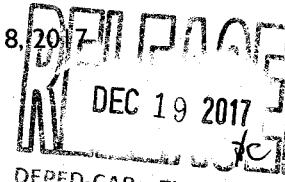




Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



December 18, 2017



REGIONAL MEMORANDUM
 No. 428-2017

CAPABILITY BUILDING OF EDUCATION LEADERS

To: School Division Superintendents
 Chiefs/OIC RO Divisions
 All Others Concerned

- The Department of Education, Cordillera Administrative Region shall conduct The **Capability Building of Education Leaders** on January 16 to 18, 2018 at Eurotel Baguio, Abanao Ext. Brgy. Rizal Monumento, Baguio City.
- The capability aims to provide the education-leader participants with a venue to strengthen their capabilities as public servants.
- The participants to the said activity are the following:

Participants	Number
RD & ARD	2
SDS/ASDS	8
EPS/PSDS/School Heads (22 per SDO)	176
RO	10
Resource Speakers	4
Total	200

- Submission of confirmed participants shall be emailed to hrdd.depedcar@gmail.com on or before January 10, 2018 using the format below:


Division _____

NAME	GENDER	POSITION

- Meals and accommodation shall be charged to the HRTD funds while transportation and incidental expenses shall be charged against local funds subject to existing auditing rules and regulations.

Check - In	Check - Out	First Meal	Last Meal
2pm Jan. 16, 2018	12 NN Jan. 18, 2018	Dinner Jan. 16, 2018	PM Snack Jan. 18, 2018

- Immediate dissemination of this Memorandum is desired.


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