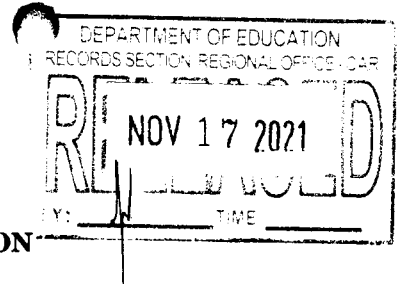




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



November 17, 2021

REGIONAL MEMORANDUM

No. 550-2021

**LAUNCHING OF PROJECT HyTEQ
 (HYBRID LEARNING USING TECHNOLOGY WITH EQUITY AND QUALITY)**

TO: OIC-Assistant Regional Director
 All Schools Division Superintendents
 All Others Concerned

1. In view of the provision of learning resources required to support the blended distance learning delivery modality of the department of education and with reference to the BE-LCP and the DepED-CAR's Learning Continuity Operational Plan, this office through the Curriculum and Learning Management Division (CLMD) in collaboration with the Information and Communication Technology Unit (ICTU) will conduct the launching of the **Project HyTEQ** (Hybrid Learning using Technology with Equity and Quality) at Kapangan National High School, Sagubo, Kapangan, Benguet on November 24, 2021 from 9:00 A.M onwards.

2. With the "new normal education", the internet of things is one of the highly adapted strategy in addressing the Department of Education's mission of providing quality education. This will address the need to innovate ways to reach and provide free educational resources to learners and teachers along with today's situation limiting the face-to-face learning delivery, and acquisition of new educational knowledge, resources among others.

3. This activity aims to enhance knowledge and skills of teachers and learners on the use of technology in the teaching – learning process especially this time of covid-19 pandemic.

4. The Participants for this activity are detailed as:

Office	Participants	Number
Central Office	Usec. Alain/Representative, Director Abram/Representative, Drivers	4
Regional Office	RD, ARD, Functional Division Chiefs, Project HyTEQ Focal, LR EPS, ICTU Personnel, PAU, Drivers	20
SDO Benguet Personnel	SDS ASDS	10





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SDO Personnel	Benguet	SDS ASDS Project HyTEQ Focal Driver	10
Abra		SDS/ASDS, Project HyTEQ Focal, Information Technology Officer, Driver	4
Apayao			4
Baguio City			4
Ifugao			4
Kalinga			4
Mt. Province			4
Tabuk City			4
Kapangan LGU, DepED Officials, and PTA			60
Total			122

5. Attached are the following documents for your reference and guidance:
Enclosure 1. Activity Matrix
Enclosure 2. Activity Management Team and Technical Working Group
6. Observance of health and safety protocols like social distancing, wearing of masks and face shield, disinfection and always washing of hands during the activity is a must.
7. Assembly time for R.O participants will be 6:30-6:50 A.M at the Regional Office and departure will be 7:00 A.M.
8. Accommodation and meals of participants will be provided by SDO Benguet and LGU Kapangan, while transportation will be charged against local fund subject to auditing rules and regulations.
9. Should there be any queries and/or clarifications, please feel free to contact OIC-CLMD Rosita C. Agnasi at rosita.agnasi@deped.gov.ph or Project HyTEQ Focal Benjamin Dio-al at benjamin.dioal@deped.gov.ph .
10. Immediate and widest dissemination of and compliance with this Memorandum is directed.

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



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Enclosure 1 to RM No.: 550-2021

PROGRAM OF ACTIVITIES

November 23, 2021	Persons Involved
1:00 PM – 5:00 PM Venue and Stage Preparation	Stage Preparation Committee members
November 24, 2021	
6:30 AM – 6:50 AM Assembly Time of Participants at Regional Office	Transportation Committee
8:00 AM – 8:50 AM Arrival and Registration of Participants	Registration and secretariat Sanitation and Health Protocols Ushers and Usherettes
9:00 AM– 12:00 NN Program Proper	Masters of Ceremonies
Cutting of Ribbon	DepEd and LGU officials
Nationalistic Song	Host School
Prayer/Doxology	Kapangan District
Cordillera Hymn	Host School
Benguet Hymn	Host School
Kapangan Hymn	Host School
DepEd Quality Policy	Donaville Bistid, SH, Kapangan NHS
Welcome Messages:	Hon. Manny Fermin Mayor, Municipality of Kapangan
	Hon. Melchor D. Diclas, MD Governor, Province of Benguet
	Hon. Eric Go Yap Caretaker, Lone District of Benguet
Intermission	SDO Benguet



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Message	Dir. Abram Y.C. Abanil Director IV, ICTS, DepEd – CO
Message and Introduction of Keynote Speaker	Estela L. Cariño, EdD, CESO III Director IV/Regional Director DepED – CAR
Keynote Speech	Usec. Alain Del B. Pascua Undersecretary for Administration, DepEd – CO
Distribution of Tablets	DepED Officials and LGU
Intermission	Sagubo LGU
AVP of Project HyTEQ Journey	ICTU
Sample Class Demo	Jessie Galian, Secondary Edwin L. Baterzal, Elementary
Acknowledgement	Gloria B. Buya-ao Schools Division Superintendent, SDO Benguet
Closing Prayer	Host school
Photo Opportunity	



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Enclosure 2 to RM No.: 550.2021

ACTIVITY MANAGEMENT TEAM AND TECHNICAL WORKING GROUP

COMMITTEE	FUNCTIONS
<p>Executive Committee: Consultant: Estela L. Cariño EdD, CESO III Regional Director Florante E. Vergara OIC – ARD Chairperson: Rosita C. Agnasi Vice-Chairs: Aida L. Payang Jennifer P. Ande Ethielyn E. Taqued Edgar H. Madlaing Maksim A. Botilas Sasha Joseph L. Daganos Edgardo T. Alos Atty. Sebastian G. Tayaban</p>	<ul style="list-style-type: none">• Leads in the over-all Management of the activities.
<p>Program and Invitation committee: SDO Benguet Kapangan District</p>	<ul style="list-style-type: none">• Draft letters of invitation to guests and other personalities involved in the event.• Email/send invitation letters and program papers to guest.
<p>Stage Preparation: Chairperson: Donaville Bistid Co-chair: Mary Noemi C. Lenneng Members: KNHS & Sagubo ES PTA Sagubo BLGU Kapangan LGU</p>	<ul style="list-style-type: none">• Oversee the physical arrangement of the venue, backdrops. Stage decorations and the equipment to be used during the activity.• Design Tarpaulins/Backdrops.• Ensure cleanliness of the venue before, during and after the event.• Layout the venue, identify entrance and exit areas; identify participants that will occupy the halls/venue considering the capacity.



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<p>Project HyTEQ Network and Server Equipment Set-up Chairperson: Jumar B. Yago-an Co-chair: Engr. Christopher B. Hadsan Members: Vandolph B. Flora Glenn P. Papa Raffy B. Calawa Randolph B. Daculog Oliver Balageo</p>	<ul style="list-style-type: none"> • Ensure all network and server equipment, project technical designs and concepts are functional. • Conduct site inspection for identified hotspots.
<p>Sound and Lights: Chairperson: Arvin Dom-an Co-chair: Eric Wanson Member: KNHS & SES</p>	<ul style="list-style-type: none"> • Ensure the provision of and sound equipment during the event. • Ensure the quality of sound/audio presentations.
<p>Food Chairperson: Donaville Bistid Co-chair: Mary Noemi Lenneng Members: Finance Personnel of KNHS and Sagubo ES Teaching and non-teaching Staffs of KNHS and Sagubo ES Sagubo ES PTA Municipal Budget Officer LGU Kapangan BLGU Sagubo</p>	<ul style="list-style-type: none"> • Oversee and manage the preparation and serving of quality food during the event. • Prepare venue for snacks and meals for guests and participants. • Ensures the on-time provision of food to all participants
<p>Accommodation Chairperson: Jennifer Ande Co-chair: Denia Tarnate Members: NEAPR Personnel</p>	<ul style="list-style-type: none"> • Ensure the accommodation of the guests from the Central Office
<p>Publicity, Media releases, and Photo/video Documentation Chairperson: Georaloy I. Palao-ay Co-chair: Jumar B. Yago-an Members: Cyrille Gaye B. Miranda Kaye Shaira B. Dizon SDO Benguet</p>	<ul style="list-style-type: none"> • In-charge of photo and video coverage for and during the event
<p>Logistics: Chairman: Fremalyn Paclos Members: MLGU Kapangan BLGU Sagubo SDO Benguet KNHS personnel Sagubo ES</p>	<ul style="list-style-type: none"> • Ensure the availability of equipment and materials needed for the activity.



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<p>Awards and Recognition: Chairperson: Carmel F. Meris Co-chair: Benjamin M. Dio-al Members: Jonathan Sadey Kapangan LGU</p>	<ul style="list-style-type: none"> • In-charge of customized certificates/acrylic plaque of recognition for Project HyTEQ Team, committee members, Speakers, and demonstration teachers. • Assist in the awarding of certificates.
<p>Sanitation and Health Protocol: Chairperson: Kapangan District Nurse Kapangan Municipal Health Officer</p>	<ul style="list-style-type: none"> • Perform triage for visitors during the event. • Ensure the observance and compliance with health protocols. • Ensure sufficient supply of alcohol, facemasks, and first aid kits and equipment. • Ensure the availability of an isolation area.
<p>Demonstration teaching: Chairman: Carmel F. Meris Co-chair: Georgina C. Ducayso Members: Jonathan Sadey RO ICTU SDO ITO</p>	<ul style="list-style-type: none"> • Ensure the smooth flow of demonstration activity.
<p>Transportation: Chairperson: Edgardo T. Alos Member: Lilia A. Banawe RO and SDO Drivers</p>	<ul style="list-style-type: none"> • Ensure the availability of vehicles for the participants. • Arrange schedule of departure to and from the identified venue.
<p>Ushers/usherettes: Chairperson: Jonathan G. Sadey Members: Kapangan District Heads KNHS and Sagubo ES Teachers</p>	<ul style="list-style-type: none"> • Assist guest during the activity.
<p>Secretariat and Registration: SDO Benguet Kapangan LGU</p>	<ul style="list-style-type: none"> • Prepare attendance and distribution list. • Let participants and guests sign in the attendance sheet.