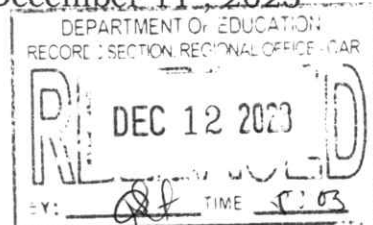




Republic of the Philippines
Department of Education
 Cordillera Administrative Region

December 11, 2023



REGIONAL MEMORANDUM

No. 737 s. 2023

**FIFTH (5TH) REGULAR REGIONAL MANAGEMENT COMMITTEE
 (ManCom) MEETING**

To: Assistant Regional Director
 Schools Division Superintendent/ OIC
 Assistant Schools Division Superintendent/ OIC
 Regional Office Chiefs/ OIC
 All Other Concerned

1. This is to inform the field of the conduct of the 5th Regular Regional ManCom Meeting on **December 17-18, 2023** at the **NEAPR Hall, DepED-CAR Compound, Wangal, La Trinidad, Benguet**

2. The general objective of this meeting is to provide an avenue for the ManCom members to arrive at agreements as well as review the existing policies or formulate new policies applicable to the context in the Region.

3. Agenda are the following:

PROPOSED AGENDA	DIVISION IN-CHARGE/FOCAL
1. Budget Utilization Report (BUR)	Finance
2. Updates from SDOs	All SDOs
3. Updates from RO Functional Divisions	All RO FDs
4. Regional Director's hour	RD Estela P. Leon-Cariño EdD, CESO III

4. The list of participants and tentative program of activities are attached in enclosure 1 and 2 respectively.

5. All ManCom members shall submit their reports and actions taken on the agreements in the previous ManCom meeting on or before December 15, 2023. Agreements during the previous ManCom meeting can be downloaded from bit.ly/Mancom_Folders23.



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

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph

6. All ManCom members are required to attend this meeting. No proxies will be allowed. This memorandum shall serve as the Travel Authority for the attendees of this meeting.

7. Expenses relative to the conduct of this will be charged against Regional MOOE while other incidental expenses of SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations. First meal will be dinner on December 17, 2023 while the last meal will be breakfast on December 18, 2023. Lodging on December 17, 2023 and hall rental on December 18, 2023 will also be covered.

8. For information, guidance, and compliance of all concerned.

Carino Estela

Leon

2023.12.12

16:44:10+08'00'

ESTELA P. LEON-CARINO EED, CESO III
Director IV/Regional Director

Enclosure 1 to RM no. 737 .s. 2023**Composition of the Management Committee (ManCom)**

NO	NAME	GENDER	POSITION / DESIGNATION	DIVISION/OFFICE
1.	Estela P. Leon-Cariño	F	RD	ORD
2.	Ronald B. Castillo	M	ARD	OARD
3.	Amador Garcia Sr.	M	SDS	SDO Abra
4.	Samuel T. Egsaen Jr	M	ASDS	SDO Abra
5.	Irene S. Angway	F	SDS	SDO Apayao
6.	Jerry B. Sario Jr.	M	OIC-ASDS	SDO Apayao
7.	Soraya T. Faculo	F	SDS	SDO Baguio
8.	Christopher C. Benigno	M	ASDS	SDO Baguio
9.	Sally B. Ulallim	F	SDS	SDO Benguet
10.	Carmel F. Meris	F	OIC-ASDS	SDO Benguet
11.	Gloria B. Buya-ao	F	SDS	SDO Ifugao
12.	Pio D. Ecuán	M	OIC-ASDS	SDO Ifugao
13.	Natividad Bayubay	F	SDS	SDO Kalinga
14.	Ginadine L. Balagso	F	OIC-ASDS	SDO Kalinga
15.	Benilda M. Daytaca	F	SDS	SDO Mt. Province
16.	Virginia A. Batan	F	ASDS	SDO Mt. Province
17.	Benedicta B. Gamatero	F	SDS	SDO Tabuk City
18.	Jan Nowel E. Peña	M	OIC-ASDS	SDO Tabuk City
19.	Maksim A. Botilas	M	CAO	ASD
20.	Jennifer P. Ande	F	CES	CLMD
21.	Georgina C. Ducayso	F	CES	ESSD
22.	Atty. Sebastian G. Tayaban	M	CAO	Finance
23.	Edgar H. Madlaing	M	CES	FTAD
24.	Rosita C. Agnasi	F	EPS	OIC-HRDD
25.	Ethielyn E. Taqued	F	CES	QAD
26.	Clemente D. Bandao	M	EPS	OIC-PPRD
27.	Cornelia D. Adaci-Dulnuan	F	SAO	ASD
28.	Cristina L. Paquit	F	SAO	Finance
29.	Cyrille Gaye B. Miranda	F	AO V	PAU
30.	Jennelyn Kitongan	F	Secretariat	PPRD
31.	Melandro L. Payang	M	Secretariat	PPRD
32.	Rushel A. Minong	F	Secretariat	PPRD
33.	Janette O. Payang	F	Secretariat	ORD
34. to 40.	SDO Drivers	M		All SDOs

Enclosure 2 to RM no. 737 .s. 2023

Program of Activities

Day 1 - December 17, 2023		
1:00 - 6:00PM	Arrival	
6:00- 7:00 PM	Dinner	NEAPR Hall
Day 2 - December 18, 2023		
8:00 AM - 12:00 NN	SDOs Year End Review & Performance Evaluation	C/O HRDD
12:00 NN - 1:00 PM	Lunch Break	
1:00 - 1:10 PM	MANCOM Meeting Preliminaries Prayer Attendance Check	c/o Secretariat
1:10 - 1:20 PM	Opening Message	Estela P. Leon-Cariño EdD, CESO III
1:20 - 1:25 PM	Declaration of Quorum and Call to Order	Regional Director
1:25 - 1:30 PM	Review, Reading and Approval of the minutes of previous meeting	Clemente D. Bandao EPS, OIC-PPRD
1:30 - 1:40 PM	Presentation of the ManCom Agenda	Ronald B. Castillo, CESO V Assistant Regional Director
1:40 - 3:00 PM	SDO and RO Functional Division Updates	All SDOs and RO FDs
3:00 - 3:15 PM	Health Break	
3:15 - 4:00 PM	Continuation of SDO RO Functional Division Updates	All SDOs and RO FDs
4:00 - 4:30 PM	BUR Updates	Finance
4:30 - 5:00 PM	Regional Directors' Hour	Estela P. Leon-Cariño EdD, CESO III Regional Director
5:00 - 5:15	Awarding of Most Acquiescent SDO	C/O PRAISE