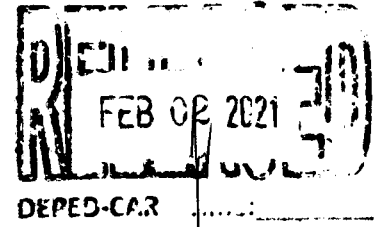




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



February 1, 2021

**Regional Memorandum**

No. 033.2021

**GUIDANCE TO THE SCHOOLS DIVISION OF BENGUET ON THE PILOT RUN OF  
PROGRAM "SALAKNIB TAN NAMNAMA"**

To: OIC - Assistant Regional Director  
Schools Division Superintendent  
Schools Division of Benguet  
All Others Concerned

1. In fulfillment of DepEd's Vision, Mission, Goals, and agenda 3 of the Ten-point Agenda of Secretary Leonor M. Briones, stated as: "We will continue the efforts to get our school-age children to school, and to keep them in school up to completion of basic education," the Department of Education-CAR initiates Program "*Salaknib tan Namnama*".
2. Some of the pressing issues besetting the region is the rising number of learners who do not continue studies because of troubling experiences. Moreover, the current generation, with all that modern society has to offer, has been overwhelmed with various vices that eventually caused their loss of focus in their studies. Financial and relational circumstances of some families have likewise negatively affected the motivation of these learners to pursue and succeed in life.
3. The program, "Salaknib tan Namnama" connotes "saving or protecting and giving hope" thus, was basically conceptualized to raise hope and restore the self-worth of all types of learners in the Cordillera Administrative Region.
4. The goal of this program is to facilitate provision of support to learners in marginalized, hard-to-reach, and vulnerable situations so they are kept in school until they complete basic education.
5. Specifically, this program aims for the learner-beneficiaries to:
  - a. Develop or regain self-confidence, self-worth, and moral fiber after experiencing the benefits of guidance and counseling services;
  - b. Prioritize continuity of education by maximizing the use of learning resources and equipment provided;
  - c. Lead productive and sustainable lives through training in and development of life and livelihood skills;
  - d. Actively promote this program through advocacy mechanisms and support strategies to help improve the lives of more learners.



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6. For SY 2020 to 2021, this program shall be piloted in the following schools in SDO Benguet:
  - a. Puguis Elementary School
  - b. Benguet National High School
  - c. Buguias National High School
7. As pilot schools, these three shall help the RO and SDO team in identifying and validating learner-beneficiaries screened to be eligible based on the criteria set in Enclosure 1. They shall provide guidance to the learners and their families, share relevant information to the SDO and RO, prepare necessary reports, and coordinate with the SDO in matters needing clarification or technical assistance.
8. SDO Benguet shall continuously coordinate with the Regional Office for information and technical assistance.
9. An initial amount of one hundred thirty thousand pesos (PhP 130,000.00) allotted from the Regional MOOE shall be downloaded to SDO Benguet to support orientation activities and meetings with the beneficiaries, their families, and school personnel.
10. Attached with this Memorandum are the following Enclosures for further information and reference as regards details of the program:
  - Enclosure 1: Profile Template and Eligibility of Learner Beneficiaries*
  - Enclosure 2: Validation Committee and Terms of Reference*
  - Enclosure 3: Program Implementation Committee and Terms of Reference*
  - Enclosure 4: Stages of Implementation*
  - Enclosure 5: Matrix of Activities and Timeline*
11. Proper dissemination of and compliance with this Memorandum is directed.

  
**ESTELA L. CARIÑO EdD, CESO III**  
Director IV/Regional Director



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**Enclosure 1. Profile Template and Eligibility of Learner Beneficiaries**

**I. Personal Background**

Name of Learner: \_\_\_\_\_  
Address: \_\_\_\_\_  
School: \_\_\_\_\_  
Grade Level: \_\_\_\_\_  
Number of Siblings: \_\_\_\_\_  
Birth Order: \_\_\_\_\_  
Work (for learners working part or full time): \_\_\_\_\_  
Address of work place: \_\_\_\_\_  
Distance of school from residence (meters/kilometers): \_\_\_\_\_

**II. Family Background:**

Father's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_ Occupation: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
Name of Guardian (if staying with relatives or others): \_\_\_\_\_  
Occupation of Guardian: \_\_\_\_\_ Contact No.: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_

**III. The following must be satisfied to become eligible for the program:**

Guide	Tick the appropriate evaluation	
	Yes	No
The Learner:		
1. must be a permanent resident of Benguet		
2. is presently enrolled under the Basic Education Program in SDO Benguet		
3. must not be a current recipient of any subsidy from Government/Non-Government Organizations		
4. belongs to an indigenous peoples' group		
5. must be willing to participate in all DepEd-initiated programs		
6. must have a passing grade as of latest grading/period		
7. belongs to the marginalized or vulnerable groups and hard-to-reach areas (e. g. have limited opportunity for education, low or no income of parents, victims of natural disasters, victims of untoward incidents or abuse, in areas with armed conflicts, at-risk of dropping out, etc.)		
8. is highly motivated to finish the Basic Education Program		



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The Parents:		
1. must honestly provide relevant information requested by the validation committee		
2. must comply with required documents relevant to program implementation		
3. must support the program by attending quarterly meetings and activities		

Recommendation by the Validation/Screening Committee:

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Evaluated/Screened by:

(Validating Committee)

Date: \_\_\_\_\_

Verified Correct:

(SDS)



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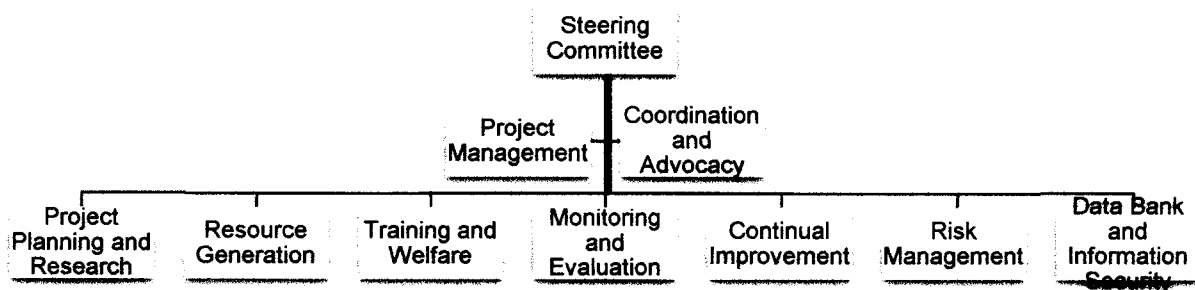
**Enclosure 2. Validation Committee and Terms of Reference**

<b>COMPOSITION OF VALIDATION COMMITTEE and TOR</b>		
<b>Role</b>	<b>Personnel</b>	<b>Responsibility</b>
Advisers	RD Estela Cariño and ARD Florante Vergara	Ensures the efficiency of the validation committee members; Authorizes the conduct of validation; Provides over-all guidance to committee undertakings
Co - Advisers	Carmel F. Meris, Chief – CLMD Edgar H. Madlaing, Chief - ESSD	Assists the Advisers in ensuring the efficiency of the validation committee members; Provides guidance to committee undertakings;
Chair	Denia O. Tarnate , EPS-CLMD	Orients the committee on the criteria and validation process; Leads and Facilitates the whole validation process; Reviews the recommended beneficiaries and groups them according to their needs; Recommends final list of grouped learner-beneficiaries to the Committee Advisers
Co-Chair	Engr. Christopher Hadsan, ESSD	Assists the Chair in orienting the committee members and in facilitating the validation process; Leads in orienting the target beneficiaries of the rationale for validation; Organizes the team after validation activity to facilitate the consolidation of validation results
Secretariat	Georgina Ducayso, EPS-QAD	Calendars the validation activity; Plans for and prepares the needed logistics; Finalizes the list of learner-beneficiaries and submits the list to the Chair for verification
Members	Joven Agtani, YFO-SDO Benguet	Coordinates with School personnel relative to the validation of learner beneficiaries; Conducts validation with the other members following the criteria set
	1 Adviser or Guidance Counselor/Guidance Designate from Puguís ES	Identifies learner-beneficiaries; Provides honest information during validation;
	1 Adviser or Guidance Counselor/Guidance Designate from Benguet NHS	Conducts validation of beneficiaries with reference to the criteria set
	1 Adviser or Guidance Counselor/Guidance Designate from Buguias NHS	



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**Enclosure 3. Program Implementation Committee and Terms of Reference**



<b>COMMITTEES</b>	<b>RO FUNCTIONAL DIVISIONS</b>	<b>RESPONSIBILITY</b>
Steering Committee	Office of the RD and ARD	Provides advice and overall leadership in the implementation of the project; Ensures delivery of project outputs and the achievement of project outcomes; Resolves issues escalated by the project management or risk management teams
Project Management Team	CLMD and ESSD	Manages, reviews, and prioritizes the project work plans with the objective to stay on time and on budget; Designs and ensures the efficient provision of an education, livelihood training, and spiritual enrichment program for the target learners; Provides status and progress reviews to the Steering Committee; Receives feedback from Steering Committee and immediately implements suggestions; Collaborates with other committees to resolve issues; Brings unresolved issues to the Risk Management Team and the Steering Committee;



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<b>COMMITTEES</b>	<b>RO FUNCTIONAL DIVISIONS</b>	<b>RESPONSIBILITY</b>
		<p>Recommends resource and policy changes to the Steering Committee;</p> <p>Meets with Committee focals to regularly review issues and monitor project progress</p>
Project Planning and Research	PPRD	<p>Gathers and manages data of learners who are vulnerable or at-risk and stores this in a secured system, in partnership with ICTU;</p> <p>Analyzes data gathered and utilizes these to provide advice to Steering Committee relative to improvement of plans</p>
Resource Generation *Human *Material *Financial	Administrative Division	Ensures timely assessment and provision of materials and supplies needed
	ESSD	<p>Establishes long-lasting partnership with LGU, Private Entities, other willing partners for the project to prosper;</p> <p>Facilitates the conduct of health, wellness, counseling activities for the learners as part of its Youth Development Program;</p> <p>Manages the establishment of shelters or dormitories for eligible learners, in partnership with willing stakeholders</p>
	Finance	<p>Conducts financial planning relative to project sustainability;</p> <p>Maintains cash flow monitoring, auditing, and reporting</p>
Training and Development	HRDD/NEAP	<p>Manages capability building activities for teachers and parents;</p> <p>In partnership with ESSD, ensures health and wellness of project managers, learning facilitators or teachers, learners, and parents</p>
Coordination and Advocacy	PAU	Coordinates with SDOs on the rationale of this project;



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<b>COMMITTEES</b>	<b>RO FUNCTIONAL DIVISIONS</b>	<b>RESPONSIBILITY</b>
		Makes this project clearly known to internal and external stakeholders; Provides factual information as needed; Coordinates with media personnel; Documents and publishes major milestones of the project
Monitoring and Evaluation	QAD	Monitors attainment of timelines; Monitors quality of the project as it develops
Continual Improvement	FTAD	Ensures that results of M and E are analyzed for improvement of project implementation; Provides feedback from M and E results to Steering Committee and Project Management Team
Risk Management	Legal	Identifies potential risks and leads in monitoring these risks; Provides guidance in the preparation of needed MOUs
Data Bank System, Information Security, and Property Maintenance	ICT	Ensures security of data gathered on learners and creates a secure system to facilitate data gathering; Backs up sensitive data regularly; Sets clear cybersecurity goals; In tandem with the project management and M and E teams, monitors the status of the equipment released (tablets and SD cards)
Program Implementation Unit	SDO Benguet	Serves as the pilot division for the first year of program implementation; Oversees the three pilot schools: Puguis ES, Benguet NHS, and Buguias NHS; Ensures validity of information provided as regards learner-beneficiaries;





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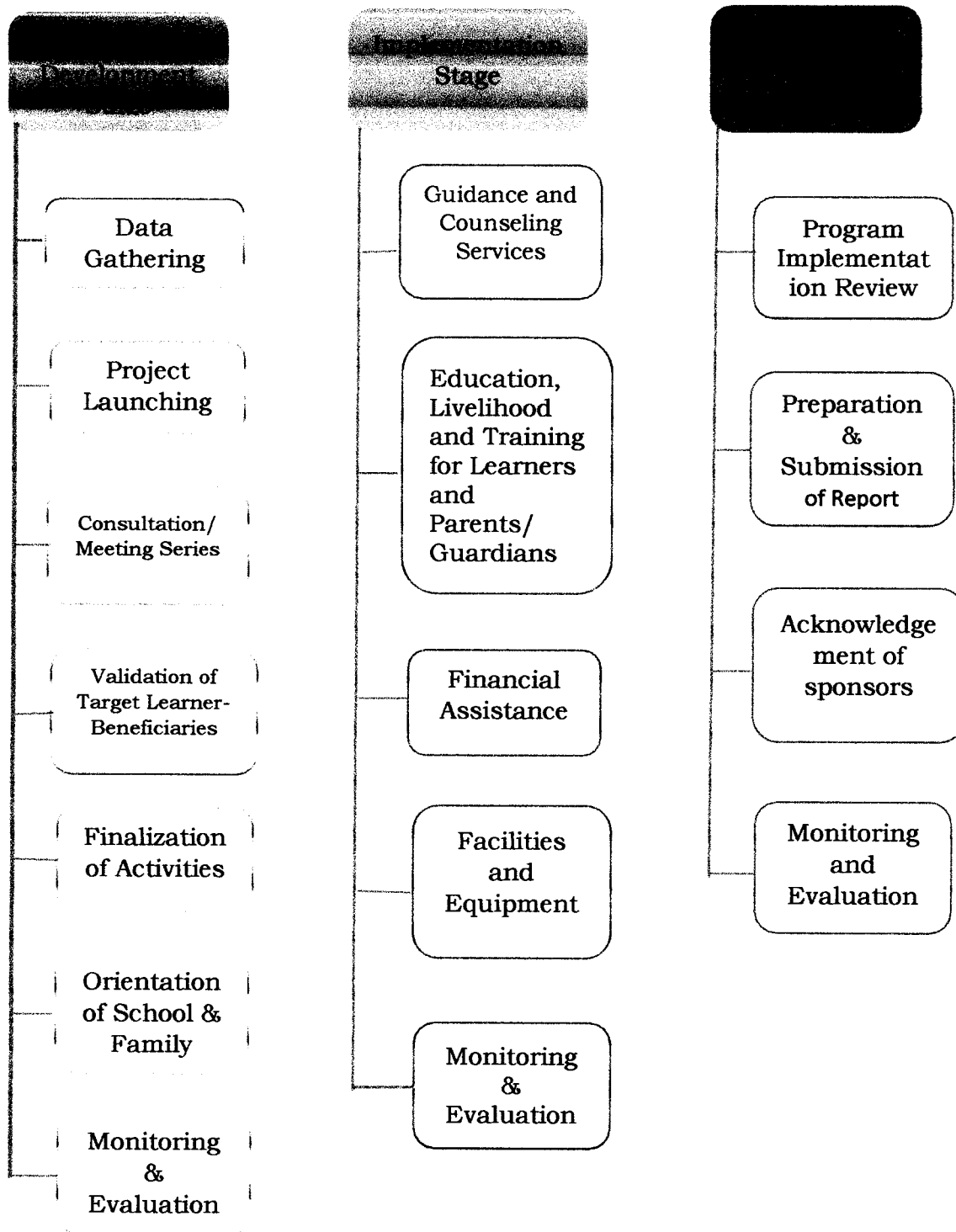
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<b>COMMITTEES</b>	<b>RO FUNCTIONAL DIVISIONS</b>	<b>RESPONSIBILITY</b>
		<p>Updates the RO on Program development through submission of quarterly reports;</p> <p>Together with the RO team, monitors program implementation and status of beneficiaries and their families;</p> <p>Ensures efficient implementation of the program across the three schools, specifically across all learner-beneficiaries;</p> <p>Sustains the program towards long-term implementation by continuing the program at their level in the next years (signing up more learner-beneficiaries and partnering with more community stakeholders);</p> <p>Coordinates with the RO for information and technical assistance</p>



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**Enclosure 4. Stages of Implementation**





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**Enclosure 5. Matrix of Activities and Timeline**

<b>STAGE 1- INITIATION AND DEVELOPMENT</b>	<b>REGIONAL OFFICE TASKS</b>	<b>SDO BENGUET TASKS</b>	<b>TIMELINE</b>	<b>EXPECTED OUTPUT</b>
1. Data Gathering	Consolidation of Data	Provision of Data	December 1, 2020 to January 15, 2021	Data of learner beneficiaries from BeNHS, Buguias NHS, and Puguis ES
2. Project Launching	Launching of the Program	Participation	December 3, 2020	Advocacy and Orientation
3. Consultation/ Meeting Series	Facilitation of Meeting	Presentation of suggestions	January 25; Feb. 8, 2021	Clarified TOR and Firmed up future activities
4. Validation of Target Learner Beneficiaries	Evaluation of Data	Validation of Profile of Learners	Feb. 8 and 9, 2021	Grouped Learner Beneficiaries based on educational needs
5. Finalization of Activities	Confirmation of Activities	Presentation of suggestions	Feb. 10, 2021	Finalized activities and ways forward
6. Orientation of School and Family	Orientation of the Program;	Organization and Facilitation of the orientation activity	February 16 February 17 February 18	Oriented BeNHS Oriented Puguis ES Oriented Buguias NHS
7. Monitoring and Evaluation	Monitoring and Evaluation	Submits Report to RO	As often as necessary	Monitored the activities conducted



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<b>STAGE 2 - IMPLEMENTATION</b>	<b>REGIONAL OFFICE TASKS</b>	<b>SDO BENGUET TASKS</b>	<b>TIMELINE</b>	<b>EXPECTED OUTPUT</b>
1. Guidance and Counseling Services	M and E	Facilitation of psychosocial support and spiritual enrichment activities sessions (pre-, actual, and post)	School Year	Mental health and spiritual well-being of learners and family members
2. Education, Livelihood, and Training	Provision of tablets (digital copies of SLMs); Workshops on Livelihood and Training in partnership with service providers and ALS; Adopt-A-Child; M and E	Ensure proper use of equipment as per MOU; Ensure application of training gained; Ensure that learner beneficiaries do not drop out from the program	School Year	Learners with focus on education and trained on livelihood skills
3. Financial Assistance	Contribution amounting to PhP250.00 every week by willing RO personnel; Cashier to deposit contributions in a separate bank account to be used for program-related necessities	May follow RO strategy	School Year	Learners provided support on physical or basic material needs
4. Facilities and Equipment	Work and Financial Plan for the Facility or equipment; Partnerships	Ensure proper use and maintenance of the facility or equipment	December 2021	Dormitory for learners staying far from the school
5. Monitoring and Evaluation	Monitors and evaluates the program	Submits Report to the RO	As often as necessary	Monitored and evaluated the implementation stage



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<b>STAGE 3 – FOLLOW-UP AND MAINTENANCE</b>	<b>REGIONAL OFFICE TASKS</b>	<b>SDO BENGUET TASKS</b>	<b>TIMELINE</b>	<b>EXPECTED OUTPUT</b>
1. Program Implementation Review	Organization and Facilitation of FGD with SDO Focals	Organization and Facilitation of FGD with School Focals, Learner Beneficiaries and their families	May 2021 August 2021 November 2021	Suggested strategies for continual improvement of program implementation
2. Preparation and Submission of Report	Evaluation/analysis of gathered feedback	Submission of Feedback Reports	May 2021 August 2021 November 2021	Implemented suggestions for continual improvement and program sustainability
3. Acknowledgement of Sponsors	Recognition to SDO and School Focals, Learner Beneficiaries, Partners		December 3, 2021	Acknowledged and appreciated initiatives relative to program implementation