



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



Regional Memorandum

No 289 - 2016 2016

TO : Schools Division Superintendents
 All Division Offices

RECEIVED
 OCT 06 2016
[Signature]

FROM : *[Signature]*
 Director BEATRIZ G. TORNO, Ph.D., CESO IV

SUBJECT: One-day Coordination Meeting with Division Engineers, Senior High School Coordinators and Human Resource Management Officers On the Updating of Data Needed in the Computation of Actual Needs in Both Elementary and Secondary (Junior & Senior High) School Level for SY 2017-2018 Budgeting Purposes.

DATE : September 27, 2016

1. The Policy, Planning & Research Division (PPRD) in coordination with the Education Facilities Section under the Education Support Services Division (ESSD), Regional Senior High School Coordinator and the Budget Section under the Finance Division in the Regional Office will conduct a One-day Coordination Meeting with Division Engineers, Senior High School Coordinators and Human Resource Management Officers to be held on October 27, 2016 (8:30am-5:00pm) in a venue to be announced later.
2. The objectives are:
 - a.) submission of updated/latest data on Physical Facilities (instructional classrooms, Science Laboratories, comfort rooms, TVL needs & the number of nationally paid teaching personnel, etc.) by school and by division due to the non-availability of updated/latest data in the Enhanced Basic Education Information System (EBEIS) of which such data will be used in the computation of actual needs for budgeting purposes; and
 - b.) Discussion on specific guidelines in updating/accounting of physical facilities needs in both Elementary and Secondary (Junior & Senior) schools.

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	-4227434



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3. The participants to this activity are advised to bring with them their Division's required data and proposed needs in order to come-up with the intended outputs as follows:
- Number of instructional rooms, science & computer laboratories per school in both Elementary & Secondary (Junior & Senior HS) level.
 - Number of serviceable seats/armchairs/desks and other TVL facilities per school in both Elementary & Secondary (Junior & Senior HS) level.
 - Number of usable furniture per school in both Elementary & Secondary (Junior & Senior HS) level.
 - Number of nationally (plantilla items only) paid teaching personnel per school in both Elementary and Secondary (Junior & Senior HS) level.
 - Other Physical Facilities Needs for inclusion in the Social Development Investment Requirements (SDIR) being requested for submission to NEDA-CAR.

Participants are the following:

Division Offices:	Number of Pax
Division Engineers	8
Division Physical Facilities/Senior High School Coordinators	8
Division Human Resource Management Officers	8
Regional Office:	
Regional Director	1
OIC – Assistant Regional Director	1
Regional Engineer /Physical Facilities Coordinator	1
Regional Senior High School Coordinator	1
Regional Budget Officer	1
Chief - ESSD	1
Chief - PPRD	1
PPRD Personnel	7
TOTAL	38

4. Meals & Snacks on the day of the activity will be charged against Regional Office Funds while travelling & other incidental expenses of participants from the Schools Division Offices shall be charged against local funds subject to usual accounting and auditing rules & regulations.
5. Immediate dissemination of and compliance to this Memorandum is desired.

PPRD/PDE/pcd/jen

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