



Republic of the Philippines  
Department of Education  
**CORDILLERA ADMINISTRATIVE REGION**  
Wangal, La Trinidad, Benguet



Office of the Regional Director Tel.No. (074)422-1318; Fax: 422-4074; Office of the ARD Tel. No.: 309-3013;  
Admin. Office: 422-1804; Finance Division: 422-5155; Curriculum & Learning Mgt. Division: 422-7096; Quality Assurance Division: 422-5187

July 16, 2015

REGIONAL MEMORANDUM

No. 122-2015

**5<sup>th</sup> REGULAR REGIONAL EXECUTIVE COMMITTEE MEETING**

TO: Schools Division Superintendents  
Assistant Schools Division Superintendents  
Regional Office Division Chiefs  
All Concerned

**RELEASED**  
JUL 20 2015  
DEPED-CAR Time: \_\_\_\_\_

1. The 5<sup>th</sup> Regular Regional Executive Committee Meeting will be held on July 30-31, 2015 (Thursday-Friday) to be hosted by the Regional Office. Venue to be announced later. Travel time and informal discussions on some DepEd –CAR internal guidelines, issues and concerns will be on July 30, 2015 while the Executive Committee Meeting Proper will be on July 31, 2015.

2. Participants to this meeting are the following:

2.1 Regional Director	1
2.2 Assistant Regional Director	1
2.3 Regional Office Division Chiefs	8
2.4 Schools Division Superintendents	8
2.5 Asst. Schools Division Superintendents	8
(All ASDSs/OIC ASDSs are obliged to attend together w/ their SDSs/OIC SDSs)	
2.6 Division Admin. Officer V/OIC- Admin. Officer V	8
2.7 1 Division Regular PSB Member	8
2.8 Regional Accountant	1
2.9 Regional Planning Officer	1
2.10 Regional Supply Officer	1
2.11 Regional HRMO	1
2.12 Regional Health and Nutrition Unit Head	1
2.13 Regional Engineer	1
2.14 Regional Legal Officer	1
2.15 Regional Information Officer	1
2.16 PESPAs President	1
2.17 NAPSSHI President	1
2.18 Secretariat	2

Total 54

3. Please see attached Program of Activities/Agenda;



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4. Division Offices are advised to complete compliance of all reports.
5. Attendance of all ExeCom Members is required.
6. All Schools Division Offices to submit copies of updated Division PSB Internal guidelines on or before July 24, 2015 for consolidation, analysis and review of the regional PSB for ExeCom Agreements towards the establishment of common internal guidelines applicable across the Region.
7. Funding for the conduct of the Regional ExeCom Meeting (food, venue and accommodation) will be shouldered by the regional office while travel and other incidental expenses incurred by participants will be charged against local funds subject to usual accounting and auditing rules and regulations.
8. For information, guidance and compliance of all concerned.

  
**ELLEN B. DONATO, ED.D., CESO III**  
Regional Director



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**5<sup>th</sup> Regular Regional Executive Committee Meeting**

Venue: to be announced later

July 30-31, 2015

**Program of Activities**

Time	Particulars/Agenda	Person In-Charge
<b>July 30, 2015</b>		
12:00NN-1:30 PM	Arrival/billeting/Lunch/Registration of participants	c/o ExeCom Secretariat
1:30-2:45 PM	Informal meeting (includes verification / confirmation of compliance to required reports) <ul style="list-style-type: none"> <li>Establishment of Regional Internal Guidelines</li> </ul>	ExeCom Members
2:45-3:00PM	Health Break	
3:00-5:00PM	<ul style="list-style-type: none"> <li>Reports/Updates/Issues &amp; concerns from the Division Offices</li> </ul>	Schools Division Superintendent
5:00-6:00PM	Dinner	
<b>July 31, 2015</b>		
6:30-7:30 AM	Breakfast	
8:00-8:15AM	Opening Program	c/o Regional Office
<b>EXECOM PROPER</b>		
8:15-10:00 AM	<b>Start of the Meeting &amp; Call to Order</b> *Review of the Minutes of the previous Meeting *Business arising from the previous meeting/review of assignments from the previous meeting * Adoption of the proposed agenda: <ol style="list-style-type: none"> <li>Results-Based Performance Management System/Office Performance Contract &amp; Review;</li> <li>Basic Education Congress;</li> <li>Updates on School Building Projects;</li> <li>Updates on the RAT implementation</li> <li>Other matters</li> </ol>	RD Ellen B. Donato ARD Estela L. Cariño  SDSs, Regional Division Chiefs / Unit Heads concerned
9:50-10:00 AM	<b>Health Break</b>	
10:00-11:00AM	<b>Director's Hour</b>	Ellen B. Donato, CESO III Regional Director
11:00-12:30PM	<b>Reports/Updates/Issues from the Regional Office</b> <ol style="list-style-type: none"> <li>Office of the ARD</li> <li>Administrative Division</li> <li>Budget &amp; Finance Division</li> <li>Cur. &amp; Learning Mgt. Division</li> <li>Educ. Support Services Division</li> <li>Human Resource Dev't. Division</li> <li>Field Tech'l Assistance Division</li> <li>Policy, Planning &amp; Research Division</li> <li>Quality Assurance Division</li> </ol>	c/o ARD and Division Chiefs (10 minutes reporting per Division)
12:30-1:30 PM	<b>Adjournment/Lunch/Travel Back Home</b>	