



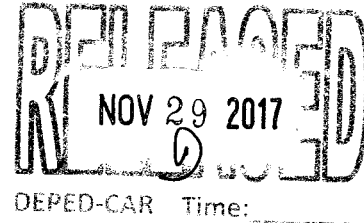
Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



November 29, 2017

**REGIONAL MEMORANDUM**  
No. 392.2017



To: Schools Division Superintendents  
All concerned

DEPED-CAR Time: \_\_\_\_\_

Subject: Coordination Meeting of Administrative Officers of the Regional Office,  
Schools Division Offices, and Secondary Schools (Implementing Units)

1. A one-day coordination meeting of Administrative Officers of the Regional Office and Schools Division Offices shall be conducted on December 5, 2017 while a coordination meeting with Administrative Officers/Officer-In-Charge of administrative functions of Secondary Schools which are considered Implementing Units shall be conducted on December 6, 2017 at Ecolodge, Baguio City.
2. The meeting aims to discuss updates on administrative processes/concerns and clarify issues and concerns and reach agreements/common understanding on issues affecting the Secondary Schools and Schools Division Offices.
3. Participants to the meetings are the following:

Participants	Dec. 5, 2017	Dec. 6, 2017
RD May B. Eclar, Ph. D., CESO V	1	1
<u>Regional Office:</u>		
Edgardo T. Alos, CAO, Admin Division	1	1
Cornelia D. Adaci-Dulnuan, SAO, OIC - Payroll Services	1	1
Administrative Officers 1	2	2
Administrative Officers IV	2	2
Teacher Credentials Evaluator II	1	1
Administrative Officers V	4	4
Secretariat/ICT Support (JL Cobarrubias, MJ Flores) (Masa Pis-o, Purita Delos Santos)	5	5
<u>Schools Division Offices:</u>		
Administrative Officers V	8	
AO IV (HRMO II)	8	
AO IV (Supply Officer)	8	
Agency Approving Officers (AAO) per Division	8	
Personnel In-Charge of Payroll (1 per Division)	8	
<u>Secondary Schools (Implementing Units):</u>		
Administrative Officers/In-Charge of Administrative Functions of Secondary Schools (Implementing Units)		43
<b>Total</b>	<b>57</b>	<b>60</b>

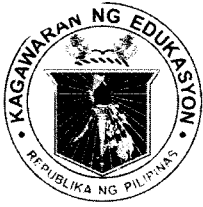
**Contact Numbers (Area Code: 074):**

Office of the Regional Director 422-1318  
Fax 422-4074  
Office of the ARD 422-9590  
ICT Unit 422-1318  
Public Affairs Unit 422-1318  
Legal Unit 423-2214

Administrative Division 422-1804  
Cash Section 423-2215  
Payroll Section 424-3993  
Records Section 423-2213  
Supply Section 422-2198  
General Services Unit 422-1804

CLMD 422-7096  
LRMDS 422-0615  
ESSD 423-2218  
Finance Division 422-5155  
FTAD 424-5187

HRDD 422-9590  
NEAP-R 422-5500  
PPRD 422-9590  
QuAD 422-5187  
COA 422-7434

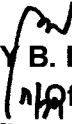


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4. Breakfast of participants from the Division Offices and School, as well as Lunch, AM and PM Snacks of all participants shall be charged against Regional Office Funds. Travel and lodging expense of participants shall be charged to local funds subject to the usual budgeting, accounting and auditing rules and regulations.
5. For information, guidance, and compliance.

  
**MAY B. ECLAR, Ph. D., CESO V**  
**Officer-In-Charge**  
**Office of the Regional Director**

ETA/CDAD/ea

**Contact Numbers (Area Code: 074):**

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				