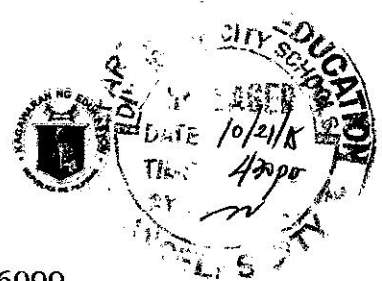




Department of Education  
Region III  
**DIVISION OF CITY SCHOOLS**  
Angeles City

Jesus Street, Pulungbulu, Angeles City  
Tel. No. : (045) 322- 4702 / Fax No.: (045) 887- 6099



**October 21, 2015**

**DIVISION MEMORANDUM**

No. 261 s. 2015

**STANDARD TEMPLATES FOR TECHNICAL ASSISTANCE PLAN  
AND TECHNICAL ASSISTANCE REPORT**

To: Public Schools District Supervisors  
Senior Education Program Specialists  
Education Program Specialists  
In-Charge of Special Programs, Projects and Services

1. The Schools Division Office Governance and Operations Division strengthens schools' capacity to implement sustainable special programs, projects and services for the holistic development of the learners and to ensure timely planning, mobilization and equitable distribution of sufficient resources.
2. As such, the significance of the conduct of assessment and evaluation of special programs, projects and services, provision of technical assistance and submission of accurate reports and feedbacks is one of the primary concerns of the division office.
3. Therefore, to facilitate this concern, the accomplishment of the standard templates for the Technical Assistance Plan and Technical Assistance Report is recommended.
4. Attached are the standard templates recommended.
5. Wide dissemination of the contents of this Memorandum is enjoined.

*[Handwritten signatures and initials on the left side of the page]*

**LEILANI S. CUNANAN, CESO VI**  
Officer -in- Charge  
Office of the Schools Division Superintendent

*[Handwritten initials]*



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**DIVISION SPECIAL PROGRAMS AND PROJECT  
TECHNICAL ASSISTANCE REPORT**

DATE	SCHOOL	AREA OF CONCERN	OBJECTIVE/S	STRATEGY/IES	TECHNICAL ASSISTANCE/S GIVEN	REMARKS/FINDINGS	RECOMMENDED POLICY

Prepared:

Reviewed:

Recommending Approval:

Approved:

\_\_\_\_\_  
Public School District Supervisor

**EDGAR L. MANABAT**  
SGOD, EPS

**LYN V. LANSANGAN**  
SGOD, Chief

**LEILANI S. CUNANAN, CESO VI**  
OIC-Schools Division Superintendent



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**DIVISION SPECIAL PROGRAMS AND PROJECT  
TECHNICAL ASSISTANCE PLAN**

DATE	SCHOOL	AREA OF CONCERN	OBJECTIVE/S	STRATEGY/IES	TECHNICAL ASSISTANCE/S

Prepared:

Reviewed:

Recommending Approval:

Approved:

\_\_\_\_\_  
Public School District Supervisor

**EDGAR L. MANABAT**  
SGOD, EPS

**LYN V. LANSANGAN**  
SGOD, Chief

**LEILANI S. CUNANAN, CESO VI**  
OIC-Schools Division Superintendent