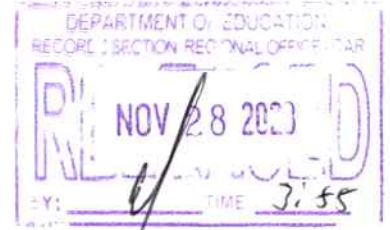




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



28 Nov 2023

REGIONAL MEMORANDUM

No. **710-2023**

**2023 EDUCATORS' CONVERGENCE IN CELEBRATION OF EDUCATION WEEK
CUM ROLLOUT ON THE IMPLEMENTATION OF POLICY
ON SUPPLEMENTARY LEARNING RESOURCES**

To: Assistant Regional Director
Schools Division Superintendents
All Others Concerned

1. In support to the efficient and effective implementation of the MATATAG Agenda and in cognizance of its goals and objectives, the Department of Education – Cordillera Administrative Region through the Curriculum and Learning Management Division (CLMD) will be conducting the 2023 Educators' Convergence in Celebration of Education Week cum Rollout on the Implementation of Policy on Supplementary Learning Resources with the theme **“Stakeholders Convergence: A Forum for Innovation and Collaboration”** on **December 05, 2023** at 8:00 AM at Regional Office Covered Court, Wangal, La Trinidad, Benguet.

2. The activity aims to:

- a. highlight the accomplishments of DepEd – CAR in various curricular programs;
- b. present the MATATAG Curriculum to stakeholders;
- c. demonstrate hybrid teaching and learning through the Class-In Platform;
- d. inform educators and other stakeholders of the Learning Recovery and Continuity Plan with Focus on Literacy and Numeracy; and,
- e. roll out the implementation of Policy on Supplementary Learning Resources to the Schools Division Offices;

3. Expected participants found in Enclosure 1 are officials from various national government agencies, local government units, higher education institutions, Schools Division Superintendents, Assistant Schools Division Superintendents, CID and SGOD Chiefs, public and private partners in education, and other invited stakeholders.

4. Expected arrival of participants from Schools Division Offices will be on December 04, 2023 in the afternoon. First meal to be served is dinner of December 4 and last meal is PM snack of December 5. Participants are requested to complete the pre-registration form on or before November 29, 2023 through the link: <https://tinyurl.com/PreEduc>.

5. The composition of the Technical Working Group (TWG) is found in Enclosure 2.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 – 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera

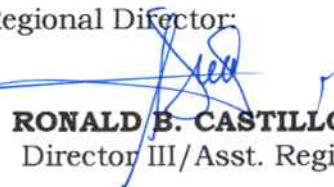


<https://depedcar.ph>

6. Expenses incurred shall be charged to SLR Funds subject to the usual accounting, budgeting and auditing rules and regulations.
7. For inquiries or concerns, please contact CES Jennifer P. Ande at the Curriculum and Learning Management Division (CLMD) through landline number (074) 422-7096 or email address: car.clmd@deped.gov.ph
8. Immediate dissemination of and strict compliance with this Memorandum is desired.

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

For the Regional Director:


RONALD B. CASTILLO, CESO V ✓
Director III/Asst. Regional Director

LIST OF PARTICIPANTS

No	Name / Agency	Number
1	<i>Government Agencies / Institutions</i>	
	Commission on Higher Education	2
	Technical Education Skills Development Authority	2
	Department of Labor and Employment	2
	Department of Trade and Industry	2
	Professional Regulation Commission	2
	Civil Service Commission	2
	Department of Science and Technology	2
	Department of Social Welfare and Development	2
	National Commission on Indigenous People	2
	Philippine National Police	5
	Bureau of Jail Management and Penology	2
	Bureau of Fire Protection	2
	Benguet State University	2
	National Economic and Development Authority	2
	Regional Development Council (RDC) Chair	2
	Population Commission	2
2	<i>Local Government Officials - Baguio and Benguet</i>	
	Congressman	4
	Governor	2
	Mayor	8
3	<i>Private Partners</i>	
	Cordillera Career Development College	2
	King's College of the Philippines	2
	Regional Federation of PTA President	1
	Media	10
4	<i>Performers</i>	
	BCNHS Teachers' Choir	20
	Benguet National High School	10
	SDO Benguet	5
5	<i>Schools Division Offices</i>	
	Schools Division Superintendents	8
	Assistant Schools Division Superintendents	8
	CID and SGOD Chiefs	16
	LR Education Program Supervisors	8
	Other personnel (EPS, Librarian, Drivers)	56
6	Regional Office Personnel	137
	TOTAL	328

TECHNICAL WORKING GROUP (TWG)

<i>Area</i>	<i>Chair / Focal</i>	<i>Co-Chair/ Co-Focal</i>	<i>Member</i>	<i>Task/s</i>
Overall Chair /Consultant	RD Estela P. Leon – Carino, EdD, CESO III	ARD Ronald Castillo		Approves pre and post activity documents; Leads in the overall conduct of the activity
Planning and Coordination	Jennifer P. Ande	Benjamin Dio-al	Jonalyn C. Ambrona Nover Keithley S. Mente	Ensures collaboration of all TWGs. Leads the group on pre and post activity requirements.
Invitations	Nover Keithley Mente	Khermit Padilla, Fely Badival		Prepares, distributes invitation and confirms attendance. Communicates date /time/venue changes to invited guests; Prepares and sets name plates for guests / CO officials.
Attendance, Certificates, CA	Winnie Joy Jose Jaymaril Pacito	Fely Badival	Elizabeth Kial Elvira Cudli	Prepares attendance sheet, ensures all participants signed in the attendance sheet and distribute Certificates and CA.
Stage Set-Up, Design and Decoration and Tarpaulin	Rosita C. Agnasi	Sasha Joseph Daganos	Job Order Personnel (6) NEAP JOs (4)	Follow-up procurement needs
Health and Sanitation	Georgina C. Ducayso	Dra. Angeline Calatan Dra. Joane S. Bumanghat		Ensures readiness and cleanliness of the venue; provides alcohol and stand-by for any medical needs among participants.
Publicity and documentation	Cyrille Gaye Miranda	Kaye Dizon, Manilyn Botilas		Facilitates photo/video coverage and documentation.
Tokens and Souvenirs, PRs, Documentary Requirements	Benjamin Dio-al	Jonalyn Ambrona Khermit Padilla	Dawny Beth Polon, Sandra Tarem	Facilitates procurement of tokens and ensures timely distribution. Prepares distribution list.
Billeting/Rooming	Jonalyn Ambrona	Fely Badival Benjamin Dio-al	Warly Kindiawan	Prepares room assignment in coordination with NEAPR or Hotel
Food	Jonalyn Ambrona	Winnie Joy Jose	Rosemarie Yangkin,	Prepares and executes approved menu,

			Rushel Minong, Jennelyn Kitongan, Lilia Banawe	adheres to food requirements of participants; Ensures timely delivery and distribution of meals. Confirms to cleanliness of the preparation and serving area.
Ushering	Edgar Madlaing	Denia Tarnate	Alfred Lanas, Wilfred Bagsao, Asterio Madalla, Dexter Andres, Rose Melody Flores, Marjory Valdez	Usher welcome guests as they arrive, directing them to the venue and assisting with any initial inquiries. Ensure that events run smoothly and attendees have a positive experience
ICT Tech Support	Jumar A. Yago-an	Glenn Papa	Clinton Bugtong	Provide ICT technical support for all committees; Ensures availability of internet/network for the live streaming;
Sound System	Vandolph Flora	Marvin Flores	Dwayne Colas, Dumas Aban	Ensure the quality and smooth operation of audio elements
Parking, peace and order	Maksim A. Botilas	Engr. Christopher Hadsan	Edgar Vicente	Ensures orderly and systematic parking; entrance and exit of vehicles
Logistics	Randolph Flynn Daculog	Edralyn Ganga	Mary Cris Sotelo	Ensures availability/procurement of materials and board and lodging as needed for the activities;
Monitoring and Evaluation	Ethielyn E. Taqued	Romulo Basa		Responsible for assessing and analyzing the progress, effectiveness, and outcomes of projects, programs, or interventions
Mass	Margie Gardingan	Corazon Alos	Elvernice Fanged, Purita Delos Santos	Responsible for organizing and overseeing the logistics and execution of a religious mass