



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet

REGIONAL MEMORANDUM

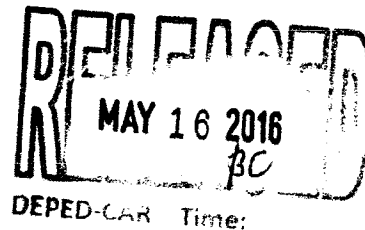
No. 137-2016 2016

To: All Chiefs of Functional Divisions
Regional Office

From: 
ELLEN B. DONATO, Ed. D. CESO III
Regional Director

Subject: Regional Office Interface

Date: May 16, 2016



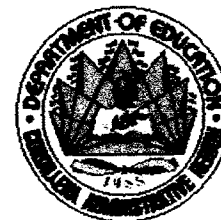
1. In support to the full implementation of the Rationalization Program in establishing smooth coordination of the divisions in the region and to avoid overlapping of functions, the Human Resource Development Division will spearhead the Regional Interface among all the functional divisions in the Region on June 2, 2016 from 8:00 a.m. to 5:00 p.m. in a venue to be announced later.
2. Participants to this activity are the following:

	Participants	Number of Participants
Consultants	Regional Director	1
	OIC Asst. Regional Director	1
Divisions		
ORD	Legal Unit, PAU, ICT	3
Finance	Chief, SAO, Accountant	3
Administrative	Chief, HRMO, Payroll, Cash, Supply, SAO	6
CLMD	Chief, LRMDC Coordinator, Librarian, EPS	5
PPRD	Chief, Planning Officer, EPS	3
QuAD	Chief, EPS	3
FTAD	Chief, EPS	2
HRDD	Chief, EPS, EPS 2, Resource Staff	4
	Total	31

3. Participants are advised to bring their laptop and the following documents for the workshop:
 - Division's Specific Functions/Job Design
 - OPCR
4. One lunch Meal, 2 snacks, and training materials shall be charged against HRDD Regional Funds subject to the usual accounting and auditing rules.
5. Immediate and widest dissemination of this memorandum to all concerned is desired.



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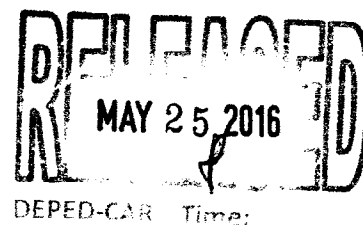
Wangal, La Trinidad, Benguet

May 23, 2016

ADVISORY

To: **All Chiefs of Divisions
RO Functional Divisions**

From: 
ELLEN B. DONATO, Ed. D. CESO III
Regional Director



Subject: **Additional Participants to the Regional Interface Workshop**

1. In reference to Regional Memorandum no. 137, s. 2016 on the Regional Office Interface Workshop, please be informed that in addition to the identified participants, three (3) participants including the Chief of the Education Support and Services Division (ESSD) will join the said workshop.
2. All other provisions of RM 137, s. 2016 are still in place.
3. For dissemination and compliance.