

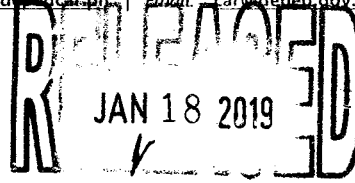


Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**



Wangal, La Trinidad, Benguet, 2601

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January 18, 2019

**REGIONAL MEMORANDUM**  
023.2019

DEPED-CAR

**1<sup>st</sup> REGULAR MANAGEMENT COMMITTEE (MANCOM) MEETING**

**TO :** ALL SCHOOLS DIVISION SUPERINTENDENTS  
ASSISTANT REGIONAL DIRECTOR  
ALL REGIONAL OFFICE DIVISION CHIEFS  
ALL CONCERNED PERSONNEL

1. The 1<sup>st</sup> Regular Regional Management Committee Meeting will be held on February 4-6, 2019 to be hosted by the Schools Division Office of Mountain Province. The venue will be announced later.
2. Activities relative to the ManCom Meeting are the following:
  - 2.1 ManCom Meeting Proper on February 4, 2019 at 1:30 P.M. onwards;
  - 2.2 School visit on February 5, 2019 from 8:30 A.M. – 5:00 P.M.;
  - 2.3 Continuation of ManCom Meeting and Feedback session on February 6, 2019 from 8:00 A.M. – 12:00 NN.
3. In preparation for the meeting, the Division Chiefs are requested to submit the e-copy of their powerpoint presentations and 19 photocopies in A4 size/ format for the ManCom folders of the critical issues/ concerns as deliberated and approved as agenda during the REXECOM Meeting to the secretariat on or before January 28, 2019 until 5:00 P.M.
4. Participants to this meeting are the following Regular ManCom Members:

|   |   |
|---|---|
| 1 | <b>May B. Eclar, Ph.D., CESO V</b><br>Regional Director     |
| 2 | <b>Bettina Daytec-Aquino</b><br>Assistant Regional Director |
| 3 | <b>Edgardo T. Alos</b><br>Chief, Administrative Division    |
| 4 | <b>Emilia M. Faustino</b><br>Chief, CLMD                    |
| 5 | <b>Agustin B. Gumuwang</b><br>Chief, ESSD                   |
| 6 | <b>Sebastian G. Tayaban</b><br>Chief, Finance Division      |
| 7 | <b>Jennifer P. Ande</b><br>OIC-Chief, HRDD                  |

|    |   |
|----|---|
| 14 | <b>Amador D. Garcia</b><br>OIC-SDS, Abra                    |
| 15 | <b>Ronald B. Castillo, CESO V</b><br>SDS, Apayao            |
| 16 | <b>Federico P. Martin, Ed.D. CESO V</b><br>SDS, Baguio City |
| 17 | <b>Marie Carolyn B. Verano, CESO VI</b><br>SDS, Benguet     |
| 18 | <b>Gloria B. Buya-ao</b><br>SDS, Ifugao                     |
| 19 | <b>Benilda M. Daytaca</b><br>OIC-SDS, Kalinga               |
| 20 | <b>Sally B. Ullalim, CESO V</b><br>SDS, Mt. Province        |

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

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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 422-95  
NEA 422-95  
PPRD 422-95  
QuAD 422-51  
COA 422-74

**Tracking Number**

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NEA 422-95  
PPRD 422-95  
QuAD 422-51  
COA 422-74

**1<sup>ST</sup> REGULAR REGIONAL MANAGEMENT COMMITTEE MEETING**

Venue: To be announced later

February 4-6, 2019

**PROGRAM OF ACTIVITIES**

| <b>DATE</b>             | <b>TIME</b>               | <b>PARTICULARS/<br/>AGENDA</b>   | <b>PERSON-IN-CHARGE</b>                                       |
|-------------------------|---------------------------|--|---|
| <b>February 4, 2019</b> | 11:00 A.M. –<br>1:00 P.M. | Arrival, registration,<br>lunch at the venue   | c/o SDO Mt.<br>Province                                       |
|                         | 1:00 – 1:30 P.M.          | Preliminary<br>Activities  | c/o SDO Mt.<br>Province                                       |
|                         | 1:30 – 5:00 P.M.          | ManCom Meeting<br>Proper   | ManCom Members  |
|                         | 6:00 P.M. onwards         | Dinner   | c/o SDO Mt. Province  |
| <b>February 5, 2019</b> | 6:30 – 7:30 A.M.          | Breakfast  | c/o SDO Mt.<br>Province                                       |
|                         | 8:00 A.M. –<br>5:00 P.M.  | School visits  | 5 groups (schools to<br>be identified by SDO<br>Mt. Province) |
|                         | 6:00 P.M. onwards         | Dinner/ Socials  | c/o SDO Mt. Province  |
| <b>February 6, 2019</b> | 6:30 – 7:30 A.M.          | Breakfast  | c/o SDO Mt.<br>Province                                       |
|                         | 8:00 A.M. –<br>12:00 NN   | Continuation of<br>ManCom Meeting<br>and Feedback<br>session on school<br>visit for<br>Improvement | ManCom Members<br>and School Heads of<br>Sagada District      |
|                         | 12:00 NN                  | Lunch/ departure   |   |

**GROUPINGS AND SCHOOLS TO BE VISITED**

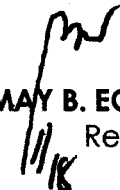
| <b>GROUP NO.</b> | <b>MEMBERS</b>  | <b>SCHOOLS TO BE VISITED</b>            |
|------------------|---|---|
| 1                | RD May B. Eclar, SDS Sally B. Ullalim,<br>SDS Marie Carolyn B. Verano and<br>Pio D. Ecuán, 1 secretariat from SDO Mt.<br>Province | To be identified by SDO Mt.<br>Province |
| 2                | ARD Bettina D. Aquino, OIC-SDS<br>Benedicta Gamatero, Aida L. Payang,<br>Agustin B. Gumuwang, Daisy Eswat                         | To be identified by SDO Mt.<br>Province |
| 3                | SDS Gloria B. Buya-ao, Jennifer P. Ande,<br>Atty. Sebastian Tayaban,<br>Melandro Payang   | To be identified by SDO Mt.<br>Province |
| 4                | SDS Federico P. Martin,<br>SDS Ronald B. Castillo, Carmel F. Meris,<br>Manilyn D. Botilas   | To be identified by SDO Mt.<br>Province |
| 5                | OIC-SDS Amador Garcia,<br>OIC-SDS Benilda Daytaca,<br>Emilia M. Faustino, Edgardo T. Alos   | To be identified by SDO Mt.<br>Province |

|    |  |
|----|--|
| 8  | <b>Pio D. Ecuán</b><br>Chief, PPRD         |
| 9  | <b>Aida L. Payang</b><br>Chief, QAD        |
| 10 | <b>Carmel F. Meris</b><br>OIC-Chief, HRDD  |
| 11 | <b>Daisy S. Polon-Eswat</b><br>Secretariat |
| 12 | <b>Manilyn D. Botilas</b><br>Secretariat   |
| 13 | <b>Melandro Payang</b><br>Secretariat      |

|    |   |
|----|---|
| 21 | <b>Benedicta B. Gamatero</b><br>OIC-SDS, Tabuk City |
| 22 | 1 secretariat from SDO Mt. Province                 |
| 23 | Day 3- School Heads of Sagada District              |
|    |   |
|    |   |
|    |   |

5. School visits shall be conducted on February 5, 2019. The schools to be visited will be arranged by SDO Mountain Province. There will be 5 groups who will be assigned to visit at least four (4) schools each using the Monitoring Tool and reporting template prepared by the Quality Assurance Division.
6. Enclosure no. 1 is the schedule of activities and groupings for the school visit.
7. Funding for the food and accommodation will be downloaded to SDO Mountain Province, while travel and other incidental expenses shall be charged against local funds subject to usual accounting and auditing rules and regulations.
8. For information, guidance and compliance of all concerned.

///ORD/MBE/lyn

  
**MAY B. ECLAR, Ph.D., CESO V**  
 Regional Director