



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



JUL 08 2016

July 7, 2016

REGIONAL MEMORANDUM

No. 185-2016

SPECIAL MANAGEMENT COMMITTEE MEETING

TO: Schools Division Superintendents
Assistant Schools Division Superintendents
Regional Office Division Chiefs
All Concerned

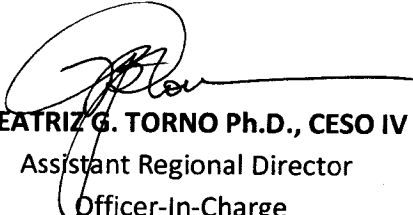
1. A Special Management Committee Meeting will be conducted on July 19, 2016 at 8:00AM to be hosted by the Schools Division Office of Apayao. The meeting shall be held at the LGU Luna Conference Hall while accommodation shall be at the Apayao Eco-Tourism and Sports Complex.
2. Participants to this meeting are the following regular ManCom Members and to include the Schools Division Office SGOD Chiefs, CID Chiefs, Accountants, Budget Officers, Chief Admin. Officers (AO-V), Information Technology Officers, Planning Officers and Designated Information Officers.

No.	Regional Office	No.	Division Office
1	OIC-RD Beatriz G. Torno, Ph.D., CESO IV	18	OIC-ASDS Aida L. Payang
2	OIC-ARD Soraya T. Faculo	19	Apayao OIC-SDS Amador D. Garcia
3	Edgardo T. Alos – Chief, Admin	20	Acting ASDS Benedicta Gamatero
4	Sabado D. Oayet – OIC- CLMD /SHS Coordinator	21	Designated Secretariat
5	Agustin B. Gumuwang – Chief, ESSD	22	Baguio City OIC-SDS Atty. Agustin P. Laban III
6	Atty. Sebastian G. Tayaban- Chief, Finance	23	Benguet SDS Federico P. Martin
7	Elfredo C. Dalang – OIC- FTAD	24	OIC-ASDS Nestor Bolayo
8	Emilia Faustino –EPS, HRDD	25	Ifugao SDS Sally B. Ullalim
9	Pio D. Ecuán – Chief, PPRD	26	OIC-ASDS Geraldine Gawi
10	Lilia B. Goc-oban – OIC-Chief, QuAD	27	Kalinga SDS Marie Carolyn B. Verano
11	Eleonora A. Albidas – AO V, Personnel	28	OIC-ASDS Alfonso S. estolas
12	Atty. Vanessa B. Flora – Attorney IV	29	Mt. Province OIC-SDS Gloria B. Buya-ao
13	Georaloy I. Palao-ay- AO V, PAU	30	OIC-ASDS Benilda M. Daytaca
14	Jumar B. Yago-an, ITO	31	Tabuk City OIC-SDS Felipe Ballitoc
15	Patricia K. Dumaguing – Secretariat	32	OIC-ASDS Irene Angway
16	Daisy S. Polon-Eswat – Secretariat		
	Abra Division		
17	SDS Ronald B. Castillo		

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-4227434

3. Agenda are the following:
 - a. Presentation of the Regional Office OPCRf and SDOs OPCRf;
 - b. Workshop and alignment of RO and SDOs OPCRf;
 - c. Other matters
4. Regional Office Division Chiefs are expected to prepare their OPCRf.
5. Please see attached Program of activities for your reference.
6. Funding for the food and accommodation will be downloaded to SDO Apayao, while travel and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations. First meal to be served shall be dinner of July 18, 2016 and last meal shall be breakfast of July 20, 2016.
8. For information, guidance and compliance of all concerned.



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

Special Management Committee Meeting

Venue: LGU Luna Conference Hall

July 19, 2016 @ 8:00 AM

Program of Activities

Time	Particulars/Agenda	Person In-Charge
July 18, 2016	Travel time to Apayao	
5:00-7:30 PM	Arrival/billeting/dinner/ registration and opening program	c/o SDO Apayao and ManCom Secretariat
July 19, 2016		
6:30-8:00AM	Breakfast	c/o SDO Apayao
8:00-12:00NN	Director's Time	QIC-RD Beatriz G. Torno
	Start of the Meeting & Call to Order * Adoption of the proposed agenda: a. Presentation of Regional Office OPCRF and SDOs OPCRF; b. Workshop and alignment of RO and SDOs OPCRF; c. Other matters	OIC-ARD Soraya T. Faculo
	Presentation of OPCRF	Office of the Regional Director RO Division Chiefs
	Presentation of OPCRF	SDSs
1:00-3:00PM	Workshop: Alignment of RO OPCRF & SDOs OPCRF	RO and SDOs
3:00-3:30PM	Break	
3:30-4:30PM	Continuation of workshop	RO and SDOs
4:30-5:00PM	Closing Program	c/o SDO Apayao
	Adjournment /Dinner	c/o SDO Apayao
July 20, 2016	Breakfast and travel back home	c/o SDO Apayao