



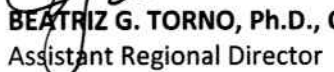
Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet

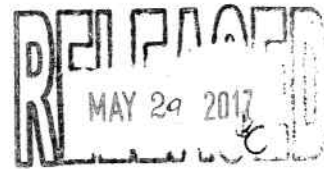


**REGIONAL MEMORANDUM**

**NO.: 164-2017**

To: ALL SCHOOLS DIVISION SUPERINTENDENTS

From:   
**BEATRIZ G. TORNO, Ph.D., CESO IV**  
 Assistant Regional Director  
 Officer In-Charge - Office of the Regional Director  
 Concurrent OIC – Office of the SDS, Baguio City



DEPED-CAR Time: \_\_\_\_\_

Date: May 22, 2017

Subject: **VALIDATION WORKSHOP ON THE FY 2018 TEACHER NEEDS**

Pursuant to the agreements made during the one-day activity on the FY 2018 Post Planning held on May 19, 2017 at the Loreland Farm Resort, Antipolo City, the Policy, Planning, and Research Division (PPRD) in coordination with the Administrative Division will conduct a Validation Workshop on the FY 2018 Teacher Needs. It will be held at the EcoLodge, Magsaysay Avenue, 2601 Baguio City on June 1, 2017 from 8:00 AM to 5:00 PM. The objectives of the one-day activity are to validate and reconcile the 2018 teacher needs computed by the school divisions and come up with the final teacher needs for 2018 to be submitted to the PPD-PS, DepED-CO.

The participants to the orientation are the following:

Regional Office:

- |   |   |   |
|---|---|---|
| 1. OIC RD and OIC ARD                                     | - | 2 |
| 2. PPRD (Chief, SEPS, PO III, AO II, and AA I)            | - | 5 |
| 3. Administrative Division (SAO, AO V, AO IV – Personnel) | - | 3 |

Division Offices:

- |  |   |           |
|--|---|-----------|
| 4. Planning Officers                     | - | 8         |
| 5. Administrative Officer IV (Personnel) | - | 8         |
| <b>TOTAL</b>                             | - | <b>26</b> |

Transportation, board and lodging, and other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations. Snacks and lunch during the orientation will be charged to the Regional Office.

To ensure the smooth flow of the validation workshop, participants are advised to bring the following:

1. Data on the:
  - a. Accomplished Teacher Template used during the Budget Preparation held on March 6-8, 2017 at Eurotel, Baguio City;
  - b. 2016 Enrolment by school (EBEIS);
  - c. 2016 Inventory of Teachers by School;
  - d. 2016 Teacher Allocation (by School);
  - e. 2017 Newly Created Items (by School)
2. Laptops, extension cords, and portable wifi

For more inquiries, please contact Janet M. Ambucay at telephone number 074-422-9590 or email at [janet.ambucay@deped.gov.ph](mailto:janet.ambucay@deped.gov.ph).

For information and compliance.

Telephone Numbers:							
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422-7434