



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



RELEASED  
 JUN 29 2018  
 DEPED-CAR

**REGIONAL MEMORANDUM**

NO.: 200.2018

**ORIENTATION WORKSHOP ON DATA MANAGEMENT, SCHOOL FORMS, SCHOOL ID PROCESSES,  
 AND KEY PERFORMANCE INDICATORS (KPIs)**

To: Schools Division Superintendents  
 All Others Concerned

1. The Policy, Planning, and Research Division (PPRD), this Office, will be conducting an Orientation Workshop on Data Management, School Forms, School ID Processes, and Key Performance Indicators (KPIs) at Prince Plaza Hotel, Legarda Road, Baguio City on July 9 – 11, 2018 to be hosted by the Planning and Research Section, Division of Baguio City. This aims to update all the Division Planning staff in the Region and clarify all issues and concerns in their respective offices in the performance of their functions.

2. The participants to this orientation workshop are the following:


Consultant:	-	1
Regional Director/Assistant Regional Director		
Resource Speakers from the Central Office:	-	3
Ariel Tandingan		
Salome P. Genito		
Emma Ruth Galvez		
Regional Office:	-	4
PPRD Chief		
Planning Officer		
Information Technology Officer		
Secretariat (ADAS I – PPRD)		
Division Office: (2 participants per Division):		
Division Planning Officers, and	-	8
Division Planning and Research Section Staff In-Charge		
of LIS and EBEIS or Division Staff Assisting the		
Planning Officer in Data Management	-	8
Others: Driver of RD or ARD	-	1
<b>Total</b>	<b>=</b>	<b>25</b>

3. Participants shall bring their own extension cord, laptop, tablet, desktop, and WIFI or any other gadget that can access the internet.

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

4. Board and lodging of all the participants, tokens, supplies, and materials shall be charged against the LIS-EBEIS funds downloaded to the host division (Baguio City). Travel and incidental expenses relative to the attendance of participants to the said conference shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
5. Check in time will be at 2:00 PM onwards and first meal to be served is Dinner on Day 0 (July 9, 2018). Check out time will be at 12:00 NN and last meal is PM Snack on Day 2 (July 11, 2018).
6. Immediate dissemination and compliance to this Memorandum is desired.

  
**MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

Encl. As stated

PPRD/PDE/janet/06.26.2018  
RM Orientation Workshop