



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

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

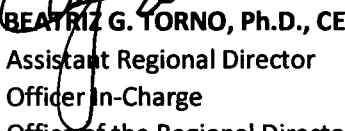


REGIONAL MEMORANDUM
No. 126-2017

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
All Schools Division Offices

RELEASED
MAY 02 2017

DEPED-CAR Time: _____

From: 
BEATRIZ G. TORNO, Ph.D., CESO IV
Assistant Regional Director
Officer in-Charge
Office of the Regional Director

Date: 5/2/2017

Subject: **Conduct of a One-Day Consultative Meeting with the Personnel from the Planning and Programming Division, Planning Service (PPD-PS) of the Central Office relative to the Filling-up of Plantilla Items.**

1. This Office through the Policy, Planning & Research Division and the Personnel Unit in the Administrative Division will conduct a One-Day Consultative Meeting with the Schools Division Offices counterparts in the handling and monitoring of the filling-up of Plantilla Items on **May 9, 2017 (8:30 am – 5:00pm) at the NEAP-Region, DepEd-CAR, Regional Office Compound, Wangal, La Trinidad, Benguet.**
2. Objectives of the said activity are as follows:
 - a) to determine the status of filling-up of items;
 - b) to gather issues and concerns related to the hiring of teaching, teaching-related and non-teaching positions;
 - c) to come up with agreements to expedite the filling-up of items; and
 - d) to update the field on issuances relative to the hiring of special groups of teachers.
3. Participants to this activity are the following:

Central Office – PPD, Planning Service	4 pax
Schools Division Office:	
▪ Schools Division Superintendents/Asst. Schools Division Superintendents	8
▪ Human Resource Management Officers (AO IV)	8
▪ Administrative Officers (AO V)	8
Regional Office:	
▪ OIC - Regional Director	1
▪ OIC – Assistant Regional Director	1

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434

▪ Chief Administrative Officer – Administrative Division	1
▪ Chief Education Supervisor – Policy, Planning & Research Division	1
▪ Planning Officer III	1
▪ Human Resource Management Officer (AO V – Personnel Unit)	1
▪ Administrative Officer IV (Personnel Unit)	1
▪ Administrative Officer II (Policy, Planning & Research Division)	1
▪ Administrative Assistant I (Policy, Planning & Research Division)	1
▪ Administrative Aide VI (Personnel Unit)	1
▪ Documenter: Patricia C. Dumaguing (SEPS – PPRD)	1
▪ Secretariat: Rafaela S. Gawigawen (EPS – PPRD)	1
TOTAL	41 pax

4. It is also requested that the attendees of the said activity bring their own laptops with extension cords and the following signed pertinent records in print and e-copies, to wit: a) SY 2010-2016 Status Report of Filling-Up of Items (Teaching and Non-Teaching Positions); b) Report on Non-Filling-Up of SY 2010-2016 Items; and c) 2017 Profile and Assignment of Newly-Hired Teachers.
5. Lunch and snacks of participants shall be handled by the Regional Office as well as the accommodation of resource persons from the Central Office while the transportation and other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
6. Dissemination of this Memorandum is highly appreciated.