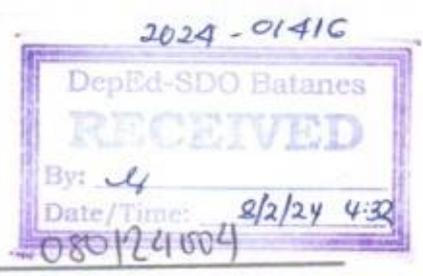




Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY



August 1, 2024

**REGIONAL MEMORANDUM**

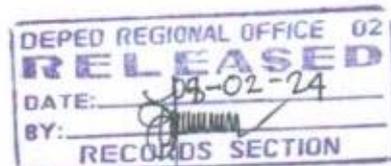
No. 285 s. 2024

**SUBMISSION OF TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)  
 FOR THE 3rd QUARTER, CY 2024**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Functional Division Chiefs  
 Unit and Section Heads  
 All Others Concerned

1. In accordance with Republic Act No. 9155, otherwise known as the **Governance of Basic Education Act of 2001**, Regional Offices (ROs) through the Regional Field Technical Assistance Teams (RFTATs) shall provide technical support and assistance to Schools Division Offices (SDOs) to help them assist their schools for continual improvement.
2. To realize this mandate, this Office through the Field Technical Assistance Division (FTAD) requests the SDOs to submit their accomplished TANA which shall serve as a working document in the formulation of a Regional Technical Assistance Plan.
3. Relative to this, all Functional Division Chiefs, Sections, and Unit Heads at the RO are likewise requested to utilized the attached form and submit their TANA based on the results of their monitoring and evaluation (M&E) efforts and/or data gathering initiatives at the FTAD Office.
4. Furthermore, the School Governance and Operations Divisions (SGODs) through the SDOs TA Coordinators shall consolidate the SDOs TANA, and shall **submit the duly accomplished TANA for the 3r Quarter of CY 2024 on or before August 17, 2024** through FTAD email: [ftad.region2@deped.gov.ph](mailto:ftad.region2@deped.gov.ph)
5. For any queries, you may contact Carlos S. Bergonia Jr. of FTAD through email at [carlojr.bergonia@deped.gov.ph](mailto:carlojr.bergonia@deped.gov.ph) or [carlosbergoniajr@gmail.com](mailto:carlosbergoniajr@gmail.com)
6. Attached is the FTAD Form 1-TANA Template for your perusal.
7. For information, guidance, and strict compliance,

FTAD/zpa/csbjr2024



**BENJAMIN D. PARAGAS PhD, CESO III**  
 Director IV/Regional Director



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
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 Website: [region2.deped.gov.ph](http://region2.deped.gov.ph)





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

**FIELD TECHNICAL ASSISTANCE DIVISION**

Form 001

**TECHNICAL ASSISTANCE NEEDS ASSESSMENT (TANA)**  
 \_\_\_\_\_ QUARTER, CY \_\_\_\_\_

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

*(To be accomplished by the concerned Schools Division Offices – OSDS, CID, and SGOD)*

Areas for Technical Assistance (TA)	Bottlenecks, Lags, Issues, Concerns (BLICs)	TA Needed from the RFTATs	TA Provider	Preferred TA Schedule
MA-				
TA-				
TA-				
G-				

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

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

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

Division TA Coordinator

Chief ES, SGOD

Schools Division Superintendent

\_\_\_\_\_ Date

\_\_\_\_\_ Date

\_\_\_\_\_ Date



Address: Regional Government Center, Carig Sur, Tuguegarao City, 3500  
 Telephone Nos.: (078) 304-3855; (078) 396-9728  
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