



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

23 March 2023

**DIVISION MEMORANDUM**  
 No. 135, s. 2023

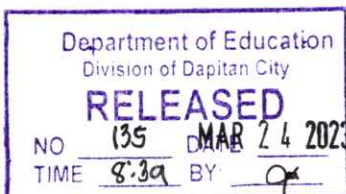
**COMPOSITION OF THE SCHOOL TECHNICAL ASSISTANCE TEAM (SFTAT)**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors, CID and SGOD  
 OSDs, CID, and SGOD Officials and Personnel  
 Public Elementary and Secondary School Heads  
 Teaching and Non-Teaching Personnel  
 All Others Concerned

- Pursuant to Regional Memorandum No. 149, s.2022, Re: Adoption and Orientation of the Zamboanga Peninsula Handbook on Technical Assistance Mechanism (ZAMPENTAM), this office directs all schools to create the School Technical Team (STAT) with the following composition to wit:

Chair	School Head
Co-Chair	Head Teacher/Master Teacher
Member 1	Teacher III/Teacher to be assigned by the SH
Member 2	Teacher III/ Teacher to be assigned by the SH
Member 3	ALS Mobile Teacher

- The STAT shall:
  - Provide support, coaching and guidance to clients in the performance of their functions
  - Regularly appraise clients on the status of their performance and do their functions
  - Provides the necessary information in the performance of their functions more effectively
  - Provide motivation and encouragement to move forward and for continuous improvement
  - Utilize data gathered to inform Division TA providers in aid and for policy formulations
  - Guide and help clients in planning, strategizing, implementing plans, evaluating performance and accomplishments



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- Share information regarding the existence and/or availability of needed resources both from within and outside DepEd
  - Offer the client information on where to source out the needed TA
  - Give feedback, especially those coming from their clients to continuous improvement
  - Commit to performing specific roles as indicated in the plan
  - Recommend needed Capacity Building for TA providers to improve service delivery
  - Keep records on provided TA for reference as the needs arise
  - Keep records of clients being assisted with the specific assistance given
2. The copy of the school memorandum on the composition of the School Technical Assistance Team will be forwarded to the office of the SGOD Attention: Nueva A. Andag-SEPS-SMME for reference purposes.
3. For widest dissemination and immediate implementation.

**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



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