



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division
Superintendent

March 1, 2023

DIVISION MEMORANDUM

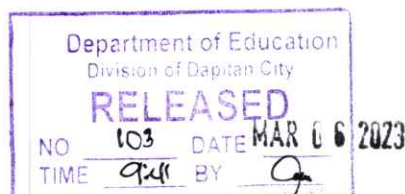
No. 103, s. 2023

**Utilization of the Technical Assistance Tools of the Zamboanga Peninsula
Technical Assistance Mechanism (ZAMPENTAM)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
AO V, Unit/Section Heads
EPSs, PSDSs & PICDs
CID & SGOD Personnel
Division Field Technical Assistance Team
All Elementary & Secondary School Heads
School Technical Assistance Team
All Others Concerned

1. With reference to Regional Memorandum No. 442, s. 2022, dated September 27, 2023, re: Adoption and Orientation of the Zamboanga Peninsula Handbook on Technical Assistance Mechanism (ZAMPENTAM), all technical assistance providers are required to utilize the attached Form1, Form2, Form3 and Form 4 of the ZAMPENTAM.
2. The TA Implementation Plan needs regular monitoring and evaluation for timely, relevant reporting (Enclosure B(Form3) – Long Term TA and division mandate, Enclosure C(Form4) – limited/moderate TA). It is also the ultimate measure of the effectiveness of the TA provided. The integrity of periodic TA facilitates generated feedback for decision making/plan adjustment.
3. Monitoring and evaluation results should be communicated to the top management and other stakeholders for adjustments and decision making.
4. Regular Technical Assistance Reports must be submitted to the Unit/Section Heads every first week of the next quarter.
CID Personnel & School Heads- Submit to the CES-CID
SGOD Personnel- submit to the CES-SGOD
OSDS Personnel- Submit to AOV/Unit/Section Head
5. Attached are TA Forms for your reference. You can also access the softcopies of the Forms @ bit.ly/SBMmaterials in Folder Name: ZAMPENTAM .
6. For widest dissemination and compliance.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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FORM 1: STATUS OF TA INTERVENTION PLAN (MONTHLY/QUARTERLY MONITORING)

Section/Unit: _____

School: _____

Name of School Head: _____

TA Need/s	Proposed Intervention	Date of Implementation	Status	Remarks

Prepared by:

 TA Provider/Division Field Technical Assistance Team Member

Reviewed by:

 Immediate Supervisor

Approved:

FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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Form 3 (ZAMPENTAM)

Technical Assistance Plan Monitoring and Evaluation Form
 (For Division Field Technical Assistance Team Use)

Division/Unit/Section: _____
 Month/Quarter : _____
 Date : _____

GUIDE QUESTIONS	TEAM RESPONSE	REMARKS
<p>Is the TA provided efficient? (as to time, people and other resources, Were the activities implemented as planned? According to guidelines set? Is the TA effective? (were the objectives of TA achieved) Is the TA provided relevant? (Was the TA useful to the client? Did it contribute to the achievement of the ESIP objectives? DEDP/RDEP objectives? What factors helped? What factors did not help? Is the TA sustainable? (can the TA provided be applied to similar situations? In what outcome/intermediate indicator is the division/school lacking behind? What hinders the division/school meeting the target outputs? (per contributory object). What are the reasons? What should the division/school management do in order to resolve the hindering factors/reasons? Which of the identified solution (management action) can the</p>		



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division/school do by themselves? Which ones need support from the upper management? (for example. RFTAT for the SDOs/DFTAT for districts/ schools).		
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Findings:

Prepared by:

Division Field Technical Assistance Team Member: (DFTAT Member)

Name-Position-Unit/Section

Reviewed by:

Immediate Supervisor

Approved by:

FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent



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Form4 (ZAMPENTAM)

TECHNICAL ASSISTANCE REPORT

(to be submitted to the Unit/Section Heads/Functional Division Chiefs every first week of the following quarter.)

Division/Section/Unit : _____
 Month/Quarter : _____
 Date : _____

SITUATIONAL ANALYSIS/CONTEXT

TECHNICAL ASSISTANCE OBJECTIVES

WHAT WAS UNDERTAKEN ?

Planning Made	Action Taken	Result

Prepared by:

Technical Assistance Provider/Division Field Technical Assistance Team Member
 (DFTAT Member):

 Name-Position

Reviewed by:

 Immediate Supervisor

Approved by:

FELIX ROMY A. TRIAMBULO, CESO V
 Schools Division Superintendent



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for school



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FORM 1: STATUS OF TA INTERVENTION PLAN (MONTHLY/QUARTERLY MONITORING)

Name of Master Teacher/ Head Teacher/Focal Person: _____

Subject Area/ Title of School Program/Project: _____

Date Monitoring: _____

Technical Assistance Need/s	Proposed Intervention	Date of Implementation	Status	Remarks

Prepared by: _____
Name of School Head- Position

Approved: _____
PSDS/PICD



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Form 3 (ZAMPENTAM)

Technical Assistance Plan Monitoring and Evaluation Form
 (for School Head's Use)

Name of Master Teacher/Head Teacher : _____
 Date of Monitoring : _____

GUIDE QUESTIONS (Use the provided Guide Questions)	TEAM RESPONSE	REMARKS
Is the TA provided efficient? (as to time, people and other resources, Were the activities implemented as planned? According to guidelines set?		
Is the TA effective? (were the objectives of TA achieved)		
Is the TA provided relevant? (Was the TA useful to the client? Did it contribute to the achievement of the ESIP objectives? What factors helped? What factors did not help?		
Is the TA sustainable? (can the TA provided be applied to similar situations?)		
In what outcome/intermediate indicator is the school lacking behind?		
What hinders the school meeting the target outputs? (per contributory object). What are the reasons?		
What should the school management do in order to resolve the hindering factors/reasons?		
Which of the identified solution (management action) can the school do by themselves? Which ones need support from the upper management? (for		



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example. DFTAT for districts/ schools).		
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Findings:

Prepared by:

Name of School Head-Position

Approved by:

PSDS/PICD



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Form 4 (ZAMPENTAM)

TECHNICAL ASSISTANCE REPORT

Name of Master Teacher/ HeadTeacher: _____
Subject Area/ School Programs/Projects Monitored: _____
Date of Monitoring : _____

SITUATIONAL ANALYSIS/CONTEXT

TECHNICAL ASSISTANCE OBJECTIVES

WHAT WAS UNDERTAKEN ?		
Planning Made	Action Taken	Result

Prepared by:

Name of School Head- Position

Approved by:

PSDS/PICD



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