



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



October 12, 2016

REGIONAL MEMORANDUM

No. 302.2016

OCT 13 2016

RC

FINAL MEETING OF THE REGIONAL AND DIVISION TRAINING TEAM

To: Schools Division Superintendent
 All Divisions
 RO Chiefs of Divisions

1. The Regional and Division Training Team of the School Heads Development Program: Foundational Course will be meeting on October 20 to 21, 2016 at SNC Hall, DepED CAR, Wangal, La Trinidad, Benguet. It will start at 1 pm of October 20.

2. The activity aims to:

- a. Familiarize the team with the revised session guides, power point presentations, instructional materials and different forms for the conduct of Module 1 of the said course;
- b. Undergo simulation of some selected session guides; and
- c. Finalize the list of facilitators, class managers, QAME monitors and resource speakers of each module.

3. Participants to the meeting are as follows:

I.	Executive Committee	OIC - ARD Soraya T. Faculo
II.	HRDD	6
	QUAD	1
III	Division Focal Persons/SGOD Chief (per host Div.)	4
	Division Class Manager/HRD (1 per Div.)	8
	Division QAME Monitor/M & E (1per Div.)	8
	Division NEAP Facilitator (Abra Div.)	4
	Division NEAP Facilitator (Apayao Div.)	5
	Division NEAP Facilitator (Kalinga Div.)	2
	Regional NEAP Learning Facilitators, 2 SH	42
	<u>Team A</u> Carmel Meris	<u>Team D</u> Georaloy Palao-ay
	Jennifer Ande	Nemia Lite
	Virginia Batan	Shalymar Cailin
	Marina Tabangcura	Gemma Lomboy
	Ma. Teresa Cabcaban	Lourdes Lomas-e
	<u>Team B</u> Francis Peckley	Jovelyn Balantin
	Marciana Aydinan	Joseph Manonggit
	Wilfredo Bagsao	Conchita Wagawag

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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Team C	Macarthy Malanes Sonia Dupagan Jeanie Claire Bocalan Jerry Ymson Herminia Osting Cristeta Igueldo Marylin Tolbe Imelda T. Licyag Abegail Tumapang Jasmine Bringas Erlinda Quinuan Evangeline Dulnuan	Team D	Jennifer Duran Merlyne Gumatay Marilyn Api-it Allan Gobrin Victor Fernandez Imelda Velo Mildred Dapliyan Edgar Delgado Gemmelyn Bangayan Remedios Quiño Dolores Anecang Xylene Grail Kinomis
Learning Facilitators –			
Ma. Medea Vallejo		Marivic Wandagan	

2. All participants are requested to bring their laptops and are expected to have activated their DepED email addresses. The Host Divisions are likewise requested to bring the list of the cluster training team (template attached).

3. The participants from the Divisions of Abra, Apayao, Ifugao, Kalinga, Mountain Province, Tabuk City and Benguet (far districts) will be accommodated for overnight on October 20, 2016 at NEAP R. Dinner, breakfast, lunch and 3 snacks shall be served from October 20pm to 21, 2016 and shall be charged against HRDD funds. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules.

3. Please be guided accordingly.

SORAYA T. FACULO
Chief Education Supervisor
OIC - Office of the Regional Director

ARD/HRDD/evram

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