



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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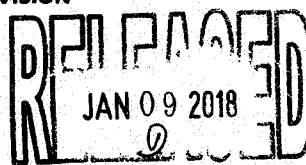
January 8, 2018

Regional Memorandum

011.2018

**INSTRUCTIONAL LEADERSHIP PROGRAM FOR DIVISION
AND DISTRICT SUPERVISORS**

**TO: Schools Division Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned**



DEPED-CAR Time: _____

1. The Department of Education (DepED), Cordillera Administrative Region through the Human Resource Development Division (HRDD) of the Regional Office shall conduct the Instructional Leadership Program for Division and District Supervisors on the following schedules;

Module	Date	Venue
Module 1	February 14 to 20, 2018	Hotelinda Suites, Vigan City
Module 2	March 9 to 16, 2018	Brentwood Apartelle, Baguio City

2. The ILPDDS is intended to improve the competency of the CID Supervisors and Public School District Supervisors in instructional supervision, curriculum implementation, monitoring and evaluation, and provision of technical assistance among others.

3. Participants to this activity are CID Supervisors and Public School District Supervisors of SDOs. The expected numbers of participants from SDOs are as follows;

	Division	No. of Pax
1	Abra	19
2	Apayao	20
3	Baguio City	18
4	Benguet	19
5	Ifugao	17
6	Kalinga	19
7	Mt. Province	19
8	Tabuk City	20
	Total	151

4. Division Offices are also requested to submit the list of participants using the table below on or before January 17, 2018 thru the following email address;

- Depedcar@gmail.com or hrdd.depedcar@gmail.com

Division:

Name of Participants	Male	Female	Official Station	Contact Number

5. The participants are requested to bring their own laptop, pocket wifi and other important documents related to the training and are expected to be at training venue on Day 0 or before the start of the training proper.

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0815
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434

6. The Regional Management Team is requested to attend as trainer or facilitator and to monitor and evaluate the conduct of the said training. They are as follows;


	Name		Division
1	RD May B. Eclar	ORD	RO
2	ARD Bettina D. Aquino	ORD	RO
3	Marilyn Apiit	Chief Trainer	Baguio City
4	Jennifer Ande	Chief Trainer	RO
5	Jerry Ymson	Chief Trainer	Baguio City
6	Rosita Agnasi	Chief Trainer	Benguet
7	Wilfred Bagsao	Trainer/Facilitator	Benguet
8	Francis Peckley	Trainer/Facilitator	Benguet
9	Marina Tabangcura	Trainer/Facilitator	Baguio City
10	Lourdes Lomas-e	Trainer/Facilitator	Baguio City
11	Emmanuela Gabol	Class Manager	RO
12	Rosmarie Dalang	Class Manager	RO
13	Charline Balahyas	Secretariat	RO
14	Margie Gardingan	Class Manager	RO
15	Aida Payang	QuAD	RO
16	Maksim Botillas	QuAD	RO
17	Dr. Agnes Calatan/Health Personnel (Baguio City)	Medical Personnel	RO/Baguio City

7. Participants and the Regional Management Team shall be entitled to CTOs during the conduct of the training in lieu of Saturdays, Sundays and Holidays as per CSC and DBM Joint Circular No. 2, s.2015.

8. Meals, snacks, accommodation, and training materials shall be charged against downloaded HRTD Funds, while the transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting rules and regulations.

9. The first meal to be served will be dinner of Day 0 and the last meal will be lunch and PM snack on the last day of seminar.

10. Immediate and widest dissemination of this Memorandum to all concerned is desired.


MAY B. ECLAR, PhD, CESO V
 Officer-In-Charge
 Office of the Regional Director