



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI

**27 Jan 2026**

**DIVISION MEMORANDUM**

No. **008** , s. 2026

DISSEMINATION OF REGIONAL MEMORANDUM FTAD-2026-001  
EARLY REGISTRATION AND SCHOOL READINESS MONITORING  
AND PROVISION OF TECHNICAL ASSISTANCE

To: Assistant Schools Division Superintendent  
Public Schools District Supervisors concerned  
Public and Private Secondary School heads

1. For the information and guidance of all concerned, enclosed is a copy of Regional Memorandum FTAD-2026-001 dated January 12, 2026, titled Early Registration and School Readiness Monitoring and Provision of Technical Assistance.
2. For more inquiries, please kindly coordinate with the planning office - Mr. Bualan Y. Abid Jr. at 0928-438-2483.
3. Widest dissemination of this memorandum is desired.

**RUTH L. ESTACIO PhD, CESO V**  
Schools Division Superintendent

Encl.: As stated

Reference: As stated

To be indicated in the Perpetual Index  
under the following subjects:

COMMUNICATIONS  
CORRESPONDENCE

Adrian A. Daligdig/SGOD/DM – dissemination of regional memorandum ftad-2026-001 early registration and school readiness monitoring and provision of technical assistance  
0078/January 27, 2026



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

12 Jan 2026

REGIONAL MEMORANDUM  
FTAD-2026-001

**EARLY REGISTRATION AND SCHOOL READINESS MONITORING AND  
PROVISION OF TECHNICAL ASSISTANCE**

To: Schools Division Superintendents

1. Pursuant to **DepEd Order No. 012, s. 2025** titled Implementing Guidelines on the School Calendar and Activities for School Year 2025-2026, all Schools Division Offices are enjoined to actively participate in the **Early Registration** for incoming Kinder, Grades 1, 7, and 11 for SY 2026-2027 scheduled on **January 31 - February 27, 2026**.

2. The Regional Field Technical Assistance Teams (RFTATs) shall be deployed on **February 10-13, 2026**, while Division Field Technical Assistance Teams (DFTATs) shall provide support on the official dates of the Early Registration. All deployed teams, both RFTATs and DFTATs, are expected to observe and strictly comply with the Terms of Reference as follows:

- a. Gather data on the following:
  - Enrolment segregated by gender, age and ethnicity
  - Classrooms and furniture
  - Learning materials
  - ICT equipment
  - Teachers' Profile by gender, age, plantilla status
  - Special Programs Offerings
  - Number of teachers untrained in the Revised K to 10 Matatag Curriculum
- b. Monitor and provide evidence-based, appropriate and relevant technical assistance to ensure readiness of schools
- c. Identify issues and concerns requiring regional office action
- d. Document best practices related to the conduct of Early Registration
- e. Submit Technical Assistance Reports and filled-out monitoring tool to the head of office/unit. (For RO, the summary of TA Reports per functional division shall be submitted to FTAD.)

3. SDOs, through the Planning Office, shall ensure On-Time Reporting of enrolment data and related information as required by DO 012, s. 2025. Reports shall be submitted to the Regional Planning Office every Monday, starting **February 5, 2026**.

4. RFTATs and DFTATs are directed to visit at least one school categorized as:

a. Elem School	g. IP / ALIVE School
b. Junior HS	h. SPED
c. Senior HS	i. ALS/Community Learning Center
d. Integrated School	j. Multi-Grade School
e. Central School	k. School offering special programs
f. Non-Central school	



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

5. The following enclosures provide detailed information about the activity.
  - a. Composition of RFTATs
  - b. TA Reporting Template
  - c. Technical Assistance
  - d. Clients Feedback Form with Declaration of Closure
  - e. CSM QR Code
6. On-site Monitoring Tool shall be issued through a separate Regional Memorandum.
7. All expenses incurred in the conduct of the activity shall be charged against local funds subject to usual accounting and auditing procedures and regulations.
8. For details, contact Agney C. Taruc, EPS through email: [agney.taruc@deped.gov.ph](mailto:agney.taruc@deped.gov.ph)
9. For the information and compliance of all concerned.

  
Digitally signed by  
Rocafort Carlito Dalisay  
Adobe Acrobat Reader  
version: 2023.006.20380

**CARLITO D. ROCAFORT**  
Director IV

Encls: As stated  
References: DepEd Order No. 012, s. 2025  
Allotment: MOOE  
To be indicated in the Perpetual Index  
under the following subjects:

ENROLLMENT  
MONITORING AND EVALUATION

ACT/FTAD/RM - EARLY REGISTRATION AND SCHOOL READINESS MONITORING AND PROVISION OF TECHNICAL ASSISTANCE  
002/January 12, 2026



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: [region12@deped.gov.ph](mailto:region12@deped.gov.ph)  
Website: [depedroxi.org](http://depedroxi.org)



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** [depedsarangani.org](http://depedsarangani.org)  
**Email Address:** [sarangani@deped.gov.ph](mailto:sarangani@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION  
 SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION

Enclosure 1 to Regional Memorandum FTAD-2026-001

**COMPOSITION OF THE REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS  
 (RFTATs)**

RFTATs		Schools Division
A	Kathrine H. Lotilla, ARD Regan B. Dagadas, EPS-CLMD Jodan Manua - EPS II Dr. Mina Ruz - Dentist III-ESSD Alyssa Grace D. Goyone, AO IV-ASD-GSU Dantly S. Villanueva, EPS-CLMD Romela Jean J. Ocariza -Accountant I -FD	<b>Kidapawan City</b>
B	Joseph Russel M. Farnazo, SAO-ASD Jade T. Palomar, EPS-CLMD Nathaniel F. Bangoc, EPS-QAD Ma. Lourdes A. Ines-ND II -ESSD Arjay Raborar- EPS II-HRDD Jairus Z. Capillo-AO IV-FD	<b>Cotabato Province</b>
C	Agney C. Taruc, OIC-Chief-FTAD Crisanto M. Bulado, EPS-CLMD Michael A. Poblador, EPS-QAD Elgene O. Dequilla, Engr III-ESSD Jesse James O. Lamigo-AO V-ASD Records Jhoana Marie A. Lira-Accountant I-FD	<b>Sultan Kudarat</b>
D	Magdaleno C. Duhilag, Jr -Chief-ESSD Arturo D. Tingson, Jr., EPS-CLMD Raffy Herrera, EPS-PPRD Roger Suerte, EPS-HRDD Jose Leody C. Armada-AO V -ASD Supply May Jane L Alvarado-Accountant II-FD	<b>Tacurong City</b>
E	Emily F. Enolpe, CES, HRDD Jay-ar S. Lipura, EPS-CLMD Norman S. Valeroso, EPS-QAD Emerin B. Astillero-AO V-ASD-Personnel Ismael N. Ngitngit, Jr., PDO IV-ESSD Jessebelle V. Bayoneta-Accountant II-FD	<b>Koronadal City</b>
F	Sheinna Lyn L. Antenor, OIC Chief-CLMD Louella D. Jabido, EPS-QAD Cynthia G. Diaz, EPS-CLMD Edelyn Grace A. Jamila-MO IV-ESSD Marissa B. Rosal-AO II-ASD-Cash Noren Grace G. Lagutting-SAO-FD Henry Fritz Diaz- SEPS-HRDD	<b>South Cotabato</b>
G	Glenn A. Bisnar, Chief-PPRD Leonardo B. Mission, EPS-CLMD Grace Patrice M. Mondragon, EPS-QAD Judie E. Dela Cruz, EPS-FTAD	<b>General Santos City</b>



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
 Telephone Nos.: (083) 2288825/ (083) 2281893  
 Email Address: region12@deped.gov.ph  
 Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

	Margaret Lasam, LRPO Remie P. Pama-AO IV ASD-Procurement Cheryl P. Villa-Accountant III-FD	
H	Ma. Jeanette N. Delima, CAO-FD Maria Isabel R. Cunanan, EPS-CLMD John Earl Wendell Lope – PDO II-ESSD Maricel B. Rodriguez – AO IV-Personnel Ildefonso Libdan, Jr. EPS-CLMD Dave C. Prodigy, EPS-HRDD	<b>Sarangani</b>



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

Enclosure 2 to Regional Memorandum FTAD-2026-001

**Technical Assistance (TA) Report**

(In compliance to data privacy act, all information gathered from this report shall be treated with confidentiality.)

Directions: This tool shall be filled-out by TA Providers from the Regional Office (RO). Blacken the appropriate box and provide information on the blanks.

Technical Assistance Provider

Functional Division Team

Quality Management Team

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

QMT Name: \_\_\_\_\_

Enabling  
Mechanism  
:  
\_\_\_\_\_

CLIENT/S	TA NEEDS	TA INTERVENTIONS	DATE (action taken as of ____)	ACCOMPLISHMENT (based on success indicators)	EFFECTIVENESS OF ACTION (based on the TA Client's Feedback Form/Rating)	REMARKS



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxi.org





Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

--	--	--	--	--	--	--

List of MOVs: \_\_\_\_\_

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

(Name & Signature)  
Designation: \_\_\_\_\_  
Date: \_\_\_\_\_

Attested by: \_\_\_\_\_

(Name & Signature)  
FD Chief/QMT Leader

*Note: Kindly attach **Technical Assistance Client Feedback Form with Declaration of Closures** using the link: <http://tinyurl.com/FTADTAFeedbackForm> (to be filled-out by client/s).*



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxi.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

Enclosure 3 to Regional Memorandum FTAD-2026-001

**Technical Assistance Client Feedback Form**  
(with Declaration of Closures)

**I. Basic Information**

Client Name: \_\_\_\_\_ Item Position: \_\_\_\_\_

Office/ School: \_\_\_\_\_

SDO: \_\_\_\_\_

Date of TA: \_\_\_\_\_ Time: Start: \_\_\_\_\_ End: \_\_\_\_\_

Name of TA Provider: \_\_\_\_\_ Designation: \_\_\_\_\_

Office: \_\_\_\_\_ SDO: \_\_\_\_\_

**II. Technical Assistance needs/issues:**

---

---

**Technical Assistance Received from the TA Provider(s):**

---

---

**III. Client's Feedback and Rating**

Based on the technical assistance received, kindly rate the TA provider using the rating scale below:

4 – Strongly agree 3 – agree 2 – Disagree 1 – Strongly disagree

Indicators	Rating
1. TA session(s) were well organized	
2. TA provider was knowledgeable about the issues and subject matter.	
3. TA provider was receptive to client comments and questions	
4. I felt a strong sense of engagement during the process from TA provider	
5. I increased my knowledge as a result of receiving TA	
6. I increased my ability to execute skills in my work as a result of receiving TA	
7. I believe that the TA received will be worthwhile to implement into work	



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION  
 SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
 SOCCSKSARGEN REGION

8. The TA interaction increased my confidence to apply what I learned in my work.	
9. The TA intervention offers very good practicable solution to the TA needs of the customers.	
10. I am committed to continue applying what I learned in my daily work.	

Numerical Rating: \_\_\_\_\_ (Total Rating/ 10)

Range	Descriptive Rating	Interpretation
<b>3.26 – 4.0</b>	Highly Effective	The TA-related practice/s is/are highly effective that knowledge sharing is highly evident, thus contributing to the improvement of the overall implementation of program activities.
<b>2.51 – 3.25</b>	Moderately Effective	The TA-related practice/s is/are moderately effective that knowledge sharing is moderately evident leading to the improvement in the overall implementation of program activities.
<b>1.76 – 2.50</b>	Less Effective	The TA-related practice/s is/are less effective that knowledge sharing is partially evident; hence, the improvement in the overall implementation of program activities is in the emerging stage.
<b>1.0 – 1.75</b>	Least Effective	The TA-related practice/s is/are least effective that knowledge sharing is not evident; hence, there is a need to change strategy/ies to improving the overall implementation of program activities.

Descriptive Rating: \_\_\_\_\_

**IV. Declaration of Closure and Completeness of the Technical Assistance Provided**

I hereby declare the closure of the issues/needs and completeness of the technical assistance specific on \_\_\_\_\_ after the technical assistance was provided by \_\_\_\_\_ starting on \_\_\_\_\_ and ended on \_\_\_\_\_.

\_\_\_\_\_  
 Client Name and Signature

\_\_\_\_\_  
 Date



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
 Telephone Nos.: (083) 2288825/ (083) 2281893  
 Email Address: region12@deped.gov.ph  
 Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION  
SCHOOLS DIVISION OF SARANGANI



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

Enclosure 4 to Regional Memorandum FTAD-2026-001

Link:

<https://bit.ly/4a62mYo>

QR Code:



Prime Regional Government Center, Brgy. Carpenter Hill, City of Koronadal  
Telephone Nos.: (083) 2288825/ (083) 2281893  
Email Address: region12@deped.gov.ph  
Website: depedroxii.org



**Address:** Capitol Compound, Maribulan, Alabel, Sarangani Province  
**Telephone Nos.:** (083) 508-2039  
**Website:** depedsarangani.org  
**Email Address:** sarangani@deped.gov.ph