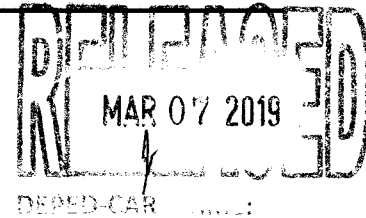




February 27, 2019

REGIONAL MEMORANDUM

NO. 083-2019




CONDUCT OF THE 2019 REGIONAL SENIOR HIGH SUMMIT

**TO: Regional Office Chiefs and Unit Heads
Schools Division Superintendents
All Others Concerned**

1. The Department of Education – Cordillera Administrative Region announces the conduct of the 2019 Regional Senior High Summit with the theme, **“Gearing Up...Envisioning Success!”**. The activity will be conducted on **March 25 and 26, 2019** at the NEAPR Conference Hall, Wangal, La Trinidad, Benguet.
2. The objectives of this summit are for the participants to:
 - a. Focus goals on stepping up towards effective senior high program implementation;
 - b. Be inspired towards organizational efficiency and collaborative efforts among stakeholders;
 - c. Set their school directions geared up for successful senior high learners.
3. The Summit will be highlighted by Plenary Sessions on updates relative to senior high school implementation; best practices or initiatives leading to successful SHS implementation; and workshops on issues or challenges facing SHS.
4. Expected participants are the following:

OFFICES	PARTICIPANTS	NO.
Office of the Regional Director	RD and ARD	2
	Chiefs of Functional Divisions	8
	Education Program Supervisors	20
Schools Division Office	SDS or ASDS	8
	SGOD Chief or representative	8
	CID Chief or representative	8
	School Heads of Senior High Schools: Abra=27; Apayao=21; Baguio City=10; Benguet=45; Ifugao=21; Kalinga=23; Mountain Province=22; Tabuk City=9	178
	TOTAL	232

5. Schools Division Offices are advised to submit the list of confirmed participants following the template in Enclosure C through email address clmd.depedcar@gmail.com on or before March 14, 2019.
6. Participants who have confirmed to participate but fail to actually attend the congress will be obliged to pay the total amount allotted per participant for this activity. SDOs are accountable in ensuring full attendance of the listed participants in all sessions.
7. Accommodation for one night and meals for two days will be charged against Regional MOOE subject to the usual accounting and auditing rules and regulations. First meal will be AM snacks of March 25 and last meal will be PM snacks of March 26. For room reservations, please contact NEAPR.
8. Travel expenses and meals of all participants not covered within the duration shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Participants are advised to wear any semi-formal attire.
10. Attached with this memorandum are the following enclosures:
 - A. Matrix of Activities
 - B. Roles and Functions of Technical Working Group
 - C. Confirmation template for participants
 - D. Programs
 - E. Documentation template for FGDs
11. Immediate dissemination of and strict compliance to this Memorandum is directed.


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

MATRIX OF ACTIVITIES

TIME	ACTIVITIES	FACILITATORS/SPEAKERS
DAY 1, MARCH 18		
8:00 – 9:00	Registration	
9:00 – 10:00	Opening Program	
10:15 – 12:00	Guidelines and Policies of the SHS Program	RD May B. Eclar, CESO V
1:30 – 3:00	How are we now? (Status of SHS implementation in CAR)	Clemente D. Bandao
Presentations on Best Practices/success stories relative to SHS Implementation		
3:30 – 4:00	1. SDO Support Programs to SHS Implementation	Hedwig M. Belmis, CES-CID Abra, Division
4:00 – 4:30	2. Success amidst challenges in starting the SHS program	Francisco S. Tattao School Principal Sta. Marcela NHS, Apayao Division
4:30 – 5:00	3. Exemplary initiatives in immersion	Dionesio K. Wacdisen School Principal, TSAT Mt. Province Division
DAY 2, MARCH 19		
8:30 – 9:00	Preliminaries	
9:00 – 9:30	4. Empowering teachers of Senior High School	Mildred Cabay School Principal, Tabuk City Division
9:30 – 10:00	5. Triumphs and Challenges of SHS Teachers	Teacher, Ifugao Division
10:30 – 11:00	6. Effective Teaching delivery for successful SHS learners	Teacher, Kalinga Division
11:00 – 11:30	7. Stakeholders' Support in SHS implementation	PTA Baguio City Division
11:30 – 12:00	8. Student's life during and after Senior High School	Stephanie Banawa 2018 SHS Graduate, RSHS Benguet Division
1:00 – 2:30	Focused Group Discussions: Issues and Recommendations	
	FGD 1: Networking for Immersions	SDS/ASDS Benguet
	FGD 2: Concerns on the JDVP	SDS/ASDS Baguio
	FGD 3: How are we in Hiring Teachers?	SDS/ASDS Ifugao
	FGD 4: Students who shift and change tracks	SDS/ASDS Apayao
	FGD 5: Are our facilities and equipment relevant?	SDS/ASDS Mt. Province
2:30 – 3:00	Submission of FGD Discussions	
3:00 – 4:00	Closing (including synthesis)	
Facilitators	Day 1- Maksim Botilas	Day 2: Clemente Bandao

Mechanics of Presentations on Best Practices/Success stories relative to SHS Implementation

1. Presentation is testimonial or success stories
2. Actual presentation will last for a maximum of 20 minutes. 10 is allotted for preparation and transition.
3. 10-15 slides Power Point Presentation
4. Contents of the presentation:
 - a. Challenges (experienced before the intervention/s)
 - b. Description of the intervention/s conducted/implemented
 - c. Impact of the interventions
 - d. Recommendations (ways forward)

Note: SDOs will review the presentations and submit soft copy of the same to the Regional Office at clmd.depedcar@gmail.com on or before March 19, 2019.

Groupings for the Focus Group discussions

RO/SDO	Group 1	Group 2	Group 3	Group 4	Group 5	Total
Reg'l Office	6	6	6	6	6	30
Abra	6	6	6	6	6	30
Apayao	5	5	5	5	4	24
Baguio City	2	2	3	3	3	13
Benguet	10	10	10	9	9	48
Ifugao	4	5	5	5	5	24
Kalinga	6	5	5	5	5	26
Mt. Province	5	5	5	5	5	25
Tabuk City	3	2	2	2	3	12
Total	47	46	47	46	46	232

A. ROLES AND FUNCTIONS OF TECHNICAL WORKING GROUP

COMMITTEES	TERMS OF REFERENCE	
Convenors/Chairpersons	Manages the overall conduct of the congress	RD May B. Eclar ARD Bettina Daytec-Aquino
Finance and logistics	Ensures the efficient execution of procurement	Atty. Sebastian Tayaban, Finance and BAC personnel
Registration and Attendance	Handles the registration and attendance for the activity	Chief Emilia Faustino; CLMD Staff
Lodging	Ensures the comfortable lodging of participants	Chief Jennifer Ande, Cynthia Harada, Emmanuela Gabol
Program and Invitation	Facilitates the smooth conduct of the activity; Ensures the presence of invited speakers	Chief Emilia Faustino; CLMD Staff
Stage and Hall Preparation	Assures the readiness of the venue including set-up of sound system, chairs, and tables (Plenary and Break-away Halls)	Chief Agustin Gumuwang, Eng'r Christopher Hadsan, all Maintenance Personnel, Jumar Yago-an, Vandolf Flora
Documenters	Documents the highlights of the presentation and questions from participants. Provides photo documentation of significant activities.	One School Head in every Focused Group to be assigned by the group Photo documentation: Jeremy Kermit Padilla
Moderators	Manages focused group discussions, assists the documenters in documentation proceedings and safe keeping of files, closes the discussions	FGD 1: SDS/ASDS Benguet FGD 2: SDS/ASDS Baguio FGD 3: SDS/ASDS Ifugao FGD 4: SDS/ASDS Apayao FGD 5: SDS/ASDS Mt. Prov.
Monitoring and Evaluation	Facilitates the conduct of congress evaluation by the participants	Chief Aida Payang, Florence Balictan
ICT Support	Sets up presentations and ensures that audio-video equipment are ready in every hall	One from ICT unit
Awards, Certificates	Ensures that all certificates, tokens are ready during the awarding	OIC Chief Carmel Meris, Marjory Valdez, Alfredo Dalang, Jefferson Villena
Medical Staff	Provides medical assistance when necessary; Ensures that over the counter drugs are available during emergency cases	Dra. Angeline Calatan
Publicity and Media Relations	Manages media relations during the activity	ARD Bettina Daytec- Aquino, Georaloy Palao-ay
Cleanliness and Sanitation	Ensures that session halls are clean before and after sessions; checks on cleanliness of and availability of water in comfort rooms	Lilia Banawe, All janitorial services staff

Enclosure C of RM No. 083.2019

List of Participants to the 2019 Senior High School Summit
(to be submitted on or before March 11, 2019 through clmd.depedcar@gmail.com)

DIVISION _____

No.	NAME OF PARTICIPANT	DESIGNATION	OFFICE/SCHOOL
1.			

Enclosure D of RM No. 083.2019

Programs

Opening		Closing	
Nationalistic Song	Benguet NHS Choir	Nationalistic Song	
Doxology		Prayer	Jennie Claire Piggangay
Cordillera Hymn		Synthesis	Carmel Meris, OIC Chief- FTAD
Presentation of Participants	Bettina D. Aquino Asst. Regional Director	Challenge	Bettina D. Aquino Asst. Regional Director
Intermission Number	Benguet NHS Choir	Distribution of Certificates	Bettina D. Aquino Asst. Regional Director
Message	May B. Eclar, Ph.D., CESO V Regional Director		To be assisted by CESs Emilia M. Faustino and Aida L. Payang
Statement of Purpose	Emilia M. Faustino CES-CLMD	Acknowledgement	Aida L. Payang CES-QAD

Enclosure E (to be accomplished by the documenter)

DOCUMENTATION for FGDs

Issue at Hand	Realities in the field	Ways forward

Name and Signature of Documenter: _____

Date: _____