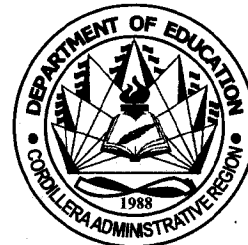




Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet



RELEASED  
 JAN 26 2016  
 DEPED-CAR Time: 8:27

January 25, 2016

REGIONAL MEMORANDUM

No. **022 - 2016**

To: Schools Division Superintendents  
 Regional Office Division Chiefs/OIC-Chiefs  
 All Others concerned

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

Subject: **TRAINING OF THE SCHOOLS DIVISION SELECTION COMMITTEE ON BEHAVIORAL EVENT INTERVIEW (BEI) FOR THE HIRING OF SENIOR HIGH SCHOOL TEACHERS FOR SY 2016-2017**

1. The DepEd-CAR will be the host region during the *Training of the Schools Division Selection Committee On Behavioral Event Interview (BEI) For The Hiring Of Senior High School Teachers For Sy 2016-2017 for Region 1,2,3 and CAR*. The dates are enclosed in the attached Advisory (Encl 1) and the venue will be announced at a later date.
2. The Schools Division Office participants are identified in the Unnumbered Memorandum dated 08 January 2016. The eight (8) participants from the Regional Office are as follows:  
 Batch 1=Eleonor Albidas, Pio Ecuán  
 Batch 2=Edgar Alos, Agustin Gumuwang  
 Batch 3=Lilia Goc-oban, Atty. Vanessa Flora  
 Batch 4= Sabado Oayet, Atty. Sebastian Tayaban
3. All schools division offices are requested to submit the list of participants using the following format on or before January 28 at [hrddcar@yahoo.com.ph](mailto:hrddcar@yahoo.com.ph) :

**DIVISION:**

NAME (Last Name, First Name)	Male	Female	Designation
	Pls check (/)		

Certified Correct: \_\_\_\_\_

4. The members of the different committees (Encl.2) for the hosting are expected to report at the venues to perform their duties and will be entitled to Compensatory Time-Off (CTO) per CSC and DBM Joint Circular No. 2, s. 2004.
5. Immediate dissemination and compliance to this Memorandum is desired.

stf. HRDD

Telephone Numbers:							
Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-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				

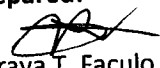
**ATTACHMENT:**  
**New Schedule of Activities By Schools Division Office**

<b>Cluster</b>	<b>Activity</b>	<b>Date</b>	<b>Participants</b>	<b>Program Type</b>
1	CAR (Batch 1)	February 15-16, 2016	Abra; Apayao	A
1	CAR (Batch 2)	February 15-16, 2016	Baguio City; Benguet	A
1	CAR (Batch 3)	February 16-17, 2016	Ifugao; Kalinga	B
1	CAR (Batch 4)	February 16-17, 2016	Mt. Province; Tabuk City	B
1	Region I (Batch 1)	February 15-16, 2016	Alaminos City; Batac City	A
1	Region I (Batch 2)	February 16-17, 2016	Candon City; Dagupan City	B
1	Region I (Batch 3)	February 18-19, 2016	Ilocos Norte; Ilocos Sur	C
1	Region I (Batch 4)	February 19-20, 2016	La Union; Laoag City	D
1	Region I (Batch 5)	February 22-23, 2016	Pangasinan I; Pangasinan II	A
1	Region I (Batch 6)	February 22-23, 2016	San Carlos City; San Fernando City	A
1	Region I (Batch 7)	February 23-24, 2016	Urduyeta City; Vigan City	B
1	Region II (Batch 1)	February 15-16, 2016	Batanes; Cagayan	A
1	Region II (Batch 2)	February 15-16, 2016	Cauayan City; Ilagan City	A
1	Region II (Batch 3)	February 16-17, 2016	Isabela; Nueva Vizcaya	B
1	Region II (Batch 4)	February 18-19, 2016	Quirino; Santiago City	C
1	Region II (Batch 5)	February 19-20, 2016	Tuguegarao City	D
1	Region III (Batch 1)	February 15-16, 2016	Angeles City; Aurora	A
1	Region III (Batch 2)	February 16-17, 2016	Balanga City; Bataan	B
1	Region III (Batch 3)	February 18-19, 2016	Bulacan; Cabanatuan City	C
1	Region III (Batch 4)	February 18-19, 2016	Gapan City; Mabalacat City	C
1	Region III (Batch 5)	February 19-20, 2016	Malolos City; Meycauayan City	D
1	Region III (Batch 6)	February 19-20, 2016	Muñoz Science City; Nueva Ecija	D
1	Region III (Batch 7)	February 22-23, 2016	Olongapo City; Pampanga	A
1	Region III (Batch 8)	February 22-23, 2016	San Fernando City; San Jose City	A
1	Region III (Batch 9)	February 23-24, 2016	San Jose Del Monte; Tarlac	B
1	Region III (Batch 10)	February 23-24, 2016	Tarlac City; Zambales	B

**TRAINING COMMITTEES FOR THE TRAINING OF DIVISION SCREENING COMMITTEES (Region 1,2,3 & CAR)****TERMS OF REFERENCE**

<b>COMMITTEE</b>	<b>RESPONSIBILITIES</b>
<b>Finance Committee</b> Chairperson: Cristina Paquit Member/s: Connie Dulnuan	Take charge of payment, liquidation and all other financial requirements incurred during the hosting of the training
<b>Quality Assurance, Monitoring &amp; Evaluation</b> Chairperson: Margie Gardingan Members: Marjory Valdez	Prepare evaluation materials and conduct the training evaluation Submit evaluation report using NEAP forms
<b>Materials</b> Chairperson: Elfred Dalang Members: Marjory Valdez, Marcelo Talamayan & Jeff Villena	<ul style="list-style-type: none"> <li>• Ensure that all materials are prepared and distributed before the session.</li> <li>• Coordinate with HRDD focal on PR preparation</li> </ul>
<b>FOCAL PERSONS at the Venue</b> <b>Region 1-</b> Rosmarie Dalang & Marjory Valdez <b>Region 2-</b> Emilia Faustino & Marcelo Talamayan <b>Region 3-</b> Emmanuela Gabol & Margie Gardingan <b>CAR 4-</b> Ginadine Balagso & Purita de los Santos	<p><b>Accommodation</b></p> <ul style="list-style-type: none"> <li>• Follow-up with the Region assigned for the masterlist of participants (male-female listing) to facilitate room assignment.</li> </ul> <p><b>Registration/Attendance</b></p> <ul style="list-style-type: none"> <li>• Prepare attendance and registration sheets</li> <li>• Ensure completeness of attendance</li> <li>• Consolidate attendance sheets</li> <li>• Ensure all participants are given meal tickets</li> <li>• Submit documentation report of activities</li> </ul> <p><b>Equipment/Facilities</b></p> <ul style="list-style-type: none"> <li>• Ensure that projectors, sound systems are functional during the sessions in all the halls. Availability of tables and Chairs</li> </ul> <p><b>Materials</b></p> <ul style="list-style-type: none"> <li>• Turn over the materials to the trainers</li> </ul> <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Coordinate with caterer/hotel for timely delivery of food</li> <li>• Report to caterer issues on food sanitation, etc.</li> </ul>
<b>Resource Staff-</b> Ruth Verzola & Kermit Padilla	<ul style="list-style-type: none"> <li>• Design the tarpaulin and submit draft to HRDD for approval</li> <li>• Prepare the certificate of appearance/certificate of participation/recognition; ID Tags and program paper (refer to the CD)</li> </ul>
<b>Menu:</b> Margie Gardingan and Michelle Andaya	Prepare healthy menu (meals & snacks) for the event
<b>Letters to the regions:</b> Emy Faustino	<ul style="list-style-type: none"> <li>• Letter to Region 1,2,3 requesting for the master list of participants (male-female listing) to facilitate room assignment.</li> <li>• Follow-up the regions for the submission of the master list</li> </ul>
<b>PR (Food and Materials):</b> Emma Gabol	Prepare PR for food and materials ID Tags, certificates Coordinate with FTAD on the materials

Prepared:

  
 Soraya T. Faculo  
 Training Coordinator