<td>Ma. Relyda Banlasan</td>
<td>Davao City</td>
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<td>Ma. Jennifer Tabuesares Estrella</td>
<td>Davao del Sur</td>
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**Secretariat**

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<tr>
<th>Name</th>
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<tr>
<td>Imelda Delica</td>
<td>Davao del Sur</td>
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**Program Manager**

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<tr>
<th>Name</th>
<th>GOXI</th>
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<tr>
<td>Mary Jeanne B. Aleguer</td>
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<tr>
<td>Juliet Nicolas</td>
<td>GOXI</td>
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***Note: Participants are encouraged to bring LAPTOP for the writeshop.***