



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

12 April 2022

REGIONAL MEMORANDUM
 No. 179-2022

**CONDUCT OF WORKSHOP ON THE UPDATING OF KNOWLEDGE MANAGEMENT
 INFORMATION SYSTEM AND CONSULTATION OF POLICY GUIDELINES
 FOR TECHNICAL ASSISTANCE MECHANISM**

To: Assistant Regional Director
 Schools Division Superintendents
 Division SBM Task Force
 All Divisions
 All others concerned

1. In line with Regional Memorandum 140, s. 2021 “Workshop on the Updating Knowledge Management Information System (KMIS)”, the DepEd-CAR through the Field Technical Assistance Division (FTAD) and Information and Communications Unit (ICTU) announces the conduct of Workshop on the Updating of KMIS and Consultation of Policy Guidelines for Technical Assistance Mechanism on May 5, 2022, 9:00 am to 5:00 pm, at NEAPR Hall, DepEd-CAR, Wangal, La Trinidad, Benguet.
2. This activity aims to:
 - a. orient on the processes and mechanisms on harvesting SBM best practices;
 - b. discuss Indicative guidelines on the repository of best practices for policy direction;
 - b. conduct workshop on how to upload best practices in the KMIS; and,
 - c. gather inputs to further improve the system.
3. The expected participants are the following:

Division	Name of Participants	Number of participants
Office of the Regional Director	RD Estela L. Cariño	1
Office of the Assistant Regional Director	ARD Florante E. Vergara	1
Field Technical Assistance Division	CES Ethielyn E. Taqued Rose Melody M. Flores Marjory T. Valdez Elvira M. Cudli	4
Regional ICT Unit	Jumar B. Yago-an	4



	Glenn P. Papa Vandolph B. Flora Raffy Calawa	
School Governance Operations Division- Schools Management Monitoring and Evaluation Section	SMME/SBM Focal Person/Alternate (1 each division)	8
Division ICTU	Division Information Technology Officers (1 each division)	8
TOTAL		26

4. Attached are the matrix of activities (Enclosure 1) and management team and functions (Enclosure 2) for guidance and reference.

5. Participants are requested to bring their laptop and extension cord to be used during the activity. Likewise, all are advised to observe health and safety protocols like social distancing, wearing of facemask and face shield, hand disinfection, and regular handwashing.

6. The meals and snacks of the regional offices' participants and the board and lodging of division offices' participants shall be charged against regional MOOE while travel and incidental expenses shall be charged to available local funds subject to existing budgeting, accounting, and auditing rules and regulations. Anent, SDO's participants are requested to confirm their attendance for live-out in coordination with the FTAD at car.ftad@deped.gov.ph on or before May 2, 2022.

7. Should there be queries, feel free to contact the FTAD through car.ftad@deped.gov.ph.

8. Immediate dissemination of and strict compliance to this memorandum is directed.


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

MATRIX OF ACTIVITY

TIME	ACTIVITY	PERSON IN-CHARGE
8:15 – 9:00	Registration	c/o FTAD
9:01 – 9:15	Opening Program Pambansang Awit Prayer DepEd Quality Policy Statement Cordillera Hymn Acknowledgement of Participants	c/o Elvira M. Cudli
	Welcome Remarks	Florante E. Vergara <i>Assistant Regional Director</i>
	Statement of purpose	Ethielyn E. Taqued <i>CES, FTAD</i>
	Message	Estela P. Leon- Cariño, EdD, CESO III <i>Regional Director</i>
9:16 – 10:00	Orientation on the processes and mechanisms on harvesting SBM best practices and discussion on the indicative guidelines on harvesting best practices in the region	Rose Melody Flores <i>PSDS, FTAD</i>
10:00-12:00	Discussion and workshop on the creation of repository of best practices.	Jumar B. Yago-an <i>ITO I, ICTU</i>
12:00 - 1:00	Lunch Break	
1:00 – 2:30	Workshop on uploading of Best Practices in the Portal/KMIS.	Jumar B. Yago-an <i>ITO I, ICTU</i>
2:30 – 3:30	Presentation of output/ SDO	Rose Melody M. Flores <i>PSDS, FTAD</i>
3:31 – 4:30	Open Forum	Marjory T. Valdez <i>EPS, FTAD</i>
4:31-5:00	Synthesis Clearing House Closing Program	Marjory T. Valdez <i>EPS, FTAD</i>
Facilitator	Marjory T. Valdez	

ACTIVITY COMMITTEE

COMMITTEES	TERMS OF REFERENCE	PERSONNEL
Consultants	Manages the overall conduct of the activity	Estela P. Leon-Cariño, EdD, CESO III <i>Regional Director</i> Florante E. Vergara <i>Assistant Regional Director</i>
Chairperson/s	Plans the details and organize the activity Recommends procedures or guidelines in the implementation of the activity	Ethielyn E. Taqued <i>Chief Education Supervisor, FTAD</i>
Coordinator/s	Coordinates/assists in providing direction to the activity	Rose Melody Flores <i>PSDS, FTAD</i> Jumar B. Yago-an <i>ITO I, ICTU</i>
Co-Coordinator	Assists the coordinator in providing direction to the activity	Marjory T. Valdez <i>EPS, FTAD</i> Vandolph B. Flora <i>Computer Programmer II, ICTU</i>
Registration and Attendance	Handles the registration and attendance of the activity	Elvira M. Cudli <i>Administrative Assistant I, FTAD</i>
Documenter/s	Documents the highlights of the presentation, questions from participants and reactions of the reactors	Rose Melody Flores <i>PSDS, FTAD</i> Marjory T. Valdez <i>EPS, FTAD</i>