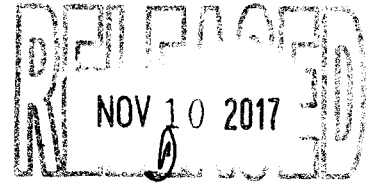


REGIONAL MEMORANDUM
NO. 360, 2017

UTILIZATION OF DOWNLOADED FUNDS IN SUPPORT TO THE CONDUCT OF REGIONWIDE TRAINING ON THE ENHANCEMENT OF THE PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER TONGUE AND THE BRIDGING PROCESS OF GRADE 1 AND KINDERGARTEN TEACHERS

To: Schools Division Superintendents
All Divisions



DEPED-CAR Time: _____

1. The Department of Education- Cordillera Administrative Region (DepEd-CAR) issues the Guidelines on the Utilization of Downloaded Funds on the Conduct of Regionwide Training on the Enhancement of the Pedagogical Skills in Teaching Reading in the Mother Tongue and the Bridging Process of Grade 1 and Kindergarten Teachers. These guidelines shall cover the instructions on the utilization of the downloaded funds in support for the training.
2. The objectives of this training are for the participants to enhance their pedagogical skills in teaching reading in the Mother Tongue and Bridging Process and to serve as facilitators during the Learning Action Cells (LACs) at school or district level.
3. The amount of **Four Million four Hundred Fifty Pesos only (Php 4,450,000.00)** will be downloaded to the eight (8) divisions for the conduct of a five day training on the Enhancement of the Pedagogical Skills in Teaching Reading in the Mother Tongue and the Bridging Process. Breakdown of Allotment & Budgetary Requirements per Division and participants are itemized in Annex 1 & 2.
4. Lead trainers are the CID Chiefs or representatives who attended the training workshop in Olongapo City on October 16-20, 2017 while the others who attended will assist and serve as trainers. Participants to be trained to this training are Division EPSs , PSDSs, School Heads and selected Grade 1 or Kindergarten teachers. Names of trainers per division are listed in Annex 3.
5. Division Mother Tongue Based-Multilingual Education Focal Persons are requested to submit to the Regional Office the accomplishment reports signed by the Schools Division Superintendent following the format found in Annex 4 in hard and soft copy. The filled out accomplishment reports should be submitted via email to the Office of the Chief, clmd.depedcar@gmail.com.
6. After the training, the trained School Heads, and the selected Grade 1 or Kindergarten Teachers are expected to implement a school-based mentoring through a Learning Action Cell (LACs) using regular school MOOE.
7. For inquiries and concerns, please contact the Curriculum Learning Management Division (CLMD) at telephone number (074) 422-7096.
8. Immediate dissemination and strict compliance of this Memorandum is desired.


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

Enclosure 1

List of Trainers for the Conduct of Regional Training on the Enhancement of Pedagogical Skills in Teaching Reading in the Mother Tongue and Bridging Process for Kindergarten or Grade 1 Teachers

Division	Name	Position
Abra	Hedwig Belmes	CID Chief
	Lemuel Dickson	MTB-MLE Supervisor/Coordinator
	Henrietta Bringas	Kindergarten Supervisor/Coordinator
	Jeanette Gonzales	Kindergarten Teacher
	Angeli Parel	Grade 1 Teacher
Apayao	Joy Saleng	CID Chief
	Wilma Malillin	MTB-MLE Supervisor/Coordinator
	Richard Simisim	Kindergarten Supervisor/Coordinator
	Anabel Velasco	Kindergarten Teacher
Baguio City	Santiago Bugtong	PSDS/Representative of CID Chief
	Susana Aliping	Kindergarten Coordinator
	Julia Ladiong	MTB-MLE Coordinator
	Cynthia Vitagan	MTB-MLE District Coordinator
	Lilibeth Ventura	Kindergarten Teacher
	Rose Endena Batawig	Grade 1 Teacher
Benguet	Rizalyn Guznian	CID Chief
	Sylvia Rimban	MTB-MLE and Kindergarten Supervisor/Coordinator
	Judith Bahiyan	Kindergarten Teacher
	David Bacasen	Grade 1 Teacher
Ifugao	Marciana Aydinan	CID Chief
	Edel Grace Kimayong	Kindergarten Supervisor/Coordinator
	Rhodalyne Bumohya	Kindergarten Teacher
	Fancie Bang-ud	Grade 1 Teacher
Kalinga	Romulo Galnawan	CID Chief
	Maribel Viernes	Kindergarten Supervisor/Coordinator
	Conchita Wagawag	MTB-MLE Coordinator
	Melita Agustin	Kindergarten Teacher
	Francilyn Quindara	Grade 1 Teacher
Mountain Province	Khad Layag	CID Chief
	Albina Dominguez	Kindergarten Coordinator
	Christina Semon	MTB-MLE Coordinator Representative
	Yolanda Garuela	Teacher In-charge
	Rosemarie Badol	Kindergarten Teacher
	Charito N. Binwag	Grade 1 Teacher
Tabuk City	Lorraine Tubban	CID Chief
	Marionette Dooma	Kindergarten Supervisor/Coordinator
	Cornelia Peralta	MTB-MLE Coordinator/Representative
	Amelia Mapalo	Kindergarten Teacher
	Imelda Dimnang	Grade 1 Teacher
Regional Office	Emilia Faustino	CLMD Chief
	Thelma Dalay-on	MTB-MLE Supervisor/Coordinator
	Carmel Meris	Kindergarten Supervisor



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BREAKDOWN OF ALLOTMENT PER DIVISION

Breakdown of Budgetary Requirements Per Trainee for Five (5) Days

Division	Trainers	No. of Trainees Per Division	Board & Lodging 1,200/pax/Day (Trainers)	Board & Lodging 1,200/ pax/ Day (Trainees)	Supplies 415.00/pax	Administrative Cost 400.00/pax	Total
Abra	7	84	42,000.00	504,000.00	34,860.00	36,400.00	617,260.00
Apayao	7	69	42,000.00	414,000.00	28,635.00	30,400.00	515,035.00
Baguio City	7	67	42,000.00	402,000.00	27,805.00	29,600.00	501,405.00
Benguet	7	90	42,000.00	540,000.00	37,350.00	38,800.00	658,150.00
Ifugao	7	81	42,000.00	486,000.00	33,615.00	35,200.00	596,815.00
Kalinga	7	69	42,000.00	414,000.00	28,635.00	30,400.00	515,035.00
Mountain Province	7	77	42,000.00	462,000.00	31,955.00	33,600.00	569,555.00
Tabuk City	7	63	42,000.00	378,000.00	26,145.00	28,000.00	474,145.00
Total	56	600	336,000.00	3,600,000.00	249,000.00	262,400.00	Php4,447,400.00

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
 Fax 422-4074
 Office of the ARD 422-9590
 ICT Unit 422-1318
 Public Affairs Unit 422-1318
 Legal Unit 423-2214

Administrative Division 422-1804
 Cash Section 423-2215
 Payroll Section 424-3993
 Records Section 423-2213
 Supply Section 422-2198
 General Services Unit 422-1804

CLMD 422-7096
 LRMDS 422-0615
 ESSD 423-2218
 Finance Division 422-5155
 FTAD 424-5187

HRDD 422-9590
 NEAP-R 422-5500
 PPRD 422-9590
 QuAD 422-5187
 COA 422-7434



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BREAKDOWN OF PARTICIPANTS PER DIVISION

Division	Division Chief	Division EPS English/Filipino	PSDS	MTB-MLE Coordinator	Principal	Kindergarten/Grade 1 Teachers	Total
Abra	(1*)	1	10	(1*)	33	39	84
Apayao	(1*)	1	10	(1*)	26	33	69
Baguio City	1	1	9 (1*)	1	22 (1*)	34	67
Benguet	(1*)	1	10	(1*)	36	43	90
Ifugao	(1*)	1	10	1	31	37	81
Kalinga	(1*)	1	9 (1*)	1	28	30	69
Mountain Province	(1*)	1	10	1	29 (1*)	36	77
Tabuk City	1	1	9 (1*)	1	23	28	63
Total	2	8	77	5	228	280	600

Note: Trainers-With asterisk- Not counted as participants

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Administrative Division
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**SUGGESTED DATES IN THE CONDUCT OF THE FIVE (5) DAY TRAINING ON THE
 ENHANCEMENT OF THE PEDAGOGICAL SKILLS IN TEACHING READING IN THE MOTHER
 TONGUE**

Division	Schedule of Trainings	Dates of Submission of Reports
Abra	November 27-30 & Dec.1, 2017	December 8, 2017
Apayao	November 27-30 & Dec.1, 2017	December 8, 2017
Baguio City	December 4-8, 2017	December 15, 2017
Benguet	December 4-8, 2017	December 15, 2017
Ifugao	January 8-12, 2018	January 19, 2017
Kalinga	January 8-12, 2018	January 19, 2017
Mountain Province	January 15-19, 2017	January 26, 2017
Tabuk City	January 15-19, 2017	January 26, 2017

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