



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
Tel: (074) 422 - 1318 | Fax: (074) 422-4074
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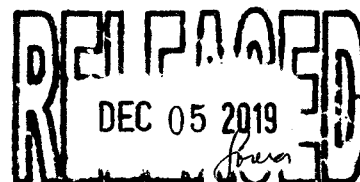
December 3, 2019

Regional Memorandum

No. **442-2019**

STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING (PART 2) AND WORKSHOP ON THE ENHANCED TECHNICAL ASSISTANCE MECHANISM MANUAL OF OPERATION

To: Schools Division Superintendents
All Chiefs / OIC – Regional Office
All Divisions
All others concerned



DEPED-CAR

1. The Regional Office through the Field Technical Assistance Division shall be conducting a Stakeholders Engagement Capability Building and enhance the existing Technical Assistance Mechanism Manual of Operation in CAR on December 16-17, 2019 at RNEAP, Wangal, La Trinidad, Benguet .

2. The activity aims to:

- a. enhanced the knowledge and skills of SBM implementers in the active engagement of stakeholders towards the realization of an effective school
- b. enhanced the Technical Assistance Mechanism Manual of Operation which includes the TA Process Framework
- c. identifies the scope and process to be included in the manual

3. The participants/consultants to this activity are the following:

DIVISION	Participant/s	DIVISION	Participant/s
Consultants	RD & ARD	All SDOs	
ORD	3(ICT, PAU, Legal)	SGOD Chief/EPS - SGOD	1
Adm	2	SMME	1
CLMD	2	SBM Coordinator	1
ESSD	2	CID Chief / EPS - CID	1
Finance	2	PSDS	2
FTAD	4	School Head - Elem	4
HRDD	2	Sec	4
PPRD	2		
QuAD	2	TOTAL	135



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4. Board and lodging of the participants shall be charged from the RO-MOOE while travel and other incidental expenses relative to the attendance to the workshop will be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal is dinner of Day 0 while last meal is PM snack of Day 2. Check-in of participants is 2:00 PM onwards on day 0 while check-out will be afternoon of Day 2.
5. Please submit confirmation list of participants to the workshop on or before December 6, 2019 through email address – ftad.depedcar@gmail.com for the coordination of the service provider for board and lodging.
6. Immediate dissemination of and compliance with this memorandum is enjoined.


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

FTAD/JPA/marj