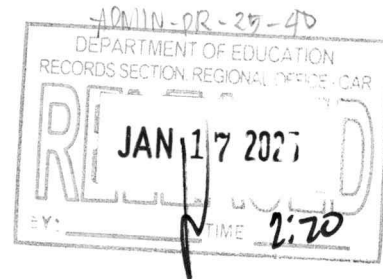




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



January 17, 2025

REGIONAL MEMORANDUM

No. 036-2025

ADDENDUM TO REGIONAL MEMORANDUM No. 031 s. 2025

(CONVERGENCE OF REG'L OFFICE & SCHOOLS DIVISION OFFICES PERSONNEL ON THE UTILIZATION OF ADMINISTRATIVE SERVICES INFORMATION SYSTEMS (DOCUMENT TRACKING SYSTEM, SUPPLY HUB, & E-REMIT SYTEM) FOR DEPED-CAR)

To : Asst. Regional Director
 All Schools Division Superintendents
 Heads of Division Administrative Services Unit
 Information Technology Officers
 All others concerned

1. The Regional Office issued Regional Memorandum No. 031 s. 2025, CONVERGENCE OF REG'L OFFICE & SCHOOLS DIVISION OFFICES PERSONNEL ON THE UTILIZATION OF ADMINISTRATIVE SERVICES INFORMATION SYSTEMS (DOCUMENT TRACKING SYSTEM, SUPPLY HUB, & E-REMIT SYTEM) FOR DEPED-CAR)

2. Section 3 of said memorandum particularly on the breakdown of participants indicated 18 from the Regional Office and 42 from the Schools Division Offices. However, there shall be 15 from the Regional Office and 45 from the Schools Divisions. Participants from the Divisions are the following:

	NAME	POSITION / DESIGNATION	Division
	Schools Divisions:		
1	Merly Bargas	Supply Officer	Abra
2	Wilma Pacapac	Records Officer	Abra
3	Marlou Borja	ITO I	Abra
4	Chester Mark D. Allag	Supply Officer	Apayao
5	Joselito Tabangcura	Records Officer	Apayao
6	Iyalee Manaysay	ITO I	Apayao
7	Vima G. Cadungog	Supply Officer	Baguio City
8	Arian Bangsiel	Records Officer	Baguio City
9	Harris G. Dizon Jr.	ITO I	Baguio City
10	Florabel C. Balanon	Supply Officer	Benguet
11	Melvin Alfredo	Records Officer	Benguet
12	Eric S. Wanson	ITO I	Benguet
13	Jamezel Namingit	Supply Officer	Ifugao
14	Gertrudes Alindayo	Records Officer	Ifugao
15	Richard L. Butale	ITO I	Ifugao



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certificate No. PHP QMS 24 93 0192



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

16	Elvira B. Bawagan	Supply Officer	Kalinga
17	Maribelle D. Baguiwan	Records Officer	Kalinga
18	Michelle E. Alagoy	ITO I	Kalinga
19	Jacob Fasuyang	Supply Officer	Mt. Province
20	Grace Maskit	Records Officer	Mt. Province
21	Loida Elaine G. Tibong	ITO I	Mt. Province
22	James Ceasar A. Dayao	Supply Officer	Tabuk City
23	Lovelyn L. Mukay	Records Officer	Tabuk City
24	Allan S. Dumalsin	ITO I	Tabuk City
FOR THE E-REMIT:			
25	Erwin B. Venus	ERF handler & incharge of HDMF remittances	Abra
26	Lourdes S. Centeno	Cashier	Abra
27	Melody S. Walsi-en	ERF Handler/incharge of uploading gsis remittances	Apayao
28	Mary Grace Llagas	incharge of HDMF remittances	Apayao
29	Arnel B. Agcon	Cashier	Apayao
30	Jomarie Cordero	ERF Handler/incharge of uploading gsis remittances	Baguio
31	Ezra Fiao-ag	incharge of HDMF remittances	Baguio
32	Ma. Milagros A. Galera	cashier	Baguio
33	Katelyn Flere Beliano-Calub	ERF Handler/incharge of uploading gsis remittances	Benguet
34	Marty Deion T. Estacio	incharge of HDMF remittances	Benguet
35	Joyce Balalong Gavino	Cashier	Benguet
36	Laarni Lunag	ERF Handler/HDMF remittances	Ifugao
37	Maebelle Sapigao	Cashier/Cash Unit	Ifugao
38	Melowin Donalin A. Gumannao	ERF Handler & incharge of HDMF remittances	Kalinga
39	Graycel M. Rivera	Cashier	Kalinga
40	Maricris Cariño	ERF Handler/incharge of uploading gsis remittances	Mt. Province



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION

41	Gienneth Wayyas	ERF Handler/incharge of uploading gsis remittances	Mt. Province
42	Bernice Buyagan	Cashier	Mt. Province
43	Marijuline L. Lawagan	ERF Handler/incharge of uploading gsis remittances	Tabuk City
44	Joey De La Cruz	ERF Handler/incharge of uploading gsis remittances	Tabuk City
45	Virginia B. Baliling	Cashier	Tabuk City

- All participants should bring their own laptop, extension wires, and the data they need for the activity.
- For those to be involved with the e-REMIT, the data to be brought are the soft copies of the gsis and hdmf remittances and photocopies of the corresponding Official Receipts for said remittances. It is advisable to bring remittances for both regular payrolls and supplementary payrolls, for payrolls prepared at the Regional Office and at the Division Offices. You may bring data for 2023 and/or 2024.
- For information, guidance and compliance.


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

ASD/OCAO/connie