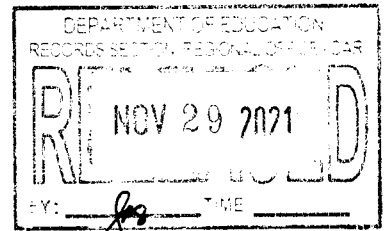




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



November 19, 2021

REGIONAL MEMORANDUM

No. 580-2021

**SIXTH REGULAR REGIONAL MANAGEMENT COMMITTEE (ManCom) MEETING
 CUM FOURTH QUARTER REGIONAL MONITORING, EVALUATION AND
 ADJUSTMENT (RMEA) / PROGRESS IMPLEMENTATION REVIEW (PIR)**

To: OIC-Assistant Regional Director
 Schools Division Superintendents
 Assistant Schools Division Superintendents
 Regional Office Chiefs
 All Others Concerned

1. The **Sixth Regular Regional Management Committee (ManCom) Meeting cum Fourth Quarter RMEA/ PIR** will be held on **December 23, 2021, Thursday**. ManCom members from the Regional Office and confirmed members from the SDOs will convene at RNEAP Hall, DepED-CAR compound, Wangal, La Trinidad, Benguet, from 8:30 a.m. to 5:00 p.m. While the other members may join the online through MS Teams. The link will be sent to the respective email addresses of the members.

2. The theme for this ManCom meeting is *“Great achievement always requires great sacrifice”*. The general objective of this activity is to provide an avenue for the ManCom members to arrive at agreements as well as review the existing policies or formulate new policies applicable to the context in the Region. Specifically, this activity aims to:

- a. Gather, share updates and accomplishments on the implementation of the different Programs, Projects and Activities (PPAs); and
- b. discuss the status reports, and address issues and concerns on the implementation of the Basic Education Region/Division Learning Continuity Plan (BE-LCP)/ proposed Face-to-Face classes in the region.

3. Agenda are the following:

| PROPOSED AGENDA | DIVISION IN-CHARGE / FOCAL |
|--|-----------------------------------|
| 1. Actions taken during the MANCOM agreements last October 13, 2021 | MANCOM Members |
| 2. Updates relative to proposed Face-to-Face classes and learning modalities | SDOs/ CLMD |
| 3. 4 th Quarter Physical and Financial Accomplishments | SDOs |
| 4. Important updates on the Programs, Projects, and Activities | RO MANCOM Members |
| 5. Other matters/issues and concerns | MANCOM Members |
| 6. Regional Director's Hour/ updates | RD Estela L. Cariño EdD, CESO III |





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4. In preparation for the meeting, Division Chiefs and Schools Division Superintendents are requested to submit their final actions taken from the minutes of the meeting in a word format and submit also the final report using powerpoint presentation following the given template, maximum of 10-15 slides per division, on or before December 6, 2021, until 5:00 p.m. Kindly send your actions taken and report to this email address, mancomcordillera@gmail.com. Please be reminded of the submission of reports and actions taken on time.
5. Attached are the following enclosures:
 - a) Enclosure 1: List/ Number of Participants;
 - b) Enclosure 2: Matrix of Activities;
 - c) Enclosure 3: Template of presentation; and
 - d) Enclosure 4: Confirmation of attendance.
6. For the members from SDOs who will be joining on site, dinner will be served on December 22 and 23, while the breakfast will be served on December 23, 2021. For the lunch, morning, and afternoon snacks will be served to all the participants during the meeting on December 23, 2021. The last meal for the SDO participants will be served on December 24, 2021, in the morning.
7. Expenses relative to the conduct of this activity for food, venue, room accommodation, supplies, and other incidental expenses relative to the meeting shall be charged against the Regional MOOE, while travel and incidental expenses of the SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules, and regulations.
8. For inquiry and room reservation, kindly contact the Regional ManCom secretariat through Ms. Manilyn Botilas with her contact number, 0947-553-0144, or kindly call the ORD's office and look for Ms. Edralyn Ganga for room reservation through this telephone number (074) 422-1318.
9. Observance of the health and safety protocols like social distancing, wearing of face mask and face shield, disinfection, and washing of hands at all times during the activity is a must.
10. For information, guidance, and compliance of all concerned.


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

RD ELC/ARD FEV /ALP/ MDB



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422 - 1318 | **Fax:** (074) 422-4074
Website: www.depedcar.ph | **Email:** car@deped.gov.ph



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Enclosure 1 (RM No. ~~580~~ 2021, s. 2021)

*Sixth Regular Regional Management Committee (ManCom) Meeting cum
Fourth Quarter Regional Monitoring, Evaluation and Adjustment (RMEA) /
Progress Implementation Review (PIR)*

LIST/NUMBER OF PARTICIPANTS

MANCOM MEMBERS

| No. | Name | Position/ Designation |
|---------------------------------|----------------------------|---------------------------------|
| Regional Office | | |
| 1. | Estela Leon-Cariño | Regional Director |
| 2. | Florante E. Vergara | OIC-Assistant Regional Director |
| 3. | Edgardo T. Alos | CAO, Admin |
| 4. | Atty. Sebastian G. Tayaban | CAO, Finance |
| 5. | Ethielyn E. Taqued | CES, FTAD |
| 6. | Rosita C. Agnasi | OIC, CLMD |
| 7. | Aida L. Payang | CES, PPRD |
| 8. | Jennifer P. Ande | CES/ OIC-NEAPR |
| 9. | Maksim A. Botilas | OIC, QAD |
| 10. | Edgar H. Madlaing | CES, ESSD |
| 11. | Sasha Joseph P. Daganos | OIC, HRDD |
| 12. | Cornelia D. Adaci-Dulnuan | SAO, Admin |
| 13. | Cristina L. Paquit | SAO, Finance |
| 14. | Georaloy I. Palao-ay | PAU Head |
| 15. | Georgina C. Ducayso | LR Supervisor |
| Schools Division Offices | | |
| 16. | Benilda M. Daytaca | OIC SDS-Abra |
| 17. | Benedicta B. Gamatero | SDS, Apayao |
| 18. | Federico P. Martin | SDS, Baguio City |
| 19. | Gloria B. Buya-ao | SDS, Benguet |
| 20. | Soraya T. Faculo | OIC – SDS, Ifugao |
| 21. | Amador D. Garcia | OIC – SDS, Kalinga |
| 22. | Sally B. Ullalim | SDS, Mt. Province |
| 23. | Samuel T. Egsoen Jr. | OIC – ASDS, Abra |
| 24. | Ginadine L. Balagso | OIC – ASDS, Apayao |
| 25. | Christopher C. Benigno | ASDS, Baguio City |
| 26. | Carmel F. Meris | OIC-ASDS, Benguet |
| 27. | Pio D. Ecuán | OIC-ASDS, Ifugao |
| 28. | Jerry C. Ymson | OIC-ASDS, Kalinga |
| 29. | Virginia Batán | OIC-ASDS, Mt. Province |
| 30. | Feliciano L. Aagsaoay Jr. | OIC-ASDS, Tabuk City |





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Secretariat/ TWG

| No. | Name | Position/ Designation | FUNCTION/ ASSIGNMENT |
|------------|---|----------------------------------|--|
| 31. | Edralyn C. Ganga / Janette O. Payang | ADAS III / ADA IV | <ul style="list-style-type: none">➤ to prepare AR, PR, and Attendance Sheet➤ In-charge of Room Accommodation/hall reservation➤ To prepare Certificate of Recognition for the Most Acquiescent Division |
| 32. | Manilyn D. Botilas | Statistician I | <ul style="list-style-type: none">➤ to prepare Memorandum, templates, meeting backdrop and ManCom folders➤ to prepare program paper➤ to send Minutes of Meeting to ManCom members➤ to follow up/ remind the actions taken and to consolidate➤ To assist/coordinate before and during the meeting |
| 33. | Jennelyn B. Kitongan | Administrative Officer II | <ul style="list-style-type: none">➤ To prepare Minutes of Meeting/ agreements➤ To prepare name tag holders/ table name tags for the members |
| 34. | Melandro L. Payang | Administrative Assistant I | <ul style="list-style-type: none">➤ In-charge of AVP, power point presentations, hall set up for IT equipment |
| 35. | Leonardo M. Aquino | EPS | <ul style="list-style-type: none">➤ Host/ Emcee➤ TWG (Documenter and Synthesizer) |
| 36. | Romulo B. Basa | EPS | <ul style="list-style-type: none">➤ TWG (Documenter and Synthesizer) |
| 37. | Clemente D. Bandao | EPS | <ul style="list-style-type: none">➤ TWG (Documenter and Synthesizer) |
| 38. | Annie Rose B. Cayasen | EPS | <ul style="list-style-type: none">➤ TWG (Documenter and Synthesizer) |





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Enclosure 2 (RM No. 580, s. 2021)
2021

*Sixth Regular Regional Management Committee (ManCom) Meeting cum
 Fourth Quarter Regional Monitoring, Evaluation and Adjustment (RMEA) /
 Progress Implementation Review (PIR)*

RNEAP Hall, Wangal, La Trinidad, Benguet

MATRIX OF ACTIVITIES

| December 23, 2021 | PARTICULARS |
|--------------------------|---------------------------------------|
| PART I | |
| 8:15-8:30 a.m. | Registration of participants |
| 8:30-8:40 a.m. | Preliminaries |
| 8:40-10:00 a.m. | Business Proper |
| 10:20 -10:40 a.m. | Health Break |
| 10:15 a.m. – 12:00 nn | Continuation of Business Meeting |
| 12:00-1:00 p.m. | Lunch |
| 1:00-3:30 p.m. | Continuation of Business Meeting |
| 3:30-4:30 p.m. | RD's Hour/ Updates/Information |
| 4:30 – 5:00 p.m. | Awarding of Best Acquiescent Division |

| PROPOSED TIME | Business Proper | In-charge | Remarks |
|-------------------------|--|--|----------------|
| 8:30-8:40 a.m. | Preliminaries -Attendance check | Secretariat Secretariat/ Emcee | |
| 8:40 – 9:00 a.m. | Meeting Proper ➤ Declaration of Quorum ➤ Call to Order ➤ Approval of the Minutes of previous ➤ Highlights | Emcee Florante E. Vergara OIC-ARD Aida L. Payang CES, PPRD | |





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| | | | |
|--|---|--|---|
| <p>Morning: 9:00-12NN</p> <p>(9:00-9:20 a.m.)</p> <p>(9:20-9:40 a.m.)</p> <p>(9:40-10:00 a.m.)</p> <p>(10:00-10:20 a.m.)</p> <p>(10:20-10:30 a.m.)</p> <p>(10:30-10:50 a.m.)</p> <p>(10:50-11:10 a.m.)</p> <p>(11:10-11:30 a.m.)</p> <p>(11:30 a.m. -11:50 a.m.)</p> <p>(11:50 a.m.-12:00 nn)</p> <p>12:00 nn – 1:00 p.m.</p> <p>Afternoon: 1:00-5:00 p.m.</p> <p>(1:00 – 1:15 p.m.)</p> <p>(1:15 – 1:30 p.m.)</p> | <p>➤ Agreements/ actions taken</p> <p>New Business - Presentation of the Reports:</p> <p>➤ SDO Abra</p> <p>➤ SDO Apayao</p> <p>➤ SDO Baguio City</p> <p>➤ SDO Benguet</p> <p>--- Health Break ---</p> <p>➤ SDO Ifugao</p> <p>➤ SDO Kalinga</p> <p>➤ Mountain Province</p> <p>➤ Tabuk City</p> <p>➤ Clarifications/ questions <i>(if any)</i></p> <p>--- Lunch Break ---</p> <p>➤ PPRD</p> <p>➤ QAD</p> | <p>SDSs/ ASDSs</p> <p>Chiefs of the functional divisions/ representative</p> | <p>For information, discussion/ approval</p> <p>For information, discussion/ approval</p> |
|--|---|--|---|





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| | | | |
|--------------------|--|---|---------------------------------------|
| (1:30 – 1:45 p.m.) | ➤ HRDD | | |
| (1:45 – 2:00 p.m.) | ➤ NEAPR | | |
| (2:00- 2:15 p.m.) | ➤ Administrative Division | | |
| (2:15 – 2:30 p.m.) | ➤ CLMD | | |
| (2:30-2:45 p.m.) | ➤ ESSD | | |
| (2:45-3:00 p.m.) | ➤ Finance Division | | |
| (3:00 – 3:15 p.m.) | ➤ FTAD | | |
| (3:15-3:30 p.m.) | ➤ Clarifications/ questions <i>(if any)</i> | | |
| (3:30-4:30 p.m.) | Updates, Issues, and Concerns -Adjournment Awarding of the Most Acquiescent Division | Estela L. Carino EdD, CESO III Regional Director Florante E. Vergara OIC-ARD | For information, discussion/ approval |
| Part II | | | |

Note: For SDOs, per presentation is allotted 15-20 minutes, maximum of 20 minutes only, and for RO members, maximum of 15 minutes per presentation, including the questions, clarifications, and answers. Questions, clarifications, and answers will be done after the reporting to maximize our allotted time.



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Enclosure 4 (RM No. _____, s. 2021)

CONFIRMATION OF ATTENDANCE

**Sixth Regular Regional Management Committee (ManCom) Meeting
cum Fourth Quarter Regional Monitoring, Evaluation and Adjustment
(RMEA) / Progress Implementation Review (PIR)**

December 23, 2021 (Thursday) at RNEAP Hall,
Wangal, La Trinidad, Benguet

NAME: _____

DIVISION: _____

DATE OF ARRIVAL: _____

TIME OF ARRIVAL: _____

AVAIL OF ROOM ACCOMMODATION?

YES NO

BREAKFAST: YES NO

DINNER: YES NO

DATE OF DEPARTURE: _____

TIME OF DEPARTURE: _____

SIGNATURE: _____