



Republic of the Philippines  
**Department of Education**  
 REGION II – CAGAYAN VALLEY  
 SCHOOLS DIVISION OF TUGUEGARAO CITY

April 27, 2021

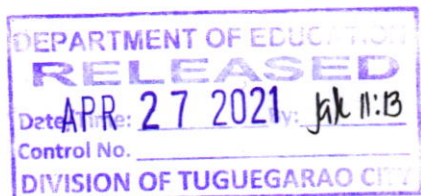
**DIVISION MEMORANDUM**

No. 085, s. 2021

**ACCOMPLISHMENT OF TECHNICAL ASSISTANCE NEEDS ASSESSMENT FORM**

To: Assistant Schools Division Superintendent  
 Chief, Curriculum Implementation Division  
 Chief, School Governance and Operations Division  
 Unit Heads  
 All Others Concerned

1. An Unnumbered Memorandum dated April 21, 2021 was issued by the DepEd Regional Office directing all Schools Division Offices to submit to their Office their accomplished Technical Assistance Needs Assessment. It further directed that same report be submitted on or before April 30, 2021.
2. Relative thereto, this Office earnestly requests all Units concerned to accomplish the Technical Assistance Needs Assessment which shall be submitted to SMME at [cheryl.roque@deped.gov.ph](mailto:cheryl.roque@deped.gov.ph) on or before April 29, 2021 to give ample time to consolidate and submit the same to the Regional Office.
3. Attached is the TANA Form and the sample accomplished TANA for your ready reference.
4. For information, guidance and compliance.



*[Signature]*  
**REYNANTE Z. CALIGUIRAN**  
 Assistant Schools Division Superintendent  
 Officer – In – Charge  
 Office of the Schools Division Superintendent

Encl:  
 Reference: Unnumbered RO Memorandum dated April 21, 2021  
 To be indicated in the Perpetual Index  
 Under the following subjects:

*COVID-09 - 029*



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
 Telephone Nos.: (078) 844-7925; (078) 377-8805  
 Email Address: [tuguegarao@deped.gov.ph](mailto:tuguegarao@deped.gov.ph)  
 Website: [depedtuguegarao.net](http://depedtuguegarao.net)



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As of:	<b>July 2, 2018</b>	Page:	<b>1</b>

(Enclosure 1)



Republic of the Philippines  
**Department of Education**  
Region II - Cagayan Valley

**FIELD TECHNICAL ASSISTANCE DIVISION**

**Form 1**

**TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)**

Division: \_\_\_\_\_  
(To be accomplished by DFTATs)

Areas For Technical Assistance	Findings / Observations	TA Needed from the Regional Office	Resources Needed	Preference

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_

Chief, SGOD

ASDS



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
Telephone Nos.: (078) 304-3855; (078) 396-9728  
Email Address: [region2@deped.gov.ph](mailto:region2@deped.gov.ph)  
Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)

Disc Code: \_\_\_\_\_



(Enclosure 2 – Sample Accomplished TANA)

Republic of the Philippines  
Department of Education  
Region II - Cagayan Valley

FIELD TECHNICAL ASSISTANCE DIVISION

Form 1

TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)

Division: \_\_\_\_\_

(To be accomplished by DFTATs)

Areas For Technical Assistance	Findings / Observations	TA Needed from the Regional Office	Resources Needed	Preference
Example: Financial Statement Preparation	Documents are returned due to incomplete FS Reports	Conduct workshop/ Coaching Session on FS Preparation	Human: TA Provider Material: Computer, printer, ink bond paper, notebook, ballpen	Febru
Guidelines on the establishment, merging, conversion, naming, renaming of public schools and separation of public annexes in basic education	3 out of 5 applicant schools already operate prior to the approval of their request to operate.	Revisit DO No. 40, s. 2014	Copies of DO No. 40, s. 2014 Power Point Presentation Projector, LCD	Febru

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Approved: \_\_\_\_\_

Chief, SGOD

ASDS



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