



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

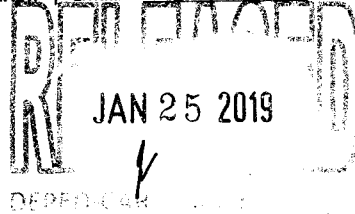
Wangal, La Trinidad, Benguet, 2601

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January 25, 2019

REGIONAL MEMORANDUM
039.2019



DEPED SIPAG 2019 – SYNCHRONIZED INSTRUCTIONS, PROCEDURES, AND GUIDELINES, REGIONAL CLUSTERED CONFERENCES ON ADMINISTRATION, PROCUREMENT, FINANCE AND OPERATIONS

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

1. In reference to OUA Memorandum 01-0119-0072 dated January 23, 2019 signed by USEC Anilyn M. Sevilla, Office of Budget and Performance Monitoring and USEC Alain Del B. Pascua, Office of Administration will jointly conduct the **DepEd Synchronized Instructions, Procedures, and Guidelines (SIPAG) 2019** which will be held at the Subic Bay Exhibition and Convention Center (SBECC), inside the Subic Bay Metropolitan Authority, Zambales.
2. The aims of the activity are the following:
 - 2.1 To bring together officials and central office personnel with their counterparts from the Regional and Division levels
 - 2.2 To deliver updates, discuss concerns, and
 - 2.3 To rollout programs and productivity tools
3. Expected participants are the following:

Cluster A (Cluster 3a)- Administration (February 18-21, 2019)

Regional Level	Division Level
1. RD May B. Eclar, Ph.D., CESO V	1. Schools Division Superintendents
2. ARD Bettina D. Aquino	2. Assistant Schools Division Superintendents
3. Agustin Gumuwang	3. SGOD Chief
4. Edgardo Alos	4. Administrative Officer V- Admin Section
5. Cornelia Adaci-Dulnuan	5. BAC Member
6. Christopher Hadsan	6. Division Engineer
7. Lilia Banawe	7. Cashier
8. Marites Calica	8. Record Officer
9. Susan Bangnan	9. Supply Officer
10. Daisy Eswat	10. ICT Officer
11. Jumar Yago-an	11. DRRM Coordinator
12. Evangeline Malag	12. Health Officer
13. Dra. Angeline Calatan	13. Youth Formator
14. Cresencio Gamay	

Tracking Number:

1570-1377-05

Cluster B (Cluster 3b)- Finance (February 20-22, 2019)

Regional Level	Division Level	IU Level
1. Edgardo Alos	1. Division Budget Officer	1 IU Bookkeeper per division: 1. Abra High School 2. Flora National high School (Apayao) 3. Benguet National High School 4. Lawig National High School (Ifugao) 5. Rizal NSAT (kalinga) 6. Paracelis Technical Vocational High School (Mt. Province) 7. Pines City national High School (Baguio City) 8. Tabuk National High School
2. Erniely Godoy	2. Division Accountant	
3. Corazon Walcien		

4. Please take note of the following reminders:
 - 4.1. Meals and accommodation are inclusive of the activity while travel expenses are chargeable to local funds.
 - 4.2 First meal shall be dinner on day 0 for Admin and Day 2 for finance, and last meal is breakfast on day 3 for Admin and lunch on day 2 for finance. Checkout shall be on the morning of day 3 and participants staying in excess will do so at their own expense.
 - 4.3 Participants of the Admin are advised to prepare for a short cultural presentation during the solidarity night on day 1.
5. Participants are advised to register via the link for faster processing: <https://depedsipag.eventbrite.com>; read the instructions carefully and accomplish the entry form. Please be reminded that a confirmation link for the travel dates is enclosed within the instructions, for participants to accomplish.
6. After completing the pre-registration, a "ticket" containing their information and a QR code will be provided, which the participant must present upon arrival (digital copies preferred).
7. Participants who fail to register will be considered "walk-ins" and need to register manually at the venue.
8. Questions and clarifications maybe sent via usec.admin@deped.gov.ph with the subject "SIPAG 2019" Questions" or thru telephone (02) 633-7203 and look for Ric de Leon or Bhim Austria for Admin, and Lanie Coronel for Finance at lanietcoronel@gmail.com or (02) 633-9342.
9. For information, guidance and compliance of all concerned.


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