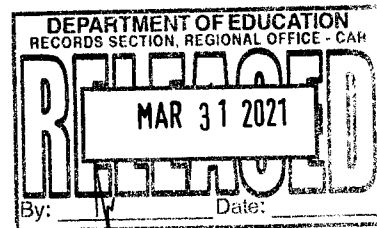




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Wangal, La Trinidad, Benguet



March 31, 2021

REGIONAL MEMORANDUM

NO.: 133-2021

**PROJECT IMPLEMENTATION COMMITTEE AND TERMS OF REFERENCE ON
THE PILOT RUN OF PROJECT "SALAKNIB TAN NAMNAMA"**

To: OIC-Assistant Regional Director
Chiefs of the Different Functional Divisions
Schools Division Superintendent
Schools Division of Benguet
All Other Concerned

1. Relative to the pilot run of Project "Salaknib tan Namnama", the Regional Office through the Curriculum and Learning Management Division (CLMD) and Education Support Services Division (ESSD) issues the enclosed Project Implementation Committee and Terms of Reference on the Pilot Run of project "Salaknib tan Namnama."
2. This shall serve as guide to ensure the sustainability of the project towards the achievement of its mission, goals and/or objectives.
3. Attached with this Memorandum is Enclosure 1, Program Implementation Committee and Terms of Reference, for guidance.
4. Proper dissemination of and compliance with this Memorandum is directed.


ESTELA L. CARIÑO EdD, CESO III

Director IV/ Regional Director
3/31/21

CLMD/CFM/dot



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 - 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph



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Enclosure 1. Program Implementation Committee and Terms of Reference

Committees	Persons Responsible	Responsibility
Steering Committee	Chair: Estela L. Cariño EdD, CESO III Regional Director Co-Chair: Florante E. Vergara, OIC – Assistant Regional Director Members: Carmel F. Meris, Chief – CLMD Edgar H, Madlaing, Chief – ESSD	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	Chair: Carmel F. Meris, Chief – CLMD Co-Chair: Edgar H. Madlaing, Chief – ESSD Members: Denia O. Tarnate Georgina C. Ducayso Clemente D. Bandao Engr. Christopher Hadsan CLMD and ESSD Staff	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 learner – beneficiaries; Provides status and progress reviews to the Steering committee and immediately implements suggestions; Collaborates with other committees to resolve issues; Brings unresolved issues to the Risk Management Team and Steering Committee; Recommends resource and policy changes to the Steering Committee; Meets with Committee Focals to regularly review issues and monitor project progress; Meets with SDO Focal to ensure implementation of planned programs for the beneficiaries
Program Focals	Chair: Denia O. Tarnate Co – Chair: Georgina C. Ducayso Members: Engr. Christopher Hadsan Clemente Bandao	Oversee/Monitor the program implementation of the three school beneficiaries through the SDO Focal Conduct meetings, review programs, and gather feedbacks from SDO Focal;



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		<p>Collaborate with SDO Focal relative to the program implementation;</p> <p>Report program outcome and/or feedback to the Steering Committee and/or Program Management Team Chair and Co-Chair;</p> <p>Seek advice and embrace suggestions from the Steering Committee;</p> <p>Facilitate the authoring and recording of the project's theme song</p>
<p>Resource Generation</p> <p>*Human</p> <p>*Material</p>	<p>Chair: Edgardo T. Alos, Chief Administrative Division</p> <p>Co-Chair: Daisy Eswat, Unit Head, AMS</p> <p>Members: Randolph Flyn Daculog Letecia Ramos Marty Deion Estacio</p>	<p>Ensures timely assessment and provision of materials and supplies needed</p>
	<p>ESSD</p> <p>Chair: Edgar H. Madlaing, Chief – ESSD</p> <p>Co – Chair: Engr. Christopher Hadsan</p> <p>Members: May Claire Jimenez Angeline Calatan Manuel Dangawen Dianne Joaquin</p>	<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, counselling activities for the learners as part of its Youth Development Program;</p> <p>Manages the establishment of shelters or dormitories fro eligible learners, in partnership with willing stakeholders</p>
	<p>PPRD</p> <p>Chair: Aida L. Payang, Chief – PPRD</p> <p>Co – Chair: Manilyn Botilas</p> <p>Members: Janet Payang Andrew Payang</p>	<p>Facilitates fund raising activities</p>
<p>Financial</p>	<p>Chair: Sebastian G. Tayaban, Chief – Finance</p>	<p>Custody of funds; Collects cash assistance from the different Functional Divisions;</p>



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	<p>Co – Chair: Abner Alingbas</p> <p>Members: Erniely Godoy Fremalyn Paclos Marites Calica</p>	<p>Maintains cash flow monitoring, auditing, and reporting</p>
<p>Coordination and Advocacy</p>	<p>Chair: Georaloy Palao-ay</p> <p>Members: Cyrille Gaye Miranda Shaira Kaye Dizon</p>	<p>Coordinates with SDOs on the rationale of this project; 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</p>
<p>Monitoring and Evaluation</p>	<p>Chair: Maksim Botilas, OIC Chief – QAD</p> <p>Co – Chair: Clemente D. Bandao</p> <p>Members: Romulo Basa Leonardo Aquino Annie Rose Cayasen</p>	<p>Monitors implementation of the project and submits report</p>
<p>Risk Management</p>	<p>Chair: Atty. Vanessa Flora</p> <p>Co – chair: Dalton Tello</p> <p>Members: Janelle Dugao Ma. Cris Sotelo</p>	<p>Identifies potential risks and leads in monitoring these risks; Provides guidance in the preparation of needed MOUs/MOAs</p>
<p>Information Security and property Maintenance</p>	<p>Chair: Jumar Yagu-an, Unit Head, ICT</p> <p>Members: Vandolph Flora Glenn Papa</p>	<p>Sets clear cyber security goals; In tandem with the project management and M & E teams, monitors the status of the equipment released (tablets and SD Cards) Provides TA on the use of ICT gadgets</p>
<p>Program Implementation Unit</p>	<p>Chair: Gloria S. Buya-ao, SDS</p> <p>Co – chair: Samuel Egsaen, ASDS</p> <p>Members: Lucio B. Alawas Kenneth Kelcho Joven Agtani</p>	<p>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 –</p>



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	<p>Nestor Dalay – on Luis Igueldo Remedios Lamsis</p>	<p>beneficiaries; Updates RO on program development through submission of quarterly reports; Together with the RO Team, monitors program implementation and status of beneficiaries and their families; Ensures efficient implementation of the program across the three schools, specifically across all learner – beneficiaries; 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); Coordinates with the RO for information and technical assistance</p>
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