




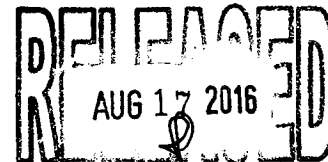
Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



Regional Memorandum  
No. 223.2016

To: **Schools Division Superintendents  
All Divisions**

From:   
**BEATRIZ G. TORNO, Ph. D., CESO IV  
Assistant Regional Director  
Officer In-charge  
Office of the Regional Director**



DEPED-CAR Time: \_\_\_\_\_

Subject: **Search for the Best IPEd Learning Resource Center**

Date: **August 16, 2016**

1. In adherence to DepEd Order No. 62, s. 2011 or the National IPEd Policy Framework, specifically on the following Policy Statements to wit: provision of adequate and culturally-appropriate learning resources and environment to IP learners; and expanding and strengthening institutional and civil society linkages to ensure proper coordination, knowledge-sharing, and sustainability of the IP Education Program, this office, through the Curriculum and Learning Management Division, announces its **Search for the Best IPEd Learning Resource Center** for the year 2016.
2. The general objective of this search is to recognize the outstanding achievement of the different divisions in terms of the implementation of the IPEd program. Specifically, the activity aims to: showcase each indigenous community's unique culture through a display of their artifacts; engage the different community stakeholders in supporting all efforts aimed at advancing the implementation of the IPEd program; and highlight pride of one's cultural roots and indigenous heritage.
3. The Search is open to all public and private schools and districts in the eight (8) divisions in the Region. Criteria for an IPEd Learning Resource Center are specified in *Enclosure 1*. Each SDO will be responsible in the selection process they will employ to determine their Division Level-Best IPEd Learning Resource Center.
4. To determine the Regional Level-Best IPEd Learning Resource Centers, every Division will be required to submit three (3) folders including the following documents duly endorsed by the Schools Division Superintendent:
  - a. Accomplished Rating Sheet
  - b. Narrative description of the Center which would include the following:
    - b.1. Objectives of putting up the Center
    - b.2. How the Center was established (were the stakeholders involved?)
    - b.3. Vision for the Future of the Center (how do you vision the Center to be in the next 5 to 10 years?)
    - b.4. List and description of the artifacts or indigenous materials found in the Center.

Telephone Numbers:

Office of the Director I	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

- c. Evidences of the following:
    - c.1. Functionality of the Center (How is it being used by the school, district, or division?)
    - c.2. Existence of IPEd Advocacy Materials (brochures, pamphlets, leaflets)
    - c.3. Consultation with Community elders/Council of elders
  - d. Photo documentation of the Center (10 photos only with caption)
  - e. Organizational Chart of the Center
5. The Regional Office, through the CLMD, using a structured committee composed of the Chief as Chairperson and two Regional Supervisors as members, will evaluate the papers and verify the veracity of the documents through field visit to the eight (8) divisions.
  6. Based on the criteria set as verified through evaluation of the submitted documents and field visit or monitoring, the Regional Committee will rank the top three divisions who will be declared as Regional Level-Best IPEd Learning Resource Centers and who will receive the following awards and prizes:
    - a. Cash Prizes:
 

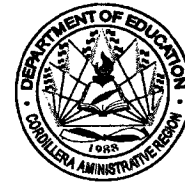
First place -	₱10,000.00
Second place -	₱7,500.00
Third place -	₱5,000.00
    - b. Plaques of recognition to the 3 awardees
  7. The following timeline of activities are set for the realization of this endeavor:
    - September 2016: Division Search for the Best IPEd Learning Resource Center
    - October 17, 2016: Submission of documents of the Division entry to the Regional Office
    - October 19 to 20: Pre-evaluation of documents by the Regional Committee
    - November 7 to 25: Validation of Division Best IPEd Learning Resource Centers through field visit
    - November 29 to 30: Final evaluation of documents at the Regional Office
    - December 9, 2016: Recognition and Awarding of the 3 Best IPEd Learning Resource Centers (Regional Level)
  8. Expenses incurred in carrying out this Search for the Best IPEd Learning Resource Center will be charged against the downloaded IPEd funds subject to the usual accounting and auditing rules and regulations.
  9. Should there be queries, please contact the Curriculum and Learning Management Division through Mr. Sabado D. Oayet, at telephone number (074) 422-7096 or at email address: [clmd.depedcar@gmail.com](mailto:clmd.depedcar@gmail.com)
  10. Immediate dissemination of and strict compliance to this Memorandum is directed.

- c. Evidences of the following:
    - c.1. Functionality of the Center (How is it being used by the school, district, or division?)
    - c.2. Existence of IPEd Advocacy Materials (brochures, pamphlets, leaflets)
    - c.3. Consultation with Community elders/Council of elders
  - d. Photo documentation of the Center (10 photos only with caption)
  - e. Organizational Chart of the Center
5. The Regional Office, through the CLMD, using a structured committee composed of the Chief as Chairperson and two Regional Supervisors as members, will evaluate the papers and verify the veracity of the documents through field visit to the eight (8) divisions.
  6. Based on the criteria set as verified through evaluation of the submitted documents and field visit or monitoring, the Regional Committee will rank the top three divisions who will be declared as Regional Level-Best IPEd Learning Resource Centers and who will receive the following awards and prizes:
    - a. Cash Prizes:
 

First place -	₱10,000.00
Second place -	₱7,500.00
Third place -	₱5,000.00
    - b. Plaques of recognition to the 3 awardees
  7. The following timeline of activities are set for the realization of this endeavor:
    - September 2016: Division Search for the Best IPEd Learning Resource Center
    - October 17, 2016: Submission of documents of the Division entry to the Regional Office
    - October 19 to 20: Pre-evaluation of documents by the Regional Committee
    - November 7 to 25: Validation of Division Best IPEd Learning Resource Centers through field visit
    - November 29 to 30: Final evaluation of documents at the Regional Office
    - December 9, 2016: Recognition and Awarding of the 3 Best IPEd Learning Resource Centers (Regional Level)
  8. Expenses incurred in carrying out this Search for the Best IPEd Learning Resource Center will be charged against the downloaded IPEd funds subject to the usual accounting and auditing rules and regulations.
  9. Should there be queries, please contact the Curriculum and Learning Management Division through Mr. Sabado D. Oayet, at telephone number (074) 422-7096 or at email address: clmd.depedcar@gmail.com
  10. Immediate dissemination of and strict compliance to this Memorandum is directed.



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



**PROPOSED PROJECT DESIGN**

I. **Title: SEARCH FOR THE BEST IPEd LEARNING RESOURCE CENTER**

II. **Rationale:**

The Indigenous Peoples Education (IPEd) Program is DepEd's response to the right of indigenous peoples communities to basic education that is responsive to their context, respects their identities, and promotes the value of their indigenous knowledge, competencies, and other aspects of their cultural heritage. DepEd's IPEd initiatives are guided by the National IPEd Policy Framework (DepEd Order No. 62, s. 2011), which was formulated in consultation with representatives of indigenous communities.

Through this program, learners and teachers are given the opportunity to be in touch with their roots. Various strategies and activities are being implemented to strengthen the implementation of the program especially here in CAR which is predominantly an indigenous peoples region. One of the activities being implemented is the contextualization of learning resources and lesson plans across learning areas and divisions.

In order to highlight appreciation for our unique cultural heritage, the office is encouraging the establishment of an IPEd Learning Resource Center in all divisions. Through this center, the unique customs and traditions of each indigenous community will be featured. In so doing, an enlightened understanding and increased awareness of our traditions and customs would be realized.

III. **Objectives:**

The general objective of this search is to recognize the outstanding achievement of the different Divisions in terms of the implementation of the IPEd Program.

Specifically, the activity aims to:

- A. Showcase each indigenous community's unique culture through a display of their artifacts;
- B. Engage the different community stakeholders in supporting all efforts aimed at advancing the implementation of the IPEd program; and
- C. Highlight pride of one's cultural roots and indigenous heritage

IV. **Date and Venue:**

Timeline of Activities:

- October 17, 2016 – Submission of documents to the Regional Office ; Pre-evaluation of documents by the Committee
- November 2016 – Validation of Centers in the Divisions; Final Evaluation of documents at the Regional Office
- December 9, 2016 – Recognition of the 3 Best IPEd Learning Resource Centers

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

V. **Guidelines for Implementation:**

The Search is open to all public and private schools and districts in the eight (8) Divisions in the Region. Criteria for an IPEd Learning Resource Center are specified in the table below.

- A. Awards and Prizes: The 3 winning entries shall receive the following awards and prizes:
- Cash prizes for the 3 Divisions with the Best IPEd Learning Resource Centers broken down as follows:
    - First prize: 10,000.00
    - Second prize: 7,500.00
    - Third prize: 5,000.00
  - Plaques of recognition to the 3 awardees
- B. Selection Procedure:
- For the school, district, division, and regional level selection, all supporting documents submitted will be rated according to the set criteria below.

VI. **Methodology:**

1. The Division Office will submit 3 folders including the following documents duly endorsed by the Schools Division Superintendent:
  - a. Accomplished Rating Sheet
  - b. Narrative description of the Center which would include the following:
    - b.1. Objectives of putting up the Center
    - b.3. How the Center was established (were there stakeholders involved?)
    - b.4. Vision for the Future of the Center
    - b.5. List and description of the artifacts or indigenous materials found in the Center.
  - c. Evidences of the following:
    - c.1. Functionality of the Center (How is it used by the school or district or division)
    - c.2. Existence of IPEd Advocacy Materials (brochures, pamphlets, leaflets)
  - d. Photo documentation of the Center (10 photos only with caption)
  - e. Organizational Chart of the Center
2. The Regional Office, through the CLMD, using a structured committee composed of the CLMD Chief as Chairperson and two (2) Supervisors will evaluate the papers and verify the veracity of the documents.
3. The Committee will visit all 8 divisions in November 2016.
4. Based on the criteria set, the committee will rank the top three divisions who will be declared as Best IPEd Learning Resource Centers.


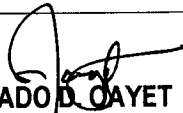



<b>CRITERIA</b>	<b>PERCENTAGE</b>
I. Physical	<b>40%</b>
A. Structure <ul style="list-style-type: none"> <li>• Center should be a permanent structure suitable for displays, and collections and friendly to visitors</li> </ul>	<b>10%</b>
B. Exhibits/Display <ul style="list-style-type: none"> <li>• Exhibits or displays should represent all indigenous communities in the division</li> <li>• Displays should include documentation (indigenous name and usability)</li> </ul>	<b>10%</b>
C. Design <ul style="list-style-type: none"> <li>• Attractiveness</li> <li>• Essence of ethnicity is evident</li> </ul>	<b>10%</b>

D. Management and staff <ul style="list-style-type: none"> <li>• Friendliness</li> <li>• Extensive knowledge of all museum artifacts</li> </ul>	<b>10%</b>
<b>II. Functionality</b>	
A. Activities undertaken in the Center or implemented by the Center <ul style="list-style-type: none"> <li>• Evidence of events or activities done in the Center or initiated by the Center</li> <li>• Evidence of learner's and teachers' educational visits</li> </ul>	<b>20%</b>
B. Social Responsibility <ul style="list-style-type: none"> <li>• Mission statement of the Center</li> <li>• Evidence of community involvement relevant to IPEd</li> </ul>	<b>20%</b>
C. Marketing and PR <ul style="list-style-type: none"> <li>• Evidence of IPEd Advocacy efforts in the community</li> </ul>	<b>10%</b>
<b>III. General Atmosphere</b>	
• Visitor satisfaction after the visit	<b>10%</b>
<b>TOTAL</b>	<b>100%</b>

VII. **Budgetary Requirement.**

Source of Funds: Downloaded IPEd Funds

Use of Funds	Amount	Participants/Quantity	Total Amount
Cash Awards	10,000.00 (1 <sup>st</sup> place)	1 Division	10,000.00
	7,500.00 (2 <sup>nd</sup> place)	1 Division	7,500.00
	5,000.00 (3 <sup>rd</sup> place)	1 Division	5,000.00
Plaque	1,500.00	3 Divisions	4,500.00
Tarpaulin	1,000.00 (4 x 8)	1 piece	1,000.00
Meals	130.00 (lunch) 130.00 (2 snacks)	150 participants <i>estimated</i>	39,000.00
Supplies (parchment paper, ink, flowers for stage)			5,000.00
<i>Total</i>			<b>72,000.00</b>

Prepared by:  <b>CARMEL F. MERIS</b> EPS - CLMD	Reviewed by:  <b>SABADO D. GAYET</b> EPS-CLMD, OIC
Allotment Available:  <b>ATTY. SEBASTIAN G. TAYABAN</b> Chief Administrative Officer, Finance	Recommending Approval:  <b>SORAYA T. FACULO</b> Chief, HRDD OIC, Office of the Assistant Regional Director
<b>APPROVED:</b>  <b>BEATRIZ G. TORNO, Ph. D., CESO IV</b> Assistant Regional Director OIC-Office of the Regional Director	