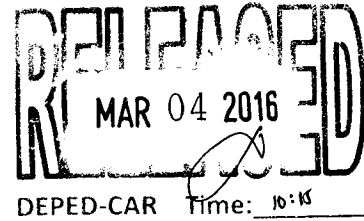




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Wangal, La Trinidad, Benguet

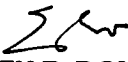


REGIONAL MEMORANDUM  
No. 057.2016



Date : March 3, 2016

To : Schools Division Superintendents  
Regional Office Chiefs

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

Subject : CONFERENCE-WORKSHOP RELATIVE TO THE PROCUREMENT  
OF TOOLS AND EQUIPMENT REQUIREMENT FOR TVL  
SPECIALIZATIONS

1. In relation to the impending procurement of tools and equipment requirement for the TVL track, there will be a conference-workshop on March 9, 2016, 9:00 AM at DepEd CAR NEAP, Wangal, La Trinidad, Benguet.
2. The agenda are:
  - a. Determination and validation of the exact number of registrants per specialization per school;
  - b. Determination of the tools and equipment requirement by each school per specialization;
  - c. Costing of the tools and equipment;
  - d. Consolidation of TVL tools and equipment requirement per specialization per school and division.

3. The participants are:

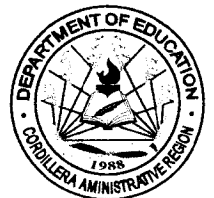
CLMD Chief  
Division SHS Coordinator  
Division TLE Supervisor  
CID Chief  
School Head of schools offering TVL track  
BAC Members  
BAC Secretariat  
TWG

Telephone Numbers:

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309
Fax Machine	-422-4074	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424
Office of the Director III	-309-3013	Alternative Learning System	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424
Administrative Division	-422-1804	Secondary Education Division	-309-3014	Supply Unit	-422-2198	Commission on Audit	-422



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4. All participants are expected to bring a soft copy of their updated data on TVL using the following template:

Division	School	Specialization	Student Registrants (Grade 11)	Tools and Equipment Description	Units	Qty	Available	Priority Needs
							Qty	Qty
Apayao	Pudtol NHS	Bread and Pastry Production (NC II)	25	Ladle	pcs	6	-	6

For further reference, the consolidated data submitted by each division relative to Regional Memo No. 037 s 2016 is sent to the division e-mail address.

5. All participants are expected to bring their laptops.
6. At the end of the conference, the participants are expected to come up with a **VALIDATED LIST AND COSTING OF TVL TOOLS AND EQUIPMENT REQUIREMENT PER SPECIALIZATION PER DIVISION.**
7. Attached is the program of activities for reference.
8. Travel expenses shall be charged to local funds subject to usual accounting and auditing rules and regulations.
9. Reservations to the RNEAP shall be on a first come first serve basis. For inquiries, please contact Ms. Cynthia Harada, Dorm Manager II at (074) 422-5000.

Immediate dissemination of this memorandum to all concerned is desired.

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**CONFERENCE WORKSHOP RELATIVE TO THE PROCUREMENT OF MATERIALS, TOOLS,  
AND EQUIPMENT FOR TVL SPECIALIZATIONS**  
**March 9, 2016**

March 9, 2016

9:00 - 9:30	Registration
9:30 - 10:00	Opening Program
10:00 - 10:20	BREAK
10:20 - 12:00	
	Orientation of Activities and Workshop c/o Ms. Cristina Paquit
12:00 - 1:00	LUNCH BREAK
1:00 - 3:00	Validation of outputs per school per specialization
3:00 - 3:20	BREAK
3:20 - 5:00	Consolidation of outputs per division per specialization

**Telephone Numbers:**

Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309
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