



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



Regional Memorandum
No. 200-2017

To: Schools Division Superintendents
All Division

From: **MAY B. ECLAR, PhD, CESO V**
Officer In-charge
Office of the Regional Director

Subject: Pre-work Conference of IPEd Focal Persons

Date: June 28, 2017

RELEASED
JUN 28 2017

DEPED-CAR Time: _____

1. In preparation for the National IPEd Mid-year Conference scheduled on July 10 to 14, 2017 in Palawan, a **Pre-work Conference of IPEd Focal Persons** will be conducted on **July 6 to 7** at the **NEAPR Conference Hall**, Wangal, La Trinidad, Benguet.
2. The objective of this endeavor is for the IPEd Focal Persons to:
 - a. Prepare needed reports for the National mid-year IPEd Conference;
 - b. Align WFP activities with IPEd themes; and
 - c. Clarify concerns on upcoming Division activities in line with contextualization efforts.

3. Expected participants to this conference are the following:

Participants	Number
Regional Office	
• Regional Director/Assistant Regional Director	2
• Chief, CLMD	1
• IPEd Focal Person and Alternate	2
• Documenter	1
Division Office	
• CID Chief	8
• IPEd Focal Person	8
Central Office	
• Consultant	1
TOTAL	23

4. All Division IPEd Focal Persons are expected to bring **updated** electronic reports and action plans based on CD files given during the meeting on May 18 in Tadian, Mt. Province. In addition, please bring laptops and extension cords.
5. Accommodation and meals (breakfast, lunch, dinner, morning and afternoon snacks) for 2 days will be charged against the downloaded IPEd funds at the Regional Office. First meal will be breakfast of Thursday, July 6 and last meal will be dinner of Friday, July 7.
6. Transportation expenses to and from venue and other incidental expenses will be charged against the downloaded IPEd funds in each Division subject to the usual accounting and auditing rules and regulations.
7. Immediate, widest dissemination of, and strict compliance to this Memorandum is desired.

CLMD/emf/cfm

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	-422-7434