



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

November 3, 2025

DIVISION MEMORANDUM

No. 551 s. 2025

**DIVISION FOURTH QUARTER CONFERENCE AND FOCUS GROUP DISCUSSION
ON PROVISION OF TECHNICAL ASSISTANCE CUM SPECIAL MEETING OF THE
FUNCTIONAL DIVISIONS**

To: Assistant Schools Division Superintendents
CID and SGOD Chiefs
Division Education Program Supervisors
Public Schools District Supervisors
Unit Heads of the OSDS
EDDIS Chairs
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 Fourth Quarter Conference and Focus Group Discussion on Provision of Technical Assistance Cum Special Meeting of the Functional Divisions on November 10, 2025, at 9:00 AM at the Conference Hall of the Schools Division Office, City of Malolos, Bulacan.
2. This conference aims to provide clear procedures, guidelines, tools, and a suggested structure for implementing the Technical Assistance Plan for the conduct of the Summer Remediation Program. 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
 - President and EDDIS Chairs at the Secondary Level
 - Unit heads of the OSDS
4. This Memorandum shall serve as the travel authority of all concerned.



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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.


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Assistant Schools Division Superintendent
Officer-in-Charge
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