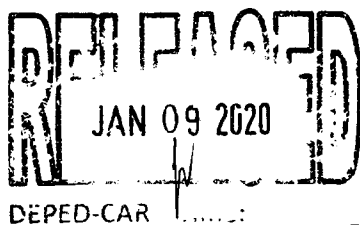




Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Website: www.depedcar.ph | Email: car@deped.gov.ph



January 7, 2020

REGIONAL MEMORANDUM
No. 012.20 2020

CONSULTATIVE/COORDINATION MEETING OF ADMINISTRATIVE OFFICERS IN DepEd - CAR

TO: Schools Division Superintendents
Regional and Division Administrative Personnel


1. A consultative/coordination meeting of Administrative Officers of DepED-CAR is scheduled on January 22-23, 2020 at H100 Ecolodge and Resto, Magsaysay Avenue, Baguio City.
2. The meeting aims to improve the implementation of Administrative Services on Human Resource Management, Asset Management and Payroll Services Management, through discussion and clarification of concerns/issues.
3. Participants to the meeting are the following:

Region/Division	CAO, SAO, AO V	Administrative Office V	Administrative Officer IV (HRMO)	Agency Authorized Officer	Personnel In-Charge of Payroll/F7	Total
ABRA		1	1	1	1	4
APAYAO		1	1	1	1	4
BAGUIO CITY		1	1	1	1	4
BENGUET		1	1	1	1	4
IFUGAO		1	1	1	1	4
KALINGA		1	1	1	1	4
MT. PROVINCE		1	1	1	1	4
TABUK CITY		1	1	1	1	4
REGIONAL OFFICE	3					3
TOTAL	3	8	8	8	8	35

4. Board and Lodging of participants shall be charged against Regional Office funds while travelling expenses shall be charged against local funds. Meals and snacks will be served as follows:

	Day 0 (Arrival) January 22, 2020	Day 1 – (Meeting Proper) January 23, 2020
Dinner	/	
Breakfast		/
AM & PM Snack		/
Lunch		/

5. Please be guided accordingly.


MAY B. ECLAR, Ph.D., CESO V
Regional Director

ADMIN/ETA/aaa/ect

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Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
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LRMDS 422-0615
ESSD 423-2218
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