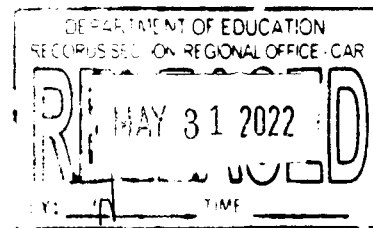




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



31 May 2022

**REGIONAL MEMORANDUM**

No. 255.2022

**TECHNICAL WORKING COMMITTEE FOR THE INAUGURATION OF THE  
MODERNIZED NEAP TRAINING FACILITY IN BAGUIO TEACHERS CAMP  
(NEAP-BTC) AND NEAP TRANSFORMATION LAUNCH**

To: Assistant Regional Director  
Regional Office Functional Division Chiefs  
Schools Division Superintendents  
All Others Concerned

1. In line with the reforms and transformation being implemented by the National Educators Academy of the Philippines (NEAP) through DepEd Order No. 11, s. 2019 entitled Implementation of NEAP Transformation, NEAP Central Office in partnership with DepEd – CAR will be hosting the **Inauguration of the Modernized NEAP Training Facility in Baguio and NEAP Transformation Launch** with its Program Title: **“Investing in Teachers’ Growth for Education Quality, Gáling NEAP, Gáling NEAP!”** on June 09-10, 2022 at NEAP Baguio Training Center, Teachers’ Camp, Baguio City.
2. The event shall showcase NEAP’s journey in upgrading education quality in the country through professional learning and development of DepEd non-teaching, teaching and school leaders, guided by Enclosure 1 (Program of Activities).
3. Expected participants (Enclosure 2) are officials and personnel from the Central and Regional Offices, invited external learning service providers and other partners in providing professional development opportunities to DepEd employees, NEAP CO scholars and RO TWGs.
3. Relative to this, a coordination meeting of all Technical Working Committees (Enclosure 3) will be held on **June 02, 2022 at 8:30 AM to 2:00 PM** at the NEAPR Hall for pre-activity requirements and preparations.
4. Furthermore, RO TWGs shall be credited compensatory-time-off (CTO) per CSC and DBM Joint Circular No. 2, s. 2015 for post-activity meeting, cleanup and hauling on June 11, 2022 (Saturday).

NEAPR/JPA/ibi



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DepEd-CAR: Weaver of HOPE and Transformation  
“Holistic Opportunities for all to be Performing and Excellent  
Cordilleran Learners”

5. Expenses incurred shall be charged against the NEAP Launch Fund downloaded in the Regional Office subject to the existing accounting and auditing rules and regulations.

6. For any inquiry, please contact the National Educators Academy of the Philippines – CAR through Ms. Jennifer P. Ande at 09288137378.

6. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**ESTELA P. LEON - CARIÑO EdD, CESO III**

 Director IV/Regional Director 

Enclosure 1. Program of Activities

Time	June 6	June 7	June 8	June 9	June 10	June 11
8:00 AM	Arrival of CO TWG  Preparatory activities (RO and CO TWGs)	Preparatory activities: CO, RO, NEAP BTC	Arrival of Guests and CO Officials and personnel  Preparatory activities: CO, RO, NEAP BTC	Registration and Health Check	Dress code: Semi Formal Preliminaries	Post Activity Meeting of TWGs
9:00 AM					Presentation of the EAP Transformation	and Cleanup/Hauling
10:00 AM	AM Snack					
10:15 AM					Professional Development Information System (PDIS); PDIS Simulation; Raffle draw	
11:00 AM						
12:00 NN	Lunch					
1:00 PM				Dress code: Formal Opening Program	Presentation of Reforms in the NEAP Programs	
2:00 PM				AVP on NEAP Transformation	Ceremonial Handover of PD Curriculum	
3:00 PM	PM Snack					
3:15 PM				Unveiling of the NEAP Marker	NEAP PD Programs	
4:00 PM				Guided Tour of the Facility	Presentation of LSP Exhibits	
5:00 PM				Dress code: Filipiniana NEAP Champions	LSP Statement of Support to the NEAP Transformation	
6:00 PM				Night:	Acknowledgment	
7:00 PM				<ul style="list-style-type: none"> <li>• Presentation of New Personnel</li> <li>• Testimonials from Regional Director</li> <li>• Awarding of NEAP Champions</li> </ul>	Egress	

### Enclosure 3. Technical Working Group

	<b>CHAIR</b>	<b>CO-CHAIR</b>	<b>MEMBERS</b>	<b>TASK/S</b>
OVERALL CHAIR/ CONSULTANT	ESTELA P. LEON-CARIÑO EdD, CESO III, Director IV/ Regional Director			Approves pre and post activity documents; Leads in the overall conduct of the activity
PROTOL OFFICERS/ USHERS & USHERRETES	FLORANTE E. VERGARA Assistant Regional Director	GEORGINA DUCAYSO	Denia Tarnate Jonalyn Ambrona Ester Gallotan Patricio Dawaton Bryan Hidalgo Corazon Alos Alfredo Lanas Thelma Dalay-on Asterio Madalla Dalton Telliao Edgar Vicente SHs of SDOs Baguio & Benguet (Annex A)	Assigns in-charge personnel per VIP; Attend to needs of VIPs; Coordinates with other committees; and Welcomes VIPs with LEI.
PLANNING & COORDINATION	JENNIFER P. ANDE	LAUREEN B. LIKIGAN	Edralyn C. Ganga Janette O. Payang Ariane L. Binaliw	Ensures coherency of all committees; Prepares pre & post activity requirements; Coordinates with CO
INVITATIONS	ETHIELYN E. TAQUED	NOVER KEITHLEY S. MENTE	Rose Melody Flores; Marjorie Valdez; Elvira M. Cudli; RO Driver	Prepares, distributes and confirms guest invitation and coordinates with CO; Communicates date/ time/ venue changes to invited guests; Prepares and sets name plates for guests/ CO officials.
ATTENDANCE, CERTIFICATES; CA	SASHA JOSEPH L. DAGANOS MAKSIM A. BOTILAS	ERNIELY D. GODOY	Margie Gardingan; Emmanuela Gabol; Chit Balura; Alice Bodong	Prepares attendance sheet, ensures all participants signed in the attendance sheet and distributes Certificates with the kit & CA
STAGE SETUP, DESIGN & DECORATION	CLEMENTE D. BANDAO	LEO AQUINO	Annie Rose Cayasen; Warly E. Kindiawan; Winnie N. Jose;	Follow-up procurement of decoration needs; Coordinates with landscaping supervisor and creative arts supervisors and decorators. Ensures parallelism of decoration with the activity; Coordinates with CO.
HALL PREPARATION, HEALTH & SANITATION	EDGAR H. MADLA-ING	ROLLEN B. GUIVAC	Dr. Angeline Calatan; Diane Joaquin; May Claire Jimenez; Christopher Hadsan; Joseph Banares; Joanne Bumanghat	Ensures readiness/ cleanliness of the hall (pre and post); Coordinates with NEAP Baguio; Sets up a triage area to double as medical booth for further medical needs; Sets up hygiene needs: ie. Thermal Scanner; Alcohol Stand; Alcohol spray; Sets up table arrangement to adhere to health standards, coordinates with decoration committee; Coordinates with the PNP for police escort.
PUBLICITY & DOCUMENTATION	CYRILLE GAYE B. MIRANDA	Kaye Shaira B. Dizon	Elizabeth C. Kial CO (PAS) and RO ICTU	Facilitates photo/ video coverage and documentation, Coordinates with AVP committee re:live streaming; Coordinates with PTV/PIA
EXTERNAL PREPARATIONS/ TARPAULIN OF SCENIC SIGHTS	ROSITA C. AGNASI  MAKSIM A. BOTILAS	ENGR. CHRISTOPHER HADSAN	Sylvester S. Tasing Jester Setch B. Calixto Eduard C. Giacao Vincent Sangcaan Kemery Rizaldo Rogel Estigoy Salvador Cayambas Cleto Simon Andrew Bacbac Elizabeth Kial Manilyn Botilas Dumas Aban Jeremy Kermit Padilla	Prepares designs in coordination with CO required posting mechanisms; Mounts and posts tarpaulin strategically; Supplement needed manpower for the hall preparation and table arrangements;

	<b>CHAIR</b>	<b>CO-CHAIR</b>	<b>MEMBERS</b>	<b>TASK/S</b>
TOKENS & SOUVENIRS	SEBASTIAN G. TAYABAN	CRISTY L. PAQUIT	Mariane Wanson Fremalyn Paclos Rogelia Rique Sharmaine Gawidan	Facilitates procurement of tokens & ensure timely distribution. Prepares and seeks signature for acknowledgment receipt.
BILLETING/ ROOMING	AIDA L. PAYANG	FLORENCE E. BALICTAN	Manilyn D. Botilas Janelle Dogao	Prepares room assignment in coordination with NEAPR, Hotel & Teachers Camp
FOOD	RUSHEL A. MINONG	JEFFERSON A. VILLENA	Christopher Sagun Jonathan Pancho Jared Ydio Jane Rito Darcy Poloc Stephanie Navarro Ian Rey Magsano Julia Samdao Jayvee Lee Grace Cuyahon Mary ann Dajucon Irish Banganan Benguet TVL Teachers: Annex B RO Driver	Prepares and executes approved menu, adheres to food requirements of participants; Ensures timely delivery and distribution of meals; Confirms to cleanliness of the preparation and serving area.
ICT TECH SUPPORT	JUMAR B. YAGO-AN	VANDOLPH B. FLORA	Glenn Papa; Raffy Calawa; Melandro Payang; Marty Dieon Estacio; Waryl Kindiawan; Randolph Flynn Daculog; NEAP Baguio City	Provides ICT technical support for all committees; Ensures availability of internet/network for the live streaming; Coordinates with Sounds/Lights service provider & CO personnel.
PARKING, PEACE & ORDER AND TRANSPORTATION	MAKSIM A. BOTILAS	ROMULO B. BASA	Jose Lorenzo Cobarrubias Eric Marvin Urmaza Marvin John Flores Joshua Dumo Dwayne Colas RO Drivers	Ensures orderly and systematic parking, entrance and exit of vehicles; Ferries RO personnel as requested in relation to the performance of related roles
LOGISTICS	ATTY. EDWARD C. MAGALGALIT JR.	MARITESS A. CALICA	Randolph Flynn Daculog; Daisy Eswat Mary Cris Sotelo Leticia Ramos Edralyn C. Ganga Archie Baluyo Mathemar Montesaaa	Ensures availability/ procurement of materials and board&lodging as needed for the activities; Facilitates payment of daily job order service sought.