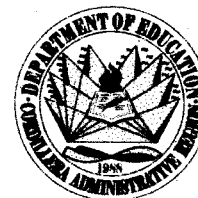




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



October 7, 2019  
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REGIONAL MEMORANDUM

No. **334-2019**

**SCHOOLS DIVISION OFFICES AND REGIONAL OFFICE FULL-TIME DELIVERY UNIT (FDU) COORDINATION MEETING**

TO: Schools Division Superintendent  
All Others Concerned

1. The Regional Office through the Finance Division will conduct a Coordination Meeting of Regional Office and Schools Division Offices' Full-time Delivery Unit on October 16 to 18, 2019 within Baguio City (exact venue to be announced later);
2. With the end-view of an improved Agency Performance in terms of Physical and Financial Accomplishments in 2019, the meeting aims to:
  - 2.a. Present and discuss the 2019 Physical Targets and discuss issues and concerns on the preparation of 2019 Physical Accomplishments;
  - 2.b. Discuss the provisions and resolve issues in connection with the implementation of Executive Order No. 91- Adopting the Cash Budgeting System beginning FY 2019
  - 2.c. Discuss issues and concerns on the utilization of 2019 funds.
3. Participants are personnel from the Regional Office and Schools Division Offices, as follows:

Participants	Number of Pax
Regional Director	1
Assistant Regional Director	1
Finance Division Personnel	8
Quality Assurance Division Personnel	2
PPRD Division Personnel	2
Schools Division Superintendent/Assistant Schools Division Superintendent	8
Division Accountants	8
Division Budget Officers	8
Division personnel in charge in the preparation of the Budget Accountability Report (BAR)	8
<b>Total</b>	<b>46</b>

**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	422-1510	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				



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4. Expenses for board and lodging shall be shouldered by the Regional Office while travelling expenses of participants shall be charged against their respective local funds.
5. All disbursements relative to the conduct of this coordination meeting shall be subject to the usual budgeting, accounting and auditing rules and regulations.
8. Check in will be in the afternoon of October 16, 2019. First meal to be served is dinner of the same day while last meal will be Breakfast of October 18, 2019.
10. Immediate and wide dissemination of this Memorandum is desired.

*MAY B. ECLAR*  
 MAY B. ECLAR, Ph. D., CESO V  
 Regional Director

SGT/clp

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

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