



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

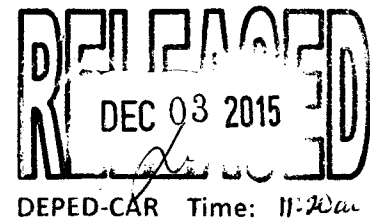



December 3, 2015

REGIONAL MEMORANDUM

No. **238** s., 2015

TO: Schools Division Superintendents
Benguet & Ifugao Divisions
Chiefs of Divisions
All others concerned



FROM: 
EDGARDO T. ALOS
Chief Administrative Officer
Officer In-charge

SUBJECT: Planning Meeting on the conduct of the Regional Roll-Out on the Enhanced SIP Trainers Training

1. The DepED regional office thru the Field Technical Assistance Division shall conduct a planning meeting relative to the roll-out of the enhanced SIP training at the SNC Hall, DepED-CAR, Wangal, La Trinidad, Benguet on December 9, 2015 at 8:00am.
2. The planning meeting primarily aims to finalize the program design and tasks of people involved during the training.
3. The participants to the planning meeting are: a) Regional Director; b) Assistant Regional Director; d) Chief of HRDD; e) OIC-Chief of FTAD; f) 4 National Facilitators Pool; g) 4 QAME Team and f) 3 staff of the FTAD.
4. Lunch and two snacks shall be charged to SBM/SIP funds subject to the usual accounting and auditing rules and regulations.
5. For information and compliance all concerned.

Telephone Numbers:

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|----------------------------|-----------|-------------------------------|-----------|------------------------------|-----------|---------------------------|-----------|
| Office of the Director IV | -422-1318 | Budget and Finance Division | -422-5155 | Cash Section | -309-3017 | Record Section | -309-3015 |
| Fax Machine | -422-4074 | Elementary Education Division | -422-7096 | Physical Facilities Unit/ICT | -309-3011 | Payroll Services Unit | -424-3993 |
| Office of the Director III | -309-3013 | Alternative Learning System | -422-5187 | Regional Planning Unit | -309-1234 | Special Services Division | -424-5167 |
| Administrative Division | -422-1804 | Secondary Education Division | -309-3014 | Supply Unit | -422-2198 | Commission on Audit | -422-7434 |