



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION

15 August 2022

**REGIONAL MEMORANDUM**  
 No. 409-2022

**VIRTUAL ORIENTATION CUM LAUNCHING OF FTAD-MANAGEMENT  
 INFORMATION SYSTEM (FMIS) WITH UMNO-MAIDEN  
 AS MONITORING TRACKING SYSTEM**

To: Assistant Regional Director  
 Schools Division Superintendents  
 Division SMME/SBM Focal Person  
 Division Information Technology Officers  
 All Divisions  
 All others concerned

1. In line with the E-Governance Act of 2020 which recognizes the vital role of communication and information to enhance the access to and delivery of government services, the DepEd-CAR through the Field Technical Assistance Division (FTAD) announces the conduct of Orientation cum Launching of FTAD-Management Information System (FMIS) with UMNO-MAIDEN as Monitoring Tracking System on **September 7, 2022, 9:00 am to 4:00 pm** via Google Meet through the link [meet.google.com/xcx-wctk-ixr](https://meet.google.com/xcx-wctk-ixr).
2. This activity aims to:
  - a. orient and launch the FMIS with UMNO-MAIDEN as monitoring tracking system;
  - b. discuss the Regional Memorandum No. 344, s. 2022 "Contextualized Policy on the Repository of School-Based Management (SBM) Best Practices in DepEd-CAR"; and
  - c. create an SDO-SMME portal and link it with FMIS.
3. The expected participants are the following:

<b>Division</b>	<b>Name of Participants</b>	<b>Number of participants</b>
Office of the Regional Director	RD Estela P. Leon-Cariño	<b>1</b>
Office of the Assistant Regional Director	ARD Florante E. Vergara	<b>1</b>
Field Technical Assistance Division	CES Ethielyn E. Taqued Rose Melody M. Flores Marjory T. Valdez Elvira M. Cudli	<b>4</b>
Regional ICT Unit	Jumar B. Yago-an Glenn P. Papa Vandolph B. Flora	<b>4</b>



	Raffy B. Calawa	
School Governance Operations Division- Schools Management Monitoring and Evaluation Section	SMME/SBM Focal Person/Alternate (1 each division)	<b>8</b>
Division ICTU	Division Information Technology Officers (1 each division)	<b>8</b>
<b>Total</b>		<b>26</b>

4. Attached is the matrix of activities (Enclosure 1) and management team and functions (Enclosure 2) for guidance and reference.

5. The meals and snacks of the regional office's participants shall be charged against MOOE subject to existing budgeting, accounting, and auditing rules and regulations.

6. Should there be queries, feel free to contact the FTAD through [car.ftad@deped.gov.ph](mailto:car.ftad@deped.gov.ph).

7. Immediate dissemination of and strict compliance to this memorandum is directed.

  
**ESTELA P. LEON-CARIÑO EdD, CESO III**  
 Director IV/ Regional Director

**MATRIX OF ACTIVITY**

TIME	ACTIVITY	PERSON IN-CHARGE
8:15 – 9:00	Registration	c/o FTAD
9:01 – 9:15	<b>Opening Program:</b> Pambansang Awit Prayer DepEd Quality Policy Statement Cordillera Hymn Acknowledgment of Participants	Elvira M. Cudli  Marjory T. Valdez EPS, FTAD
	Statement of purpose	Ethielyn E. Taqued CES, FTAD
	Message	Estela P. Leon- Cariño, EdD, CESO III Regional Director
9:16 – 10:00	Background/Rationale of the UMNO-FMIS as a Tracking System	Ethielyn E. Taqued CES, FTAD
10:00-12:00	Presentation of the contextualized policy on the repository of best practices	Rose Melody M. Flores PSDS
12:00 - 1:00	Lunch Break	
1:00 – 2:30	Orientation and Launching of the FTAD-Management Information System (FMIS)	Rose Melody M. Flores PSDS
2:31 – 3:00	Editing of the SMME Portal	c/o ICT/SBM Focal
3:00 – 3:30	Open Forum/Question and Answer/Feedback	Marjory T. Valdez EPS, FTAD
3:31 – 3:50	Agreements and Ways forward	Marjory T. Valdez EPS, FTAD
3:51-4:00	Closing Remarks	Florante E. Vergara Assistant Regional Director

**ACTIVITY COMMITTEE**

<b>COMMITTEES</b>	<b>TERMS OF REFERENCE</b>	<b>PERSONNEL</b>
Consultants	Manages the overall conduct of the activity	Estela P. Leon-Cariño, EdD, CESO III <i>Regional Director</i> Florante E. Vergara <i>Assistant Regional Director</i>
Chairperson/s	Plans the details and organizes the activity Recommends procedures or guidelines in the implementation of the activity	Ethielyn E. Taqued <i>Chief Education Supervisor, FTAD</i>
Coordinator/s	Coordinates/assists in providing direction to the activity	Rose Melody Flores <i>PSDS, FTAD</i> Jumar B. Yago-an <i>ITO I, ICTU</i>
Co-Coordinator	Assists the coordinator in providing direction to the activity	Marjory T. Valdez <i>EPS, FTAD</i> Vandolph B. Flora <i>Computer Programmer II, ICTU</i>
Registration and Attendance	Handles the registration and attendance of the activity	Elvira M. Cudli <i>Administrative Assistant I, FTAD</i>
Documenter/s	Documents the highlights of the presentation, questions from participants, and reactions of the reactors	Elvira M. Cudli <i>Administrative Assistant I, FTAD</i>  Marjory T. Valdez <i>EPS, FTAD</i>