



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

February 11, 2022

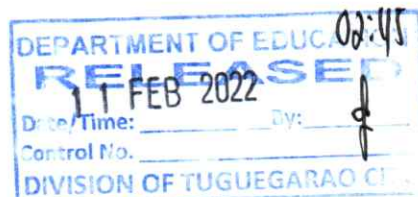
**DIVISION MEMORANDUM**


No. 33, s. 2022

**SUBMISSION OF ACCOMPLISHED TECHNICAL ASSISTANCE NEEDS  
ASSESSMENT (TANA) FOR THE 1<sup>ST</sup> QUARTER, CY 2022**

To: Assistant Schools Division Superintendent  
Chief, Curriculum Implementation Division  
Chief, School Governance and Operations Division  
Public School District Supervisors  
Education Program Supervisors  
Unit Heads  
Public Elementary and Secondary School Heads

1. Attached is the Regional Memorandum FTD 2022-001 dated February 2, 2022 requiring the division for the submission of the Teacher Assistance Needs assessment (TANA) for the 1<sup>st</sup> Quarter, Cy 2022.
2. Anent to this, all Public School District Supervisors, Education Program Supervisors, Unit Heads and School Heads from the elementary and secondary school are advised to submit to this office their duly accomplished TANA on or before February 14, 2022.
3. Please use the attached Sample Accomplished Technical Assistance Needs Assessment (TANA) as reference.
4. Submission of the aforementioned template shall be on or before February 14, 2022 through the following email address; [gina.durian@deped.gov.ph](mailto:gina.durian@deped.gov.ph) , [cheryl.roque@deped.gov.ph](mailto:cheryl.roque@deped.gov.ph) .
5. For information and immediate compliance.



  
**REYNANTE Z. CALIGUIRAN**,  
Schools Division Superintendent

Sgod/gmd

Sgod-02- 34



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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Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY

DEPARTMENT OF EDUCATION  
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 DIVISION OF TUGUEGARAO CITY

REGIONAL MEMORANDUM  
 FTD-2022-001

To: Schools Division Superintendents  
 CID and SGOD Chiefs

From: **BENJAMIN D. PARAGAS, PhD, CESO V**  
 Director IV/ Regional Director

Date: February 2, 2022

Subject: **SUBMISSION OF ACCOMPLISHED TECHNICAL ASSISTANCE  
 NEEDS ASSESSMENT (TANA) FOR THE 1<sup>st</sup> QUARTER, CY 2022**

1. As contemplated by RA 9155 otherwise known as the "Governance of Basic Education Act of 2001," Regional Offices (RO) are mandated not only to provide field leadership in the enforcement of standards but more importantly, to provide technical support and assistance, thereby enabling Schools Division Offices (SDOs) to likewise assist their respective schools for continuous improvement in instructional leadership and management.
2. To actualize such mandate, the Field Technical Assistance Division (FTAD) works with and through the Regional Field Technical Assistance Teams (RFTATs) in order to coordinate and integrate the provision of timely and responsive technical assistance (TA) to SDOs.
3. In relation thereto, this Office earnestly requests the SDOs to accomplish the attached TANA Template which shall serve as reliable working document in the formulation of TA Plans; hence, ensuring a customer-centric foundation in the provision of customized and needs-based technical assistance. (Please see attached templates).
4. The following attachments are herewith provided for ready reference:
  - 4.1 Enclosure 1: Technical Assistance Needs Assessment (TANA) Template
  - 4.2 Enclosure 2: Sample Accomplished Technical Assistance Needs Assessment (TANA)
5. SDOs are advised to submit to this Office their duly accomplished TANA for the first quarter of CY 2022 on or before February 15, 2022 through FTAD email: **ftad.region2@deped.gov.ph**
6. Your prompt compliance is hereby enjoined.

\*FTAD Form No. 2022



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: [www.region2.deped.gov.ph](http://www.region2.deped.gov.ph)

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File No.	FILED/CHECKED	DATE	PAGE
As of	Jan. 5, 2021	Page	1





Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
**FIELD TECHNICAL ASSISTANCE DIVISION**

**TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)**

Area	Findings / Observations	TA Needed from the <sup>Division</sup> Regional Office	Resources Needed	Preferred TANA Schedule
Technical Assistance Areas For Technical Assistance Implementer:  Final Statement Preparation  defines on the establishment, upgrading, conversion, reorganizing of public schools and privatization of public amneses in basic education	Documents are returned due to incomplete FS Reports  3 out of 5 appraiser schools already operate prior to the approval of their request to operate.	Conduct workshop/ Coaching Session on FS Preparation  Revisit DO No. 40, s. 2014	Human: TA Provider  Material: Conputer, printer, ink bond paper, notebook, ball pen  Copies of DO No. 40, s. 2014  Power Point Presentation  Projector, LCD	September 10, 2021  September 10, 2021
Prepared by:	Reviewed by:	Approved:		

Chief, SGOD

ASD

SDS