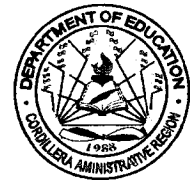




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet

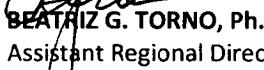


REGIONAL MEMORANDUM

No. 033-2017

TO: Regional Office Division Chiefs/Officers-In-Charge
Schools Division Superintendents
All Schools Divisions

RECEIVED
JAN 27 2017
PC
DEPED-CAR Time: 4:15

FROM: 
BEATRIZ G. TORNO, Ph. D., CESO IV
Assistant Regional Director
Officer-In-Charge
Office of the Regional Director

DATE: January 27, 2017

SUBJECT: **Conference on Policy Development and Contextualization Processes**

1. Pursuant to DepEd Order No. 13, s. 2015, Guidelines on the Establishment of a Policy Development Process at the DepEd Central Office, this Office thru the Policy, Planning, and Research Division will conduct a one-day Conference on Policy Development and Contextualization Processes in the Regional level at the NEAP-R Hall, DepEd-CAR Regional Office Compound, Wangal, La Trinidad, Benguet on February 22, 2017 at 8:30 A.M. onwards.

2. Below are the expected participants in this activity.

RO Division/SDO	Participants	No. of Pax
ORD	RD and ARD (Consultants) Legal Officer, ITO, and PAO	2 3
Admin. Div.	CAO, SAO, Supply Officer, Records Section Head, GSU Head, PSU Head, Cash Section Head, and HRMO)	8
CLMD	CES, 10 EPS	11
ESSD	CES, Engr. III, PDO IV, Health and Nutrition Coordinator	4
Finance Div.	CAO, SAO, Accountant, and Budget Officer	4
FTAD	CES, 2 EPS	3
HRDD	CES, EPS, NEAP-R Manager	3
PPRD	CES, EPS, SEPS, PO III, EPS II, Statistician I, and ADAS	7
QAD	CES, 2 EPS	3
SDOs	8 SDSs/ASDs, 8 CID Chiefs, and 8 SGOD Chiefs	24
Resource Speakers	2 Central Office Personnel	2
Total		74

3. Lunch and two (2) snacks will be served charged against the Regional Office Funds while the transportation and other incidental expenses of participants from the SDOs shall be charged against local funds subject to existing budgeting, accounting, and auditing rules and regulations.

4. Immediate dissemination of this Memorandum to all concerned is enjoined.

PPRD/PDE/rsg

Telephone Numbers:							
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