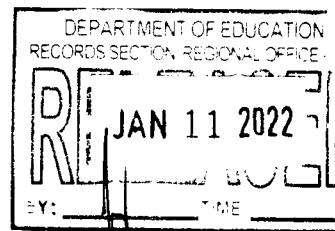




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 5, 2022

REGIONAL MEMORANDUM

No. 005-2022

**CONDUCT OF REGULAR REGIONAL MANAGEMENT COMMITTEE
 (ManCom) MEETING FOR THE YEAR 2022**

To: OIC-Assistant Regional Director
 Schools Division Superintendents/ OIC
 Assistant Schools Division Superintendents/ OIC
 Regional Office Chiefs/ OIC
 All Others Concerned

1. This is to inform the field of the CY 2022 conduct of Regular Regional ManCom Meeting. ManCom members from the Regional Office and confirmed members from the SDOs will convene at RNEAP Hall, DepED-CAR compound, Wangal, La Trinidad, Benguet, from 8:30 a.m. to 5:00 p.m. through a limited face-to-face and online meeting. The following are the schedules:

Within the Regional Office	To be held in SDOs (Downloaded funds)
February 18, 2022	October 20-21, 2022
April 15, 2022	December 15-16, 2022
June 17, 2022	
August 19, 2022	

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. Specifically, this activity aims to:

- a. gather, share updates and accomplishments on the implementation of the different Programs, Projects and Activities (PPAs);
- b. discuss the status reports, and address issues and concerns on the implementation of the Basic Education Region/Division Learning Continuity Plan (BE-LCP) in the region; and
- c. award the most acquiescent and compliant SDO in the delivery of Basic Education Services.

3. Agenda are the following:

PROPOSED AGENDA	DIVISION IN-CHARGE / FOCAL
1. Actions taken during the MANCOM agreements	MANCOM Members
2. Updates relative to Basic Education Learning Continuity Plan (BE-LCP)	SDOs/ CLMD
3. Regional updates on the Programs, Projects, and Activities	RO MANCOM Members





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4. Other matters/issues and concerns	MANCOM Members
5. Regional Director's Hour/ Updates	RD Estela L. Cariño EdD, CESO III

4. In preparation for the meetings, Division Chiefs and Schools Division Superintendents are requested to submit their final actions taken from the minutes of the previous meeting in a word format and submit the final report using powerpoint presentation following the given template, maximum of 10-15 slides per division. All actions taken and report must be sent to this email address, mancomcordillera@gmail.com. Please be reminded of the prompt submission of reports and actions taken on time.

5. Attached are the following enclosures:

- a) Enclosure 1: List/ Number of Participants;
- b) Enclosure 2: Matrix of Activities;
- c) Enclosure 3: Template of presentation; and
- d) Enclosure 4: Confirmation of attendance.

6. For the members from SDOs who will be joining on site, dinner will be served in the evening upon arrival, before the meeting and after the meeting, while the breakfast will be served on the day of the meeting. For the lunch, morning, and afternoon snacks will be served to all the participants during the meeting.

7. Expenses relative to the conduct of these meetings for meals, venue, room accommodation, supplies, and other incidental expenses relative to the meeting shall be charged against the Regional MOOE, while travel and incidental expenses of the SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations.

8. For inquiry and room reservation, kindly contact the Regional ManCom secretariat through Ms. Manilyn Botilas with her contact number, 0947-553-0144, or kindly call the ORD's office through Ms. Edralyn Ganga for room reservation through this telephone number (074) 422-1318.

9. Strict observance of the health and safety protocols like social distancing, wearing of face mask, disinfection, and washing of hands at all times during the activity is a must.

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


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

RD ELC/ARD FEV /ALP/ MDB



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422 - 1318 | Fax: (074) 422-4074
Website: www.depedcar.ph | Email: car@deped.gov.ph



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Enclosure 1 (RM No. 005.2022, s. 2022)

Regular Regional Management Committee (ManCom) Meeting

LIST/NUMBER OF PARTICIPANTS

No.	Name	Position/ Designation
ManCom Chair/Vice Chair		
1.	Estela Leon-Cariño	Regional Director/ Chairperson
2.	Florante E. Vergara	OIC-Assistant Regional Director/ Vice- Chairperson
Regional Office - ManCom Members		
3.	Atty. Sebastian G. Tayaban	CAO, Finance
4.	Ethielyn E. Taqued	CES, FTAD
5.	Rosita C. Agnasi	OIC, CLMD
6.	Aida L. Payang	CES, PPRD
7.	Jennifer P. Ande	CES/ OIC-NEAPR
8.	Maksim A. Botilas	OIC, QAD
9.	Edgar H. Madlaing	CES, ESSD
10.	Sasha Joseph P. Daganos	OIC, HRDD
11.		CAO, Administrative Division
12.	Cornelia D. Adaci-Dulnuan	SAO, Admin
13.	Cristina L. Paquit	SAO, Finance
14.	Georaloy I. Palao-ay	PAU Head
15.	Georgina C. Ducayso	LR Supervisor
Schools Division Offices - ManCom Members		
16.	Benilda M. Daytaca	OIC SDS-Abra
17.	Benedicta B. Gamatero	SDS, Apayao
18.	Federico P. Martin	SDS, Baguio City
19.	Gloria B. Buya-ao	SDS, Benguet
20.	Soraya T. Faculo	OIC SDS, Ifugao
21.	Amador D. Garcia	OIC SDS, Kalinga
22.	Sally B. Ullalim	SDS, Mt. Province
23.	Irene S. Angway	OIC SDS, Tabuk City
24.	Samuel T. Egsaen Jr.	OIC ASDS, Abra
25.	Ginadine L. Balagso	OIC ASDS, Apayao
26.	Christopher C. Benigno	ASDS, Baguio City
27.	Carmel F. Meris	OIC-ASDS, Benguet
28.	Pio D. Ecuán	OIC-ASDS, Ifugao
29.	Jerry C. Ymson	OIC-ASDS, Kalinga
30.	Virginia Batán	OIC-ASDS, Mt. Province
31.	Feliciano L. Agsaoay Jr.	OIC-ASDS, Tabuk City





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ManCom Secretariat/ TWG

No.	Name	Position/ Designation	FUNCTION/ TASKS
32.	Edralyn C. Ganga / Janette O. Payang	ADAS III / ADA IV	<ul style="list-style-type: none">➤ to prepare AR, PR, and Attendance Sheet➤ In-charge of Room Accommodation/hall reservation➤ To prepare Certificate of Recognition for the Most Acquiescent Division
33.	Manilyn D. Botilas	Statistician I	<ul style="list-style-type: none">➤ to prepare Memorandum, templates, meeting backdrop and ManCom folders➤ to prepare program paper➤ to send Minutes of Meeting to ManCom members➤ to follow up/ remind the actions taken and to consolidate➤ To assist/coordinate before and during the meeting
34.	Jennelyn B. Kitongan	Administrative Officer II	<ul style="list-style-type: none">➤ To prepare Minutes of Meeting/ agreements➤ To prepare name tag holders/ table name tags for the members
35.	Melandro L. Payang	Administrative Assistant I	<ul style="list-style-type: none">➤ In-charge of AVP, power point presentations, hall set up for IT equipment➤ ICT/ Technical





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Enclosure 2 (RM No. 005.2022, s. 2022)

Regular Regional Management Committee (ManCom) Meeting

RNEAP Hall, Wangal, La Trinidad, Benguet
MATRIX OF ACTIVITIES

PARTICULARS

PART I

8:15-8:30 a.m.	Registration of participants
8:30-8:40 a.m.	Preliminaries
8:40-10:00 a.m.	Business Proper
10:20 -10:40 a.m.	Health Break
10:15 a.m. – 12:00 nn	Continuation of Business Meeting
12:00-1:00 p.m.	Lunch
1:00-3:30 p.m.	Continuation of Business Meeting
3:30-4:30 p.m.	RD's Hour/ Updates/Information
4:30 – 5:00 p.m.	Awarding of Best Acquiescent Division

PROPOSED TIME	Business Proper	In-charge	Remarks
8:30-8:40 a.m.	Preliminaries -Attendance check	Secretariat Secretariat/ Emcee	
8:40 – 9:00 a.m.	Meeting Proper ➤ Declaration of Quorum ➤ Call to Order ➤ Reading of the Minutes of meeting/ agreements	Florante E. Vergara OIC-ARD Aida L. Payang CES, PPRD	





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CORDILLERA ADMINISTRATIVE REGION

<p>Morning: 9:00-12NN</p> <p>(9:00-9:20 a.m.)</p> <p>(9:20-9:40 a.m.)</p> <p>(9:40-10:00 a.m.)</p> <p>(10:00-10:20 a.m.)</p> <p>(10:20-10:30 a.m.)</p> <p>(10:30-10:50 a.m.)</p> <p>(10:50-11:10 a.m.)</p> <p>(11:10-11:30 a.m.)</p> <p>(11:30 a.m.-11:50 a.m.)</p> <p>(11:50 a.m.-12:00 nn)</p> <p>12:00 nn – 1:00 p.m.</p>	<p>➤ Approval of the Minutes of previous highlights agreements/ actions taken</p> <p>New Business - Presentation of the Reports:</p> <p>➤ SDO Abra</p> <p>➤ SDO Apayao</p> <p>➤ SDO Baguio City</p> <p>➤ SDO Benguet</p> <p>--- Health Break ---</p> <p>➤ SDO Ifugao</p> <p>➤ SDO Kalinga</p> <p>➤ Mountain Province</p> <p>➤ Tabuk City</p> <p>➤ Clarifications/ questions (if any)</p> <p>--- Lunch Break ---</p>	<p>Florante E. Vergara OIC-ARD</p> <p>SDSs/ ASDSs</p>	<p>For information, discussion/ approval</p>
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Address: Wangal, La Trinidad, Benguet, 2601

Telephone No.: (074) 422-1318 | Fax: (074) 422-4074

Website: www.depedcar.ph | Email: car@deped.gov.ph



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<p>Afternoon: 1:00-5:00 p.m. (1:00 – 1:15 p.m.) (1:15 – 1:30 p.m.) (1:30 – 1:45 p.m.) (1:45 – 2:00 p.m.) (2:00- 2:15 p.m.) (2:15 – 2:30 p.m.) (2:30-2:45 p.m.) (2:45-3:00 p.m.) (3:00 – 3:15 p.m.) (3:15-3:30 p.m.) (3:30-4:30 p.m.)</p>	<ul style="list-style-type: none"> ➤ PPRD ➤ QAD ➤ HRDD ➤ NEAPR ➤ Administrative Division ➤ CLMD ➤ ESSD ➤ Finance Division ➤ FTAD ➤ Clarifications/ questions <i>(if any)</i> <p>Updates, Issues, and Concerns</p> <p>-Adjournment</p>	<p>Chiefs of the functional divisions/ representative</p> <p>Estela L. Carino EdD, CESO III Regional Director</p>	<p>For information, discussion/ approval</p> <p>For information, discussion/ approval</p>
<p>Part II</p>	<p>Awarding of the Most Acquiescent Division</p>	<p>Florante E. Vergara OIC-ARD</p>	

Note: For SDOs, per presentation is allotted 15-20 minutes, maximum of 20 minutes only, and for RO members, maximum of 15 minutes per presentation, including the questions, clarifications, and answers. Questions, clarifications, and answers will be done after the reporting to maximize our allotted time.



005.2022

Enclosure 3 (RM No. .s. 2022)



DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
La Trinidad, Benguet 2601

Title

Font: Arial Rounded MT Bold
Size: 75
Color: Black

Font: Arial
Size: 18
Color: Black

(Name of Division)

February 18, 2022

Font: Arial Rounded MT Bold
Size: 35
Color: Black



1

Title/ Sub-Title

Font: Arial Rounded MT Bold
Size: 36
Color: White

Content

Note:
Font: Arial or Tahoma for the content is suggested
Font Size: 35 and above
With 7 – 8 liners only for clarity
Maximum of 10 slides only



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Enclosure 4 (RM No. 005, s. 2022)

CONFIRMATION OF ATTENDANCE

Regular Regional Management Committee (ManCom) Meeting

RNEAP Hall, Wangal, La Trinidad, Benguet

NAME: _____

DIVISION: _____

DATE OF ARRIVAL: _____

TIME OF ARRIVAL: _____

AVAIL OF ROOM ACCOMMODATION?

YES NO

BREAKFAST: YES NO

DINNER: YES NO

DATE OF DEPARTURE: _____

TIME OF DEPARTURE: _____

SIGNATURE: _____