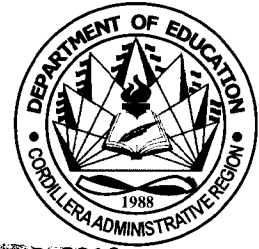




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



September 8, 2016

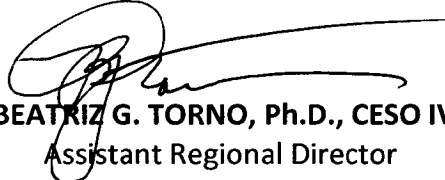
REGIONAL MEMORANDUM
No. 254 - 2016

SEP 13 2016
Beuf

CALENDAR OF ACTIVITIES FOR THE MONTHS OF SEPTEMBER TO DECEMBER, 2016

To : Schools Division Superintendents
All Divisions

1. Attached is the approved Calendar of Activities for the months of September to December, 2016 for reference and proper coordination in scheduling programs/projects/activities in the Regional Office and schools Division Offices.
2. Wide dissemination of this memorandum is desired.


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

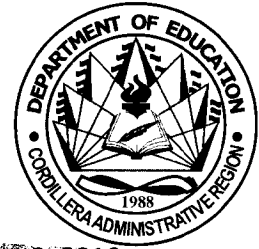
Qad/lbg

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-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				



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



September 8, 2016

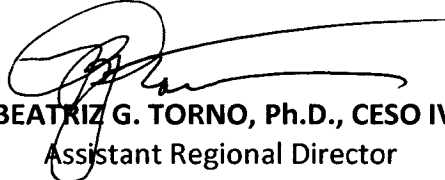
REGIONAL MEMORANDUM
No. 254 - 2016

SEP 13 2016
Beug

CALENDAR OF ACTIVITIES FOR THE MONTHS OF SEPTEMBER TO DECEMBER, 2016

To : Schools Division Superintendents
All Divisions

1. Attached is the approved Calendar of Activities for the months of September to December, 2016 for reference and proper coordination in scheduling programs/projects/activities in the Regional Office and schools Division Offices.
2. Wide dissemination of this memorandum is desired.


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

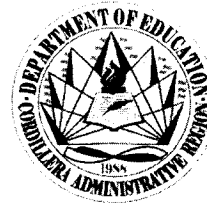
Qad/lbg

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-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				



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet
CALENDAR OF ACTIVITIES
September to December 2016
 (Based from the RO-Division Action Plans)

Dates	Activities	Program owner/ Lead Division	Persons Involved/ Participants	Venue/ Location
September				
5 (M)	Wellness Activity	HRDD	All RO Employees	SNC Hall
8-9 (Th-F)	Workshop on localization of standards, guidelines and tools for Quality Assurance	QAD	QAD Personnel, Legal unit, RO Division Chiefs	RO Mini-Conference Hall
9 (F)	Motorcade (Teachers' Month celebration)	ORD	3 representatives per RO Divisions	Central La Trinidad
12 (M)	Holiday: Ed'l Adha			
13 (T)	Workshop on the preparation of TA plan for RFTAT/TA team in the SDOs	FTAD	FTAD personnel, RFTAT members and TA team members in the SDOs	Regional Office
13-16 (T-F)	Region-initiated capability building for ALS	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	Baguio/ Benguet
	M&E of Private Schools	QAD	QAD Personnel	
14-16 (W-F)	ICT Training	HRDD	Selected Participants from RO Divisions	SNCH
20-21 (T-W)	Annual Conference & Updates on Guidelines of LIS & eBEIS for SY 2016-2017	PPRD	PPRD Personnel, CES RO&SDO, PO III, SDO SEPS on Planning	SNC Hall, DepEd-CAR
22-23 (T-F)	Workshop on the Preparation of M&E tools, Format and Guidelines for Quarterly M&E and Adjustment Activities	QAD	SGOD and CID chiefs, RMET members QAD Personnel Chiefs, RO Divisions	SNC Hall, DepEd-CAR
27 (T)	Regional Management Committee Meeting	Office of the Regional Director (ORD)	Management Committee Members in the RO & SDOs	
30 (F)	Regional Office Monitoring, Evaluation and Adjustment (RO-MEA) Conference	QAD	QAD Personnel, RO chiefs and members of Technical Working Committee	SNC Hall, DepEd-CAR
October				
3 (M)	Seminar Training on Geotagging/GIS	ESSD		
3-4 (M-T)	IP Congress	CLMD	All RO Employees	RO
6-7 (Th-F)	Capability Building of RCPC, DCPC, FIC & School site Coordinators	ORD		

	Regional Monitoring, Evaluation and Adjustment (RMEA) Conference	QAD	RD, ARD, RO Division chiefs, SDO Chiefs, QAD staffs	SNCH
10 (M)	Statistical Quiz for RO Employees	PPRD	All PPRD Staff and RO Employees	SNCH
10-13 (M-Th)	Supervisory Development Course, Track 1	HRDD	RD, ARD, HRDD staff, Personnel, Level 1 employees	NEAP-CAR
11-12 (T-W)	M&E of Private Schools	QAD	QAD Personnel	Benguet Division
13-14 (Th-F)	Workshop on the Development of Regional Assessment framework (RAF)	QAD	RD, ARD, RO Division chiefs, SDO Chiefs, QAD staffs	SNCH
14 (F)	Launching of LSIS 2.0	ORD	All employees	SNC Hall
17-21 (M-F)	Region-initiated Capability Building for ALS facilitators/coordinators	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	
19-20 (W-Th)	Workshop on Assessment criteria and standards	QAD	RD, ARD, RO chiefs, QAD staff	SNCH
20 (Th)	Regional Statistics Quiz for students	PPRD	PPRD staff/ SDO participants	RO
24-28 (M-F)	Regionl-initiated Capability Building for ALS/LRMDS	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	
24-25 (M-T)	Preparation of Assessment tools	QAD	RD, ARD, RO chiefs, QAD staff	SNCH
25-27 (T-Th)	TA seminar workshop for SDOs	PPRD	CES, EPS, PO III, EPS, Statistician I	RO
26-28 (W-Th)	Values Orientation Workshop (VOW)	HRDD	RD, ARD, HRDD staff, Personnel, Level 1 employees	NEAP-CAR
	M&E of Private Schools	QAD	QAD Personnel	Abra Div.
27 (Th)	Coordination Meeting with other RO Division Chiefs	PPRD	CES, AO II, other PPRD staff, Engr. III, Finance staff, SHS Reg'l and Division Coordinators	RO
	HRD Interface	HRDD	HRDD Staff	NEAP-CAR
NOVEMBER				
1 (T)	Holiday: All Saints Day			
2-4 (W-F)	Basic Customer Service Training (BCSST)	HRDD	RD, ARD, HRDD staff, Personnel, Level 1 employees	NEAP-CAR
	Region-initiated Capability Building for SPED	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	
7-9 (M-W)	Coordination meeting with SDO, PO and SEPS	PPRD	CES, AO II, other PPRD staff, Engr. III, Finance staff, SHS Reg'l and Division Coordinators	RO
	Foundational Course for SH	HRDD	RD, ARD, HRDD Staff	TBA
7-11	Region-initiated Capability	CLMD	RD, ARD, CLMD staff,	

(M-F)	Building for ALS		HRDD staff, SDO personnel concerned	
8-9 (T-W)	Training on English Written Communications	HRDD	RD, ARD, HRDD Staff	
10-11 (Th-F)	Orientation on M&E, QA and Assessment	QAD		
14 (M)	Search and Awarding	HRDD	HRDD Staff	SNCH
15-16 (T-W)	M&E of Private Schools	QAD	QAD Personnel	Ifugao and Apayao
17-18 (Th-F)	Plan Implementation Review	QAD	RD, ARD, RO and SDO Division Chiefs	SNCH
21-25 (M-F)	Supervisory Development Course, Track 2&3	HRDD	RD, ARD, HRDD staff, Personnel Level 1 employees	NEAP-CAR
	Region-initiated Capability Building for KINDER	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	
28 (M)	RO-MEA Conference	QAD		
28-29 (M-Th)	Workshop on managing the implementation of SHS in STEVP schools	CLMD	RD, ARD, CLMD Staff, HRDD Staff, Division EPS and SHs Concerned	
30 (W)	Holiday- Bonifacio Day			
DECEMBER				
2 (F)	Conduct staff development to RO staff	PPRD	PPRD Staff	SNCH
5 (M)	Formulation of Regional TA policy to strengthen best practices on TA provision	FTAD	FTAD Staff	
5-9 (M-F)	Region-initiated Capability Building for ELLN	CLMD	RD, ARD, CLMD staff, HRDD staff, SDO personnel concerned	
6 (T)	Conduct staff development to RO staff	PPRD	PPRD Staff	SNCH
6-8 (T-Th)	Gender Mainstreaming Activity	HRDD	RD, ARD, All RO employees and staff	NEAP-CAR
13-15 (T-Th)	Principal's Congress	HRDD	RD, ARD, HRDD Staff	TBA


Prepared by:


CLEMENTE D. BADAÑO JR.
EPS

Reviewed by:



LILIA B. GOC-OBAN
Chief, QAD

Recommending Approval:


SORAYA T. FACULO
Chief, HRDD
Officer In-Charge

Office of the Assistant Regional Director

APPROVED:


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

Office of the Regional Director