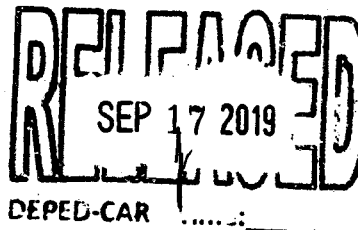




September 16, 2019

REGIONAL MEMORANDUM  
No. 298-2019



**PERSONAL WELFARE AND DEVELOPMENT: Employee Exit and  
Welcome Program  
(Send – Off and Welcome Program)**

**TO: Schools Division Superintendents  
Chiefs of Functional Divisions/Units  
All others concerned**

1. The Regional Office through the Human Resource Development Division (HRDD) will be holding the Employee Exit and Welcome Program (Send – Off and Turn – Over Ceremony) on September 23, 2019 at the NEAPR, DepEd – CAR, Wangal, La Trinidad, Benguet at 9 o'clock in the morning.
2. The activity aims for the participants to: a) Recognize significant contributions the employee has shared to the organization; b) Uplift morale of the retiree as he/she exits the office; c) Welcome the new employee as a member of the family; and d) Bond with co – employees as they share in the employee's accomplishments and welcome the new employee.
3. Relative to this, all Schools Division Superintendents and Regional employees are enjoined to attend the said activity.
4. Enclosed is the Program paper and list of working committee for your guidance.
5. Immediate and widest dissemination of this Memorandum is desired.

**MAY/B. ECLAR, PhD., CESO V**  
Regional Director

HRDD/cfm/dot

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1310	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

**SEND – OFF AND WELCOME PROGRAM**  
NEAPR, DepEd – CAR, Wangal, La Trinidad, Benguet  
September 23, 2019  
9:00 AM

**PART I : Pasasalamat**

- |  |   |
|--|---|
| A. Nationalistic Song .....              | CRSHS Choir   |
| B. Prayer .....                          | CRSHS Choir   |
| C. Acknowledgement of Participants ..... | Edgardo T. Alos<br>Chief, Administrative Division               |
| D. Welcome Remarks .....                 | Atty. Sebastian G. Tayaban<br>Chief, Finance Division           |
| E. Presentations                         |   |
| 1. Administrative Division               |   |
| 2. CLMD                                  |   |
| 3. ESSD                                  |   |
| 4. FTAD, HRDD, and QuAD                  |   |
| 5. Finance                               |   |
| 6. ORD                                   |   |
| F. AVP for Mam Bettina Daytec – Aquino   |   |
| G. Message .....                         | Bettina Daytec - Aquino<br>Outgoing Assistant Regional Director |

**Part II: Mabuhay and Turn - Over**

- |   |   |
|---|---|
| H. Welcome Song .....   | All RO Personnel  |
| I. AVP for Sir Florante E. Vergara –<br>Incoming OIC- Assistant Regional Director ..... | c/o DepEd – Region 2  |
| J. Intermission .....   | DepEd – Region 2  |
| J. Message .....  | Florante E. Vergara<br>Incoming OIC – Assistant Regional Director |
| K. Turn – Over Ceremony .....   | ARD Bettina Daytec Aquino and<br>OIC – ARD Florante E. Vergara    |

**Part III**

- |                                      |  |
|--------------------------------------|--|
| M. Message and Acknowledgement ..... | May B. Eclar, Ph.D., CESO V<br>Regional Director |
|--------------------------------------|--|

**Part IV: Finale**

- |                   |  |
|-------------------|--|
| N. Serenade ..... | Cordillera Regional Science High School<br>Jayson L. Osong, Choir Director |
|-------------------|--|

Master of Ceremony: Patricio T. Dawaton  
EPS - CLMD

Committees	Terms of Reference	Members
Registration and Attendance	Handles the registration and attendance for the activity	Chairperson: Cristina L. Paquit Members: Mariane B. Wanson Fremalyn E. Paclos Erniely D. Godoy Abner W. Alingbas
Program, Invitation, and Tokens	Facilitates the smooth conduct of the activity  Ensures the presence and comfort of guests  Ensures that tokens are ready during the program	Chairperson: Carmel F. Meris Members: Denia O. Tarnate Rosita C. Agnasi Emmanuela M. Gabol Jefferson A. Villena Margie B. Gardingan
Stage and Hall Preparation	Assures the readiness of the venue including set-up of sound system, tarpaulin, chairs	Chairperson: Agustin B. Gumuwang Members: Christopher B. Hadsan Cullen S. Wegiyon Joseph B. Banares Jumar B. Yago-an Vandolph B. Flora
Ushers	Guides the participants and visitors/guests in designated areas Ensures the comfort of all participants Ensures that they are served meals on time	Chairperson: Aida L. Payang Members: Valentina Conchita S. Balura Charline T. Balahyas Mathemar B. Montes Alice D. Bodong Edralyn C. Ganga Kevin B. Tadao Johanne Joshua Dumo Dwayne Ryland P. Colas Dumas D. Aban Eric Marvin B. Urmaza
Meals	Ensures that all meals are served on time and in sufficient quantities  Ensures that all participants, visitors/guests are well served	Chairperson: Elfredo C. Dalang Members: Florence E. Balictan Clemente D. Bandao Romulo B. Basa

		All Ushers
Publicity and Media Relations	Manages media relations during the activity	Chairperson: Georaloy I. Palao-ay Members: Cyrile Gaye B. Miranda Jeremy Kermit B. Padilla
Cleanliness and Sanitation	Ensures that hall is clean before and after sessions  Checks cleanliness of and availability of water in comfort rooms	Chairperson: Edgardo T. Alos Members: Lilia T. Banawe All Janitorial Services Staff