



Republic of the Philippines
Department of Education
Region II – Cagayan Valley
Schools Division of Nueva Vizcaya

15 September 2026

DIVISION MEMORANDUM
No. 348, s. 2026

PROVISION OF TECHNICAL ASSISTANCE BY THE DIVISION FIELD TECHNICAL ASSISTANCE TEAM ON THE MONITORING AND EVALUATION OF SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY

To: Assistant Schools Division Superintendent
Chief Education Supervisor, School Governance and Operations Division
Chief Education Supervisor, Curriculum Implementation Division
Public Schools District Supervisors/District In-Charge
Public Elementary and Secondary School Heads
All Others Concerned

1. In preparation for the Regional Monitoring and Evaluation (M&E) of School Governance Council (SGC) Functionality, the Schools Division Office of Nueva Vizcaya shall conduct the provision of technical assistance through the Division Field Technical Assistance Team (DFTAT) to identified schools prior to the scheduled regional monitoring.
2. The activity shall focus on strengthening the functionality of School Governance Councils in accordance with DepEd Order No. 026, s. 2022, and ensuring the readiness of schools for the Regional M&E of SGC Functionality.
3. Specifically, the DFTAT shall:
 - a. provide technical assistance to schools on the requirements and indicators for SGC functionality pursuant to DepEd Order No. 026, s. 2022;
 - b. utilize the School Governance Council (SGC) Functionality Technical Assistance Checklist (Enclosure No. 2) in assessing the status of implementation and readiness of schools;
 - c. review and validate the available documents and Means of Verification (MOVs) supporting SGC functionality;
 - d. identify strengths, gaps, areas for improvement, and technical assistance needs based on the functionality indicators and evidences presented by the schools;
 - e. provide coaching and guidance to school heads, SGC officers, and concerned stakeholders on the proper documentation and presentation of evidence of SGC functionality; and
 - f. assist schools in ensuring their readiness for the Regional M&E of SGC Functionality.
4. The provision of technical assistance shall be conducted in two batches, as follows. The list of schools covered in each batch is provided in Enclosure No. 5 of this Memorandum.

Batch	Schedule Division TA	Regional M&E Schedule
Batch 1	September 29 – 30, 2026	October 6 – 8, 2026
Batch 2	October 13 – 14, 2026	October 27 – 28, 2026



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5. The school heads concerned shall ensure the availability and accessibility of all relevant SGC documents, records, and Means of Verification (MOVs) for review during technical assistance. These shall include, among others, documents demonstrating the establishment, composition, organization, operations, stakeholder participation, meetings, activities, accomplishments, and other evidence of SGC functionality as prescribed under DepEd Order No. 026, s. 2022.
6. During the conduct of the technical assistance, the DFTAT shall accomplish the School Governance Council (SGC) Functionality Technical Assistance Checklist to document observations, determine the level of compliance with the prescribed functionality indicators, identify technical assistance needs, and recommend appropriate interventions. The accomplished checklist shall form part of the technical assistance documentation and shall serve as a basis for the formulation of school-specific action points and readiness recommendations prior to the Regional Monitoring and Evaluation.
7. The following documents are attached as integral parts of this Memorandum:
 - a. Enclosure No. 1 – School Governance Council (SGC) Functionality Technical Assistance Checklist;
 - b. Enclosure No. 2 – Technical Assistance Needs Assessment Report;
 - c. Enclosure No. 3 – Technical Assistance Plan; and
 - d. Enclosure No. 4 – Technical Assistance Contract/Agreement.
 - e. Enclosure No. 5 – List of Schools for Technical Assistance by Batch.
8. All concerned personnel are enjoined to extend full support and cooperation to ensure the effective conduct of technical assistance and the readiness of the identified schools for the Regional Monitoring and Evaluation of SGC Functionality.
9. Expenses to be incurred by the Division Field Technical Assistance Team shall be charged to Division MOOE subject to the usual government accounting and auditing rules and regulations.
10. Immediate and wide dissemination of this Memorandum is hereby directed.

ORLANDO A. MANUEL PhD, CESO V
Schools Division Superintendent





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SCHOOLS DIVISION OF NUEVA VIZCAYA

Enclosure No. 1 of Division Memorandum No. 348, s. 2026
School Governance Council (SGC) Functionality Technical Assistance Checklist
Pursuant to DepEd Order No. 026, s. 2022

SCHOOL GOVERNANCE COUNCIL (SGC) FUNCTIONALITY TECHNICAL ASSISTANCE CHECKLIST

Date of TA: _____ District: _____
School: _____ School Head: _____

FI No.	Functionality Indicator	MOVs/Mean of Verification Presented	Current MOV Evident	MOV Evident from Start of Assessment to Current Year	Years Covered	Issues / Gaps Identified	Technical Assistance Needed
FI 1	THE SGC HAS MEMBERS WHO ARE INFORMED OF AND GIVEN THE OPPORTUNITY TO EXERCISE THEIR ROLES AND RESPONSIBILITIES IN THE COUNCIL.	☐ Notice of meeting (at least 1 of 4 Regular Meetings) ☐ Notices of meetings (2 to 4 Regular Meetings)	☐	☐			
FI 2	THE SGC HAS ESTABLISHED ITS POSITION AS A CONSULTATIVE BODY IN DEVELOPING SCHOOL POLICIES.	☐ Minutes of Meeting with SPT on SIP / AIP (at least 1 meeting) ☐ Minutes of Meetings with SPT on SIP / AIP (2 or more meetings) ☐ Minutes of Meeting/s with SPT on other DepEd programs, projects, and activities (at least 1 meeting) ☐ SGC's Action Plan ☐ SGC Resolution relative to the indicator (at least 1)	☐	☐			
FI 3	THE SGC HAS CONDUCTED REGULAR SGC MEETINGS AS PRESCRIBED IN THE DO 26, S. 2022 (IMPLEMENTING	☐ SGC Resolution (at least 1) ☐ SGC Resolutions (2 or more)	☐	☐			



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	GUIDELINES ON THE ESTABLISHMENT OF SCHOOL GOVERNANCE COUNCIL).	☐ SGC's Action Plan					
FI 4	THE SGC HAS ORGANIZED MEETINGS WITH AND ATTENDED MEETINGS OF DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO ENSURE ALIGNMENT OF WORK.	☐ Minutes of Meeting with stakeholders on programs, projects, and activities (at least 1 meeting) ☐ Minutes of Meetings with stakeholders on programs, projects, and activities (2 or more meetings) ☐ SGC's Action Plan ☐ SGC Resolution relative to the indicator (at least 1)	☐	☐			
FI 5	THE SGC HAS COORDINATED WITH THE SCHOOL HEAD THE CONCERNS OF THE DIFFERENT SCHOOL COMMITTEES AND ORGANIZATIONS TO SYNCHRONIZE PROGRAMS, PROJECTS, AND ACTIVITIES IN THE SCHOOL.	☐ Copy of the communication / transmittal letter to the School Head reflecting the direction of the SGC ☐ Any document with citations on SGC's recommendation released by the school management / School Head ☐ School Head's acknowledgment of SGC (SOSA, speeches, newsletter, etc.)	☐	☐			
FI 6	THE SGC HAS TAKEN PART IN THE CONDUCT OF NEEDS-BASED AND APPROPRIATE STAKEHOLDER-INITIATED PROGRAMS AND ACTIVITIES I.E., BRIGADA ESKWELA, GULAYAN SA PAARALAN, ETC..	☐ Minutes of Meeting with stakeholders on stakeholder-initiated programs and activities (at least 1 meeting) ☐ Concept note / Project brief, or similar document (at least 1)	☐	☐			



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		☐ Concept note / Project brief, or similar document (2 or more) ☐ Copy of the project proposal on stakeholder-initiated programs and activities ☐ SIP, AIP, SRC, and SMEA (specify the page in the reports)					
FI 7	THE SGC HAS RECOMMENDED POLICIES AND PROGRAMS TO THE LOCAL SCHOOL BOARD (LSB) TO STRENGTHEN RELATIONSHIP WITH THE LGU.	☐ SGC Resolution recommending the SIP to LSB; or ☐ Any document recommending policy / program to the LSB, based on the SIP ☐ Proof of endorsement of the SGC Resolution to the SDS and transmittal to the LSB	☐	☐			
FI 8	THE SGC HAS INVOLVED THE DIFFERENT SECTORS TO ENSURE INCLUSIVE REPRESENTATION OF STAKEHOLDERS IN THE COUNCIL.	☐ SGC Resolution on involving various sectors ☐ Official list of members with expanded membership (inclusive and diverse in terms of age, gender, religion, ethnicity, and political beliefs) ☐ SGC Resolution on inclusiveness, diversity, equity, and accessibility	☐	☐			
FI 9	THE SGC HAS PARTICIPATED IN SCHOOL GENERAL ASSEMBLIES, PTA CONFERENCES, STAKEHOLDER CONVERGENCE, SOSA, AND/OR OTHER STAKEHOLDER ENGAGEMENT ACTIVITIES AND INITIATIVES.	☐ SGC Report on the issues / concerns raised during school activities / events ☐ Minutes of Meetings (SGC meetings) where issues /concerns are discussed	☐	☐			



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		☐ Photo documentation of school activities / events					
FI 10	THE SGC HAS ORGANIZED DISCUSSIONS AND FORUMS THAT INVITE AND INSPIRE STAKEHOLDERS TO ENGAGE AND PARTICIPATE.	☐ Documentation of the organized / conducted program (at least 1) ☐ Minutes of the meetings where issues / concerns are discussed ☐ Documentation of the organized / conducted program (2 or more), following the SGC's Calendar of Events (as provided by CO) ☐ Photo documentation of school activities / events	☐	☐			
FI 11	THE SGC HAS ASSISTED THE SCHOOL IN COMMUNICATING INFORMATION TO THE SCHOOL STAKEHOLDERS THROUGH THE SRC, TRANSPARENCY BOARD, ETC..	☐ SGC Resolution on access to information (school data and information) ☐ SGC's Action Plan on promoting access to information ☐ Advocacy plan on the school's use of the Transparency Board, SRC, and other reports to access school data ☐ School Head's endorsement on the use of the Transparency Board, SRC, and other reports to access school data ☐ Photo Documentation of the transparency board or bulletin board	☐	☐			
FI 12	THE SGC HAS SUGGESTED WAYS OF IMPROVING THE QUALITY OF SIP, AIP, AND	☐ SGC Resolution on the recommendation on ways of improving the quality of SIP, AIP,	☐	☐			



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OTHER DEPED PROGRAMS, PROJECTS, AND ACTIVITIES.	and other DepEd programs, projects, and activities (at least 1) ☐ SGC Resolutions on the recommendations on ways of improving the quality of SIP, AIP, and other DepEd programs, projects, and activities (2 or more)					
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TA Providers:

SCHOOL GOVERNANCE COUNCIL PRESENT DURING THE PROVISION OF TECHNICAL ASSISTANCE:



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
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Email Address: nuevavizcaya@deped.gov.ph
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Enclosure No. 2 of Division Memorandum No. 348 s. 2026
Technical Assistance Needs Assessment Report

TECHNICAL ASSISTANCE NEEDS ASSESSMENT REPORT

I. Basic Information

Particulars	Details
Program/Area	School Governance Council (SGC) Functionality
Policy Reference	DepEd Order No. 026, s. 2022
Type of TA	Pre-Regional M&E Technical Assistance
TA Provider	Division Field Technical Assistance Team (DFTAT)
TA Beneficiaries	Identified Public Secondary Schools
TA Schedule – Batch 1	September 29–30, 2026
TA Schedule – Batch 2	October 13–14, 2026
Purpose	Preparation for the Regional M&E of SGC Functionality

II. Background and Rationale

The Schools Division Office of Nueva Vizcaya shall provide technical assistance to identified schools in preparation for the Regional Monitoring and Evaluation of School Governance Council (SGC) Functionality. The activity is anchored on DepEd Order No. 026, s. 2022, which provides the guidelines for the establishment and functionality of School Governance Councils.

The TA needs assessment is undertaken to determine the readiness of schools, identify gaps in the implementation and documentation of SGC functionality, and determine the specific technical assistance required prior to the Regional M&E.

III. Objectives

The TA Needs Assessment aims to:

1. determine the current level of readiness of schools for the Regional M&E of SGC Functionality;
2. identify gaps in the establishment, organization, operation, participation, and documentation of the SGC;
3. determine the specific technical assistance requirements of each school;
4. identify appropriate interventions and support mechanisms to address the identified gaps; and
5. provide baseline information for the preparation of the DFTAT TA Plan.

IV. Assessment Areas

Assessment Area	Key Areas to Determine	Initial Findings/Status	TA Need
1. SGC Organization	Composition, representation, designation/election, and organization of SGC	To be determined during assessment	Coaching/clarification
2. SGC Operations	Meetings, documentation, records, and regular conduct of SGC activities	To be determined	Documentation/coaching



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3. Stakeholder Participation	Participation of parents, teachers, learners, community and other stakeholders	To be determined	Strengthening stakeholder engagement
4. SGC Activities and Accomplishments	Implementation and documentation of SGC initiatives and activities	To be determined	Evidence generation/documentation
5. MOVs/Evidence	Availability, completeness, relevance, consistency, and authenticity of evidence	To be determined	MOV organization and validation
6. M&E Readiness	Readiness for interview, document review, validation, and presentation of evidence	To be determined	Pre-M&E coaching

V. Identified TA Needs

Based on the assessment, the identified schools generally require technical assistance in the following areas:

- interpretation and application of the SGC functionality requirements;
- review and organization of SGC records and MOVs;
- strengthening documentation of SGC meetings, activities, and accomplishments;
- validation of evidence against the prescribed SGC functionality indicators;
- strengthening stakeholder participation and documentation thereof; and
- preparation for the conduct of the Regional M&E.

VI. Recommended TA Intervention

The DFTAT shall provide onsite, needs-based technical assistance consisting of document review, coaching, mentoring, validation of available evidence, clarification of requirements, identification of gaps, and development of appropriate actions to address the identified gaps.

VII. Expected Result

At the end of the TA, the schools concerned are expected to have:

1. identified and addressed critical gaps in SGC functionality;
2. organized and validated available SGC documents and MOVs;
3. strengthened documentation of stakeholder participation and SGC activities;
4. completed or improved the required M&E tools; and
5. demonstrated readiness for the Regional M&E of SGC Functionality.

Prepared by:

NOLI MAR M. NAVARRO
 SEPS, School Management, Monitoring and
 Evaluation (SMME) Section
 DFTAT Member

Checked and Reviewed by:

ROMULO S. ANCHETA PhD
 CES, School Governance and Operations Division
 DFTAT Chairman

Approved:

ORLANDO A. MANUEL PhD, CESO V
 Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
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Enclosure No. 3 of Division Memorandum No. 348, s. 2026
Technical Assistance Plan

DIVISION OPERATIONAL TECHNICAL ASSISTANCE PLAN

Area: School Governance Council (SGC) Functionality	Target Schools: Schools scheduled for Regional Office Progress Monitoring and Validation
Legal Basis: DepEd Order No. 026, s. 2022	Implementing Unit: SGOD-SMME through the Division Field Technical Assistance Team (DFTAT)

Objectives	Contributory Gaps / Problems / Weaknesses	Alternative Strategies	Specific Tasks and Activities Arranged in Sequence	Persons Responsible	Time Frame	Assistance Needed from DO
Strengthen understanding of SGC roles, responsibilities, and functionality requirements.	SGC members have limited understanding of DO 026, s. 2022 and the 12 functionality indicators.	On-site coaching and mentoring.	1. Conduct orientation and coaching conference. 2. Review SGC organizational structure and membership. 3. Clarify roles and responsibilities of SGC members. 4. Provide copies/references of DO 026, s. 2022.	DFTAT, PSDS, School Head, SGC Chairperson	During school visit	Updated policy clarifications, if any
Ensure compliance with Functionality Indicators 1–5 on Shared Governance.	Incomplete meetings, resolutions, consultations, and stakeholder participation records.	Document review and coaching.	1. Review minutes, resolutions, attendance sheets, and activity reports. 2. Validate actual implementation through interviews. 3. Identify missing MOVs.	DFTAT and School SGC Core Team	During school visit	Validation parameters and updates
Strengthen implementation of Functionality Indicators 6–8 on stakeholder engagement, partnerships, and resource mobilization.	Limited stakeholder participation and undocumented partnerships.	Technical coaching and demonstration.	1. Review partnership records and MOAs. 2. Assess stakeholder participation mechanisms. 3. Provide guidance on documenting stakeholder contributions. 4. Recommend strategies for resource mobilization.	DFTAT, School Head, Partnership Focal Person	During school visit	Examples of best practices
Strengthen implementation of Functionality Indicators 9–10 on stakeholder	Feedback mechanisms are not institutionalized or poorly documented.	Coaching and technical guidance.	1. Review feedback and grievance mechanisms. 2. Validate records of issues and resolutions. 3. Guide schools in establishing documentation protocols. 4. Formulate improvement actions.	DFTAT, School Head, SGC Officers	During school visit	Additional monitoring tools

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feedback and issue resolution.						
Improve compliance with Functionality Indicator 11 on transparency and reporting.	School Report Card and transparency mechanisms are incomplete or outdated.	Demonstration and coaching.	1. Review School Report Card and Transparency Board. 2. Check dissemination records. 3. Guide school personnel on updating reports and posting requirements. 4. Validate stakeholder access to information.	DFTAT and School Planning Team	During school visit	Updated reporting templates
Strengthen Functionality Indicator 12 on monitoring and evaluation.	SGC participation in monitoring and evaluation is not evident.	Mentoring and collaborative planning.	1. Review monitoring reports and accomplishment reports. 2. Validate SGC participation in monitoring activities. 3. Guide preparation of monitoring tools and reports. 4. Develop action points for continuous monitoring.	DFTAT, School Head, SGC Members	During school visit	Monitoring reference materials
Prepare schools for Regional Office Progress Monitoring.	Schools have incomplete documentary evidence and readiness concerns.	Exit conference and action planning.	1. Consolidate findings. 2. Present strengths, gaps, and recommendations. 3. Develop school-specific enhancement plan. 4. Agree on timelines for compliance and submission of lacking documents.	DFTAT and School Management Team	End of school visit	Regional monitoring guidelines

Prepared by:

NOLI MAR M. NAVARRO

SEPS, School Management, Monitoring and Evaluation (SMME) Section

Checked and Reviewed by:

ROMULO S. ANCHETA PhD

CES, School Governance and Operations Division

Approved:

ORLANDO E. MANUEL PhD, CESO V
 Schools Division Superintendent



Address: Quezon St., Don Domingo Maddela, Bayombong, Nueva Vizcaya, 3700
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Enclosure No. 4 of Division Memorandum No. 348 s. 2026
Technical Assistance Contract/Agreement

TECHNICAL ASSISTANCE AGREEMENT

Provision of Technical Assistance on School Governance Council (SGC) Functionality

This Technical Assistance Agreement is entered into by and between the Schools Division Office of Nueva Vizcaya, through the Division Field Technical Assistance Team (DFTAT), hereinafter referred to as the TA Provider, and the _____ School, represented by its School Head, _____, hereinafter referred to as the TA Recipient.

I. Purpose

This Agreement establishes the mutual commitment of the TA Provider and TA Recipient in the provision of technical assistance to strengthen the functionality of the School Governance Council in preparation for the Regional Monitoring and Evaluation of SGC Functionality, pursuant to DepEd Order No. 026, s. 2022.

II. Scope of Technical Assistance

The DFTAT shall provide technical assistance on:

1. SGC organization and functionality;
2. SGC operations and documentation;
3. stakeholder participation and engagement;
4. documentation of SGC activities and accomplishments;
5. identification, organization, and validation of supporting evidence/MOVs;
6. completion and improvement of prescribed M&E tools; and
7. readiness for the Regional M&E.

III. Schedule

The TA shall be conducted according to the following schedule:

Batch	TA Schedule	Regional M&E
Batch 1	September 29–30, 2026	October 6–8, 2026
Batch 2	October 13–14, 2026	October 27–28, 2026

IV. Commitment of the TA Provider

The DFTAT commits to:

1. provide appropriate, objective, and needs-based technical assistance;
2. review available documents and evidence;
3. provide constructive feedback and recommendations;
4. clarify requirements and assist the school in addressing identified gaps;
5. document the technical assistance provided; and



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6. maintain professionalism, objectivity, and confidentiality in the conduct of the activity.

V. Commitment of the TA Recipient

The School Head and concerned school personnel/SGC representatives commit to:

1. actively participate in the TA activity;
2. make relevant SGC documents and evidence available for review;
3. provide accurate and verifiable information;
4. participate in the identification and analysis of gaps;
5. undertake agreed corrective/improvement actions;
6. organize and improve the required evidence and documentation; and
7. ensure readiness for the Regional M&E.

VI. Expected Deliverables

Following the TA, the school shall work toward the completion/improvement of:

- SGC records and documentation;
- SGC functionality evidence/MOVs;
- stakeholder participation documentation;
- prescribed M&E tools;
- identified gap-resolution actions; and
- other agreed outputs reflected in the TA Plan.

VII. Monitoring and Follow-Through

The implementation of the agreed TA actions shall be monitored by the concerned Public Schools District Supervisor/District In-Charge and/or the DFTAT, as appropriate, prior to the Regional M&E.

VIII. Effectivity

This Agreement shall take effect upon signing and shall remain valid until the completion of the agreed technical assistance interventions and corresponding follow-through actions related to the Regional M&E of SGC Functionality.

Signed this ____ day of _____ 2026 at _____.

For the TA Provider/s:

For the TA Recipient:

DFTAT Team Leader/Representative
Division Field Technical Assistance Team

School Head

Conforme:

District Supervisor
District: _____



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Enclosure No. 5 of Division Memorandum No. **048** s. 2026
List of Schools for Technical Assistance by Batch and TA Providers

Batch 1: September 29 – 30, 2026

Date	Schools	Monitors
September 29, 2026	1. Sante Fe NHS 2. Bone North IS 3. Dupax del Sur NHS 4. Dupax del Norte NHS	1. Diadi NHS 2. Quezon NHS 3. Solano HS
September 30, 2026	1. Kasibu NAS 2. Kongkong Valley NHS 3. Paquet IS	1. Bambang NHS 2. NVGCHS 3. Bonfal NHS 4. Bagabag NHS
TA Providers:	DFAT 1: Noli Mar M. Navarro Roscoe N. Gacusana Maria Theresa B. Iglesia	DFTAT 2: Melany M. Asuncion Florence F. Esparago Julius C. Calangan Ma. Licel T. Balico

Batch 2: October 13 – 14, 2026

Date	Schools	Monitors
October 13, 2026	1. Belance Tech-Voc School 2. Munguia NHS 3. Lamo NHS	1. Bintawan NHS 2. Murong NHS 3. Paniki NHS 4. Uddiawan NHS
October 14, 2026	1. Santa Cruz Pingkian HS 2. Aritao NHS	1. Ambaguio HS 2. Casat NHS 3. Tiblac HS
TA Providers:	DFTAT 2: Melany M. Asuncion Florence F. Esparago Julius C. Calangan Ma. Licel T. Balico	DFAT 1: Noli Mar M. Navarro Roscoe N. Gacusana Maria Theresa B. Iglesia