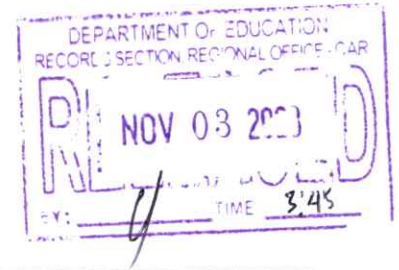




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



November 03, 2023

REGIONAL MEMORANDUM

No. 659-2023

**INTERFACE CONFERENCE FOR ADMINISTRATIVE OFFICERS OF THE
 REGIONAL OFFICE, SCHOOLS DIVISIONS AND SCHOOLS**

To: Schools Division Superintendents
 Administrative Officers
 Information Technology Officers
 All Schools Division Office
 All Others Concerned

- The Regional Office through the Administrative Services Division will conduct an Interface Conference for Administrative Officers of the Regional Office, schools, and schools division offices on **November 28-30, 2023** at a venue to be announced later. The activity aims to bring together Regional Office personnel with their counterparts in the schools and Schools Division Offices to deliver updates on the various programs, discuss concerns and other productivity tools for an enhanced, efficient, nimble and resilient governance and management processes in the administrative strand.
- The following is the breakdown of participants to this activity:

Regional Office Participants: Regional Director, Assistant Regional Director, Chief Admin. Officer, Supervising Administrative Officer and Administrative Officers of the Administrative Services Division, ICTU, Secretariat, Facilitators/TWG	25
Schools Division Office Participants: Schools Division Administrative Officer V Supply Officers Records Officers Human Resource Mgmt. Officers ICTO	40
Schools: Identified Administrative Officers	150
	215



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



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3. Arrival and check-in/registration of participants shall be as follows:

Regional and Division Office Administrative Officers in Supply (11 pax) and Records (11 pax) Regional and Division ITOs (11 pax)	2:00pm of November 27, 2023 First meal shall be dinner of November 27, 2023; last shall be pm snacks of November 30 2023
Regional Director, Assistant Regional Director and all other participants, facilitators/twg	2:00pm of November 28, 2023 First meal shall be dinner of November 28, 2023; last shall be pm snacks of November 30, 2023

4. Expenses for the activity including board and lodging and other incidental expenses shall be borne by the Regional Office. Travel expenses of participants from the schools and the schools division offices shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

5. Immediate dissemination of this Memorandum to all concerned is desired.

6. For further details, kindly contact the **Administrative Services Division** at Tel. No. **422-1318 or 422-1804** or through email at car.admin@deped.gov.ph.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director