



Republic of the Philippines
Department of Education
 Cordillera Administrative Region

June 30, 2023

REGIONAL MEMORANDUM

No. 324-2023

RESCHEDULING AND PARTICIPATION TO THE 2023 TEACHERS' CONGRESS

To: Assistant Regional Director
 All Schools Division Superintendents
 All Regional Functional Division Chiefs
 All Others Concerned

1. Relative to RM Nos. 154 and 256, s. 2023, the **2023 Teachers' Congress** shall be rescheduled to be conducted on **August 9 to 11, 2023** at 456 Hotel, Baguio City.
2. SDO participants (Enclosure 1) are directed to confirm attendance and answer the pre-activity profiling and registration via <https://tinyurl.com/CARcongress> before July 4, 2023.
3. In addition, the Regional Technical Working Committee (Enclosure 2) shall ensure collaboration in the performance of specified terms of reference to attain the congress objectives.
4. In the event that confirmed participants are not able to join the activity due to unavoidable circumstances, the SDO shall ensure provision of replacement in coordination with the HRDD.
5. Travel expenses shall be charged to local funds subject to existing accounting and auditing rules and regulations.
6. All other provisions of the aforementioned memoranda shall remain in order.
7. For inquiries and clarifications, please contact the HRDD through Chief Education Supervisor Jennifer P. Ande at 09190073814.
8. Immediate and widest dissemination of this Memorandum is directed.


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

NEAPCAR/JPA/lbi



Enclosure 1. List of Participants

<p>A. SDO ABRA</p> <ol style="list-style-type: none">1. Egsaen Jr., Samuel T., ASDS2. Marquez, Ronald T.3. Aguyos, Jun P.4. Garcia, Manuela B.5. Balneg, Leonardo T.6. Poblete, Christine D.7. Atmosfera, Analyn F.8. Lang-Ayan, Catherine E.9. Lang-Ayan, Dominic D.10. Baldemor, Grace B.11. Fernandez, Alejandria B.12. Tolentino, Josephine S.13. Codiamat, Catherine B.14. Domingo, Ellen Ruth A.15. Beñas, Simplicio B.16. Tamo, Sinamar B.17. Gandeza, Paulina Corazon T.18. Ursalina P. Panelo19. Pati, Angelica Venus L.20. Cayto, Jay-Cob A.21. Preza, Glessa Flor B.22. Badeng, Bugayong M.23. Collado, John Mael S.24. Sangil, Gemma Victoria T.25. Cabanes, Jojie Lee Lee A.26. Bautista, Elimar C.27. Pacursa, Mary Grace M.28. Bringas, Ma. Angelica S.29. Dayawen, Ednalyne30. Anagaran, Charie Mae B.31. Balucas, Edelina T.32. Martes, Novelene V.33. Taverner, Sherlyn C.	<p>B. SDO APAYAO</p> <ol style="list-style-type: none">34. Irene S. Angway, SDS35. Joy D. Saleng36. Arnold A. Tomas37. Cherry Ann D. Pinapin38. Cristine Joy Viernes39. Jovinica P. Ruiz40. Jane Lea A. Buggay41. Estefany Siclangat42. Maricel J. Javier43. Elionor T. Baguitan44. Beatriz B. Banat45. Jovelyn P. Hernando46. Janette A. Unni47. Merly D. Sirit48. Jely C. Sario49. Melissa S. Melad50. Marsoul A. Sabado51. Edelwina R. Torricer52. Allan Christopher B. Sario53. Nerissa O. Padeway54. Nelia R. Cadiente55. Rosemarie B. Valdez56. Kimberly S. Macadangdang57. Resty M. Leano58. Norton R. Cariño59. Manny H. Kotoken60. Julius P. Sadag61. Annielyn M. Galla62. Irene D. Portacio63. Marizon P. Castillo64. Girlie B. Baguec65. Erlinda B. Agliwan66. Shirley S. Adsay
<p>C. SDO BAGUIO CITY</p> <ol style="list-style-type: none">67. Soraya T. Faculo, SDS68. Christopher C. Benigno, ASDS69. Juliet C. Sannad70. Niño Tibangay71. Mary Jane Malihod72. Nixon Elahe73. Nancy Dumalili74. Santiago Bugtong75. Rosibeel Marzo76. Jayrerose Guevara77. Grace B. Manuel78. Cherilyn Espregante79. Odicar Joice Chavez80. Donna C. Solano	<p>D. SDO BENGUET</p> <ol style="list-style-type: none">102. Sally L. Banaken-Ullalim, SDS103. Carmel F. Meris, ASDS104. Rizalyn A. Guznian105. Avilardo Leon106. Corazon D. Siadto107. John Sanggawa108. Rodel Tomilas109. Mary ann M. Tino110. Marlyn B. Orlani111. Rafalyn Canuto112. Vincent Depayso113. Jocelyn Dao-ines114. Julieta E. Walito115. Ruth Eslao

81. Decky M. Beloken	116. Orlyn Libag
82. Nestor Percy	117. Sheryl Mino
83. Marites Napudo	118. Febio Caleno
84. Altea Ramos	119. Donaville Bistid
85. Estelito Mendoza	120. Nancy Pantaleon-Sito
86. Cindy de Jesus	121. Doroteo B. Cadley
87. Arlon Parista	122. Ruth Ann Labinio
88. Sarah Garcia	123. Evelyn Potectan
89. Fredelix Lino	124. Emmaclaire L. Organo
90. Emilton Mendoza	125. Glory Arciso
91. Warren Ambat	126. Nilo Oyam
92. Jimmy Garcia	127. Ricardo Samson
93. Whitney Dawayen	128. Sisa D. Ngade
94. Proserpina Estacio	129. Winnie Freda Domerez
95. Grace Domingo	130. Emilyn B. Medina
96. Danilo Gayao	131. Jonathan Sadey
97. Joan Andayan	132. Lilian Ulep
98. Rommel manzano	133. Melchor Tecan
99. Florida Cael	134. Dela Rosa Delmas
100. Marilyn Lucas	135. Macarthy B. Malanes
101. Stephen Doriano	
E. SDO IFUGAO	F. SDO KALINGA
136. Gloria B. Buya-ao, SDS	169. Natividad P. Bayubay, SDS
137. Jacqueline C. Lunag	170. Bernardo L. Ganotice, Jr.
138. Juanito Padawan Jr	171. Phyllis Rhoda D. Balao-As
139. Evangeline Dulnuan	172. Lily-Ann A. Fernando
140. Vicente Buyuccan	173. Alexander G. Mabanag
141. Geraldine Gawi	174. Herminia P. Astudillo
142. Lorna Haclao	175. Wilson B. Bulwayan
143. Benedick Kikigue	176. Conchita D. Wagawag
144. Rogelyn Chalanag	177. Ruth B. Pittong
145. Fedelyn Manzano	178. Narcisa W. Bawalan
146. Maricel Antonio	179. Marivic A Domingo
147. Nicanor Caligue	180. Levis S. Banao
148. Genevieve Cabigat	181. Ruth Margareta A. Galwat
149. Myrna Tangid	182. Lambert B. Sadagan
150. Esberta Bataclao	183. Jonalyne W. Gumilab
151. Leo Balagan	184. Dominga Daisy B. Accad
152. Epifania Tico-An	185. Lenor B. Danipog
153. Avelina Bangeng	186. Joyce D. Dugayon
154. Imelda Juguiad	187. Brigitte M. Mondala
155. Marcos T Bil-Agon Jr	188. Ferlyn A. Dongui-Is
156. Myrna Bahingan	189. Marjorie L. Bawer
157. Rosemarie Ognayon	190. Millette D. Macdong
158. Marciana Goygoy	191. Joan B. Lardizabal
159. Veronica Pahiwon	192. Shiela P. Madarang
160. Heidi Batuna	193. Mary Jane O. Dela Cruz
161. Alvin Attaban	194. Novey Jeanne B. Ga-Ayon
162. Lucio Gullunan	195. Shandra C. Torres
163. Marilyn Ummas	196. Novalou Gumilao
164. Novelia Kiblasen	197. Abegailb. Afali
165. Joyce Mangallab	198. Reyna B. Batac

166. Jose Hangdaan	199. Lorrie Anne A. Balawag
167. Domingo Bahiwag	200. Ruth Ann D. Valera
168. Ruby Aiza Namoco	201. Henry James N. Echalar
G. SDO MT. PROVINCE	H. SDO TABUK CITY
202. Benilda Daytaca, SDS	236. Benedicta B. Gamatero
203. Virginia A. Batan, ASDS	237. Ramonchito Soriano
204. Khad M. Layag	238. Federico Flores
205. Nemia N. Lite	239. Robert Binhaon
206. Merwyn A. Comicho	240. Henry M. Alunday
207. Isidro S. Ganaden	241. Karen W. Tabanganay
208. Diana Lea D. Lino	242. Ferdinand Malagyab
209. Portia B. Ngollob	243. Emily B. Langkit
210. Ilorda L. Bantic	244. Rey B. Abannag
211. Javier B. Edchamag	245. Gerald Baligod
212. Noreen F. Dangangao	246. Airen L. Ammiyao, HT
213. Raquel A Bagwan	247. Cresilda B. Donggayao
214. Maria T. Pediten	248. Flordeliza A. Sannadan
215. Betty A. Wayyas	249. Rudy Paul L. Taguibao
216. Mary Dixie T. Turap	250. Marlon A. Binoloc
217. Olga W. Wad-Ey	251. Gema D. Sappa
218. Nancy B. Bading	252. Gey-am G. Sappa
219. Karen A. Lidab	253. Brenda c bumatnong
220. Cecilia M. Fa-Ed	254. Dianne joyce a.puegan
221. Edna L. Ngeteg	255. Shirley P. Abbacan
222. Joselito D. Dizon	256. Charlene G. Hernaez
223. Kevindale B. Ligtinen	257. Marlyn B. Awing
224. Teresa N. Clemente	258. Desiree Sheena G. Dayag
225. Josephine B Masweng	259. Robelyn M. Pailano
226. Julieta A. Tocgo	260. Leah Ann B. Bangibang
227. Maria B. Guigui Pediten	261. Rowena Ann P. Comia-as
228. Melea K. Toroganan	262. Marina T. Anungos
229. Cariel S. Codimdim	263. Reve F. Baydon
230. Zaira N. Bulasoy	264. Chirelle L. Lummao
231. Amelia Wacangan	265. Pacifica G Bulatao
232. Michael Lupian	266. Rachel L. Banggawan
233. Elemer P. Iguid	267. Susan A Tumapang
234. Eufemia N. Balao	268. Marjorie B. Balutoc
235. Wilfredo L. Domong-As	269. Philip G.Atma
	270. Evangeline C Linggayo

Enclosure 2. RO Technical Working Committees

	CHAIR	CO-CHAIR	MEMBERS	TASK/S
OVERALL CHAIR/ CONSULTANT	ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/ Regional Director RONALD B. CASTILLO, CESO V Assistant Regional Director			Approves pre and post activity documents; Leads in the overall conduct of the activity
PLANNING & COORDINATION	1. JENNIFER P. ANDE	LAUREEN B. LIKIGAN		Ensures coherency of all committees; Prepares pre & post activity requirements; Consolidates presentation from the speakers.
USHERS & USHERRETES	2. ETHIELYN E. TAQUED	3. DEXTER B. ANDRES	4. Rose Melody Flores 5. Nover Keithley S. Mente 6. Jonalyn C, Ambrona	Assigns in-charge personnel per VIP; Attend to needs of VIPs; Coordinates with other committees; and Welcomes VIPs with lei. Assists the VIPs on refreshments/ other needs
FOOD AND BILLETING/ ROOMING	7. ELVERNICE S. FANGED	8. FLORENCE E. BALICTAN	9. Waryl E. Kindiawan	Prepares room assignment in coordination with the hotel; Coordinates with the supplier on the provision of meals; Ensures variety and nutrient-balanced content; Assists the VIPs on refreshments/ other needs; Coordinates with the hotel if meal stubs are required
HALL SETUP	10. CLEMENTE D. BANDAO	11. ANNIE ROSE B. CAYASEN	12. Lilia A. Banawe	Ensures conduciveness, functionality and cleanliness of the training hall; Sets up tables and chairs prior the congress. Takes charge on pre and post activity pack-up and hauling.
STAGE SETUP	13. SASHA JOSEPH L. DAGANOS	14. CHRISTOPHER HADSAN	ESSD Engineers	Ensures conduciveness and aesthetics of the hall and table setting
PUBLICITY, DOCUMENTATION AND AVP	15. CYRILLE GAYE B. MIRANDA	16. MANILYN BOTILAS	17. Kaye B. Dizon 18. Jeremy Kermit B. Padilla	Facilitates photo/ video coverage and documentation; Takes charge of the livestreaming of the opening program. Ensures the setup and readiness of AVPs prior the start of daily MOL.
INVITATION AND PARTNERSHIP	19. ROSITA C. AGNASI 20. EDGAR H. MADLAING	* NOVER KEITHLEY S. MENTE	21. Winnie Joy N. Jose 22. May Claire Jimenez	Prepares, distributes and confirms guest invitation and coordinates with CO; Communicates date/ time/ venue changes to invited guests; Prepares and sets name plates for guests/ CO officials. Serves as the protocol officer for USec Gonong. Seeks support for teachers' materials. Coordinates with the logistics committee for the distribution of additional teachers' materials.
GRAPHICS: Tarpaulin and Program Paper	23. ELIZABETH C. KIAL	24. ELVIRA M. CUDLI	* Jeremy Kermit B. Padilla	Designs the tarpaulin and program paper for the activity; Ensures sufficient copies of program paper for distribution to participants and VIPs. Coordinates with the PU on the printing of the tarpaulin; Coordinates with HRDD on the content and design.
MEDICAL TEAM	25. DR. ANGELINE CALATAN	26. Dr. Joan Bumanghat	SDO Baguio City Medical Team (2)	Ensures that provisions for safety, health, and wellness of participants, PMT, and resource persons are adequate and available at all times in the venue.

	CHAIR	CO-CHAIR	MEMBERS	TASK/S
MONITORING AND EVALUATION	27. CLEMENTE D. BANDAÑO	28. ROMULO B. BASA	29. Jose Lorenzo Cobarrubias	Applies prescribed tools to monitor and evaluate activity delivery. Administers and analyzes the results of evaluation which is to be presented during debriefing. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.
<u>LOGISTICS</u> VENUE AND KITS	30. VANDOLPH B. FLORA	31. RANDOLPH B. FLYN DACULOG	32. Mary Cris B. Sotelo	Ensures availability/ procurement of materials and lease of venue as needed for the activities; Distributes kits to the participants; Prepares and seeks signature for acknowledgment receipt.
CERTIFICATES: Participation & Appearance	33. EMMANUELA GABOL	34. DUMAS D. ABAN	* Elvira M. Cudli	Prepares, organizes and distributes Certificate of Participation with CA;
ATTENDANCE AND REGISTRATION	35. MAKSIM A. BOTILAS	36. MARGIE GARDINGAN	37. Jefferson A. Villena * Winnie Joy N. Jose	Prepares attendance sheet, ensures all participants signed in the attendance sheet.
ICT TECH SUPPORT	38. JUMAR B. YAGO-AN	39. MARVIN JOHN FLORES	40. Glenn Papa	Provides ICT technical support for all committees; Ensures availability of internet/network for the activities; Ensures usability of projectors and sound system;
MASTER OF CEREMONIES	* ROMULO B. BASA 41. LEONARDO AQUINO			Serve as Masters of Ceremonies during the Opening Program; Coordinates with ESSD and HRDD on the raffle draw mechanics and execution.
FACILITATORS	DEXTER B. ANDRES	Day 1: Nover Keithley Mente and Jonalyn C. Ambrona Day 2: Alfredo B. Lanas and Rose Melody Flores Day 3: Romulo B. Basa and Florence E. Balictan		Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs. Facilitates management of learning activities as scheduled and as needed.