



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OFFICE OF BATAAN

**OFFICE MEMORANDUM**

FROM : SCHOOLS DIVISION SUPERINTENDENT

TO : Chief Education Supervisors  
All Unit Heads

SUBJECT : **SUBMISSION OF TECHNICAL ASSISTANCE NEEDS  
ASSESSMENT, FY 2024**

DATE : January 23, 2024

This Office informs all concerned on the **Submission of Technical Assistance (TA) Needs Assessment, FY 2024** as basis for the crafting of the Division TA Operational Plan, FY 2024.

In crafting your respective unit's TA Needs Assessment, please use as reference the targets set in our Division Education Development Plan 2023-2028.

The template for the report can be accessed using this link: **<https://bit.ly/TANeedsAssessment2024>**. Deadline for uploading of reports is on or before January 29, 2024 using the same link.

For information and compliance.

  
**CAROLINA S. VIOLETA, EdD, CESO V**  
*Schools Division Superintendent*

  
SO5/hgd