



Republic of the Philippines  
Department of Education  
REGION III  
SCHOOLS DIVISION OF BULACAN

January 22, 2025

**DIVISION MEMORANDUM**

No. D 54, s. 2025

**DIVISION FIRST QUARTER CONFERENCE AND FOCUS GROUP DISCUSSION  
ON PROVISION OF TECHNICAL ASSISTANCE (INTERFACING OF CID AND  
SGOD)**

To: Assistant Schools Division Superintendents  
CID and SGOD Chiefs  
Division Education Program Supervisors  
Public Schools District Supervisors  
Unit Heads of the SGOD  
All Others Concerned

1. Technical Assistance is considered necessary to ensure the effective and efficient implementation of programs, projects, and activities. It is one of the key professional activities provided by the Schools Division Office to all its personnel as they move toward the realization of their objectives. This is done by giving them support and guidance in identifying, analyzing, and finding appropriate and relevant interventions to improve the services to the clientele. Thus, this Office shall conduct The First Quarter Conference and Focus Group Discussion on Provision of Technical Assistance (interfacing between the Curriculum and Instruction Division and School Governance and Operations Division) on February 7, 2025, at 8:30 AM at Sta. Maria Central District Office Conference Hall, Sta. Maria, Bulacan.

2. This conference aims to provide clear procedures, guidelines, tools, and suggested structure in implementing the Technical Assistance Plan for School-Based Management. It also focuses on how the concept of technical assistance helps the practices associated with the teaching-learning situations, as well as leading and managing schools and different departments to bridge the gaps in curriculum implementation, implementation of programs, projects and activities, and school administration and supervision.

3. Attendees to this conference include the following:

- Assistant Schools Division Superintendents
- CID and SGOD Chiefs
- Public Schools District Supervisors
- Education Program Supervisors
- Senior Education Program Specialists
- Planning Officer
- members of the TWG



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4. All participants are requested to bring their laptop for the workshop.
5. Expenses to be incurred in the conduct of the said activity shall be charged against Division MOOE subject to the usual accounting and auditing rules and regulations.
6. It is expected that all participants observe the minimum health standard protocols as pre-emptive interventions to prevent the spread of any infectious diseases.
7. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent ✓