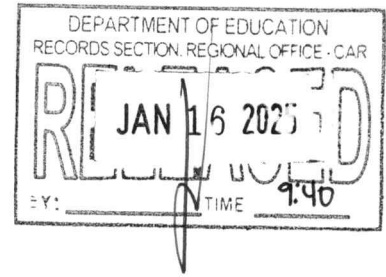




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



15 January 2025

REGIONAL MEMORANDUM
 No. 031.2025

CONVERGENCE OF REGIONAL OFFICE AND SCHOOLS DIVISION OFFICES PERSONNEL ON THE UTILIZATION OF ADMINISTRATIVE SERVICES INFORMATION SYSTEMS (DOCUMENT TRACKING SYSTEM, SUPPLYHUB, AND E-REMIT SYSTEM) IN DEPED-CAR

To: Assistant Regional Director
 Schools Division Superintendents
 Administrative Officers
 Information Technology Officers
 All Others Concerned

1. The Regional Office through the Administrative Services Division and Information Communication Technology Unit will conduct an activity titled **“Regional Office and Schools Division Offices personnel convergence on the utilization of Administrative Services Information Systems (Supply Hub, DocuTRACE and e-Remit System in DepEd-CAR on January 19-22, 2025 at Ynads Place Hotel and Resort, San Fernando, La Union.**

2. The activity aims to:

- a. introduce new system, review and identify issues and concerns encountered in the implementation of the information systems;
- b. come up with appropriate enhancement and or updates for integration in the information systems;
- c. conduct levelling-off with the various sections /units as regards implementation of KRAs for efficient and effective delivery of basic education administrative services; and,

3. The following is the breakdown of participants to this activity:

Office	No. of Participants
Regional Office Participants Regional Director/Assistant Regional Director, Chief Administrative Officer, Supervising Administrative Officer, ICT Unit personnel, AMS, Cash, Records and Payroll Services Unit personnel	18
Schools Division Offices Information Technology Officers, Administrative Officer IV and other concerned/designated personnel (Supply, Records, Cash, concerned/designated users of the e-remit)	42



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

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DepEd Tayo Cordillera

<https://depedcar.ph>



4. Arrival and registration of participants shall be on January 19, 2025. The first meal will be dinner on January 19, 2025, and last meal will be PM Snacks on January 22, 2025.
5. Board and lodging shall be borne by the Regional Office while transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
6. Attached is the program of activities for reference.
7. For further details, kindly contact the Administrative Services Division and/or ICTU at Tel. No. 422-1318 or through email at car.admin@deped.gov.ph
8. Immediate dissemination of this Memorandum to all concerned is desired.

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

Program of Activities

TIME	TOPIC	IN-CHARGE
Day 0		
4:00PM-5:00PM	Arrival /billeting/Registration	Participants
5:00-6:00	Dinner	
Day 1		
7:30AM - 8:00 AM	Registration	
8:00AM -9:00 AM-	Preliminaries (AVP) LupangHinirang Prayer Cordillera Hymn DepEd Quality Policy Statement	Participants
	Opening Remarks and Statement of Purpose	MAKSIM A. BOTILAS PHD Chief Administrative Officer
	Message	RONALD B. CASTILLO Director III/Assistant Regional Director ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/Regional Director
9:00AM-5:00PM	Break Sessions	Participants per section/unit
5:00PM – 6:00PM	Dinner	
6:00PM -8:00PM	Team building activities cum stress management	HRDD
Day 2		
7:50AM- 8:00AM	Registration	
9:00AM- 5:00PM	Break Sessions	Participants per section/unit
5:00 – 6:00	Dinner	
Day 3		
7:50 AM-8:00 AM	Registration	
8:00 AM- 8:15 AM	Preliminaries (AVP) (per break away)	
8:15AM - 12:00NN	Break Sessions	Participants per section/unit
12:00 NN – 1:00 PM	L-U-N-C-H B-R-E-A-K	
1:01 PM – 3:00PM	Agreements, Ways Forward, and Closing Program	All sections and units Maksim A. Botilas PhD Chief Administrative Officer
3:00-3:15	PM Snacks	
	Departure	

Breakaway Session Program of Activities Records Management Team

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
9:00-10:00	Levelling of expectation in the Records management	Daisy P. Eswat
	Revisiting the duties and functions of Records Officers vis a vis NQMS	Daisy P. Eswat
10:00 –10:15	Health break	
10:15-12:00NN	Updates on Records Management With NAP GRDS	Daisy P. Eswat
12:00NN –1:00PM	Lunch break	
1:00- 3:00PM	Continuation of Updates on Records Management with DepEd GRDS	Daisy P. Eswat
3:00-3:15	Health break	
3:15 – 3:40 PM	Access disclosure and issuance of Records: CAV	Daisy P. Eswat
3:40 – 5:00 PM	The Document Tracking System processes in the Regional Office	Daisy P. Eswat
Day2		
8:00-8:15	Preliminaries	
8:15-10:00 am	Introduction to Electronic Records and Control and the DTS process in SDO Baguio	Arian Bangse-il
10:00-10:15am	Health break	
10:15 –12:00	DTS electronic filing/ Storage and Access of Records	Arian Bangse-il
12:00-1:00	Lunch	
1:00-5:00 PM	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	SDO Records Officers ICT Team
12:00-1:00	Lunch	
1:00- 5:00	Ways forward / Finalization of agreements /suggestions Back to main hall	
Day 3		
8:00-8:15	Preliminaries	
8:15-12:00 NN	Planning-workshop on the creation of the proposed Electronic Document Management System	Daisy P. Eswat SDO Records Officers
12:00-1:00	Lunch	
1:00-3:00	Back to mainhall for the plenary and ways forward	

Breakaway Session Program of Activities Asset Management Team

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
08:30 a.m. - 10:00 a.m.	Levelling of expectation in the Property and supply management	Vandolph B. Flora
	Revisiting the duties and functions of Supply Officers/Property Custodians vis a vis NQMS	Vandolph B. Flora
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	Status Updates on Hauling and Delivery of Learning Resources from Suppliers' Warehouses	Presentation per SDO
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 03:00 p.m.	Status Updates on Delivered Goods procured by CO and RO <ul style="list-style-type: none"> • SLRs and SLMs • School Furniture • TLE-SME • Other goods 	Presentation per SDO
03:00 p.m. - 03:15 p.m.	<i>Health Break</i>	
03:15 p.m. - 04:00 p.m.	-- continuation --	Presentation per SDO
04:00 p.m. - 05:00 p.m.	Open Forum	
Day 2		
08:30 a.m. - 10:00 a.m.	Updates on the Guidelines and Instructions for Property and Supply Management Forms <ul style="list-style-type: none"> • <i>Acquisition</i> • <i>Utilization and Inventory</i> • <i>Disposition</i> 	Letecia M. Ramos and Dwayne Ryland P. Colas
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	-- continuation --	
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 05:00 p.m.	Planning-Workshop on the Development of Monitoring and Tracking Mechanism for Delivered Goods Procured by CO, RO, and/or SDO	Vandolph B. Flora
Day 3		
08:15 a.m. - 12:00 p.m.	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
12:00-1:00	<i>Lunch</i>	
1:00 Onwards	Back to the main hall for plenary and ways forward	

Breakaway Session Program of Activities ICT Team

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
8:30AM -10:00AM	Overview and Orientation on the eRemit System	Cornelia Adaci-Dulnuan Jumar B. Yago-an
10:00AM -10:15AM	<i>Health break</i>	
10:15AM -12:00NN	Workshop and Data Encoding/Uploading	ERemit Users
12:00NN -1:00PM	Lunch break	
1:00PM - 3:00PM	Review of the Status of DCP in CAR	ITOs
3:00PM -3:15PM	<i>Health break</i>	
3:15PM-5:00PM	Workshop on Data Management, Monitoring and Evaluation of DCP Implementation in CAR	ITOs
5:00PM - 6:00PM	<i>Dinner</i>	
6:00PM -8:00PM	Team building activities cum stress management	HRDD
Day2		
8:00AM -8:15AM	Preliminaries	
8:15AM -10:00AM	Workshop on Data Management, Monitoring and Evaluation of DCP Implementation in CAR (continuation)	ITOs
10:00AM -10:15AM	<i>Health break</i>	
10:15 -12:00	Agreements and Ways Forward	Jumar B. Yago-an
12:00-1:00	<i>Lunch</i>	
1:00-5:00 PM	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	Records Officers ICT Team
5:00PM - 6:00PM	<i>Dinner</i>	
Day 3		
8:00-8:15	<i>Preliminaries</i>	
08:15 a.m. - 12:00 p.m.	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
12:00-1:00	<i>Lunch</i>	
1:00-3:00	Back to main hall for the plenary and ways forward	