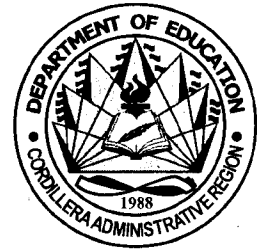




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet




REGIONAL MEMORANDUM

051.2016

FEB 26 2016
DEPED-CAR Time: 8:29

TO : THE SCHOOLS DIVISION SUPERINTENDENTS
ALL REGIONAL DIVISION CHIEFS/ OIC CHIEFS
ALL OTHER CONCERNED

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

SUBJECT : ANNOUNCING THE CREATION AND COMPOSITION OF
WORKING COMMITTEES AND RESPECTIVE FUNCTIONS
FOR THE COFFEE TABLE BOOK 2016 PROJECT

DATE : February 26, 2016

1. Relative to the preparation of the Coffee Table Book Project 2016, the creation and composition of working committees is hereby done with the functions and specified outputs indicated. (please see attached)
2. For information, all staff and personnel designated as members and alternates in each of the working committees were volunteered by their respective chiefs of divisions.
3. These designations are appended to regular duties and functions of the concerned staff and personnel and does not carry any additional remuneration or any other monetary benefits outside the salaries specified in their respective positions.
4. For the information, guidance and compliance of all concerned.

///ORD/RD/mdb/02.23.16

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	-424-3003

**WORKING COMMITTEES FOR THE COFFEE TABLE BOOK PROJECT 2016
PROPOSED TERMS OF REFERENCE**

COMMITTEES	COORDINATING DIVISION IN THE REGION/ FOCAL PERSON	RESPONSIBILITIES
<p>Committee on Data and Information Gathering (by Administration and Division)</p> <ol style="list-style-type: none">RD Pedro D. Indunan, ARD Stephen N. Capuyan, and Baguio DivisionRD Stephen N. Capuyan (+), ARD Esperanza Orlina, OIC ARD Con Allyson Belagan, OIC ARD Con Agapito Flores and Apayao DivisionRD Tomas A. Ratum (+), ARD Agapito Flores, ARD Jesus Lazo Taberdo, ARD Mario Ramirez and Tabuk City DivisionRD Celedonio Layon, OIC ARD Con Ruperta Vergara, and MP DivisionRD George Garma, ARD Mario Ramirez, and Abra DivisionRD Remedios K. Taguba, ARD Mario Ramirez and ARD Benito T. Tumamao, OIC ARD Philip M. Flores and Benguet DivisionRD Jesus Lazo Taberdo, ARD Benito TumamaoRD Benito Tumamao, OIC ARD Con Ellen Donato, ARD Teresita Velasco and Kalinga DivisionRD Josefina G. Tamondong, ARD Teresita Velasco and Ifugao Division	<p>CLMD Chief Evelyn Gabot</p> <p>HRDD Chief SorayaFaculo</p> <p>FTAD OIC Chief Elfred Dalang</p> <p>PPRD Chief Pio Ecuán</p> <p>PPRD Chief Pio Ecuán</p> <p>Admin. Chief Edgar Alos</p> <p>ESSD Chief Agustin Gumuwang</p> <p>ESSD Chief Agustin Gumuwang</p> <p>Finance Chief Atty. Seb Tayaban</p>	<ol style="list-style-type: none">To reach out to all pioneer employees, and their families, regardless of employment status who started with DECS-CAR in Teachers Camp who can provide information, photo documentation and data relative to the purpose of the project;To account all other employees who joined the DECS-CAR in Teachers Camp up to the present DepEd-CAR in Wangal LTB and do the same;To gather information, data, photo documentations, impressions, etc, as to the historical development and evolution of DepEd in the region;To include sentiments, memories, significant observations, and even simple gestures that form part of the milestones of DepEd CAR on its 28th anniversary;To consolidate information gathered on their respective assignments and refer other information to the concerned committeeTo do some other tasks as may be requested relative to the coordination and information/data gathering

<p>10. ARD Teresita M. Velasco, OIC RD</p> <p>11. RD Ellen B. Donato, OIC ARD Sebastian Tayaban, OIC ARD Estela Carino, ARD Estela Carino, OIC ARD Con Francis Cesar Bringas</p>	<p>Finance Chief Atty. Seb Tayaban</p> <p>QUAD Chief Lilia Goc-oban</p>	<p>➤ Regional Division Chiefs who picked the names of other RDs, ARDs and Division during the draw lots can still continue with their information gathering and write ups and submit to the coordinating Division/ Chief or designated alternate/writer</p>
<p>COMMITTEE ON PROJECT MANAGEMENT</p> <p>Consultants</p>	<p>-All available former RDs/ARDs</p> <p>-RD Ellen B. Donato</p>	<p>-Validate information and data gathered</p> <p>-input suggestions for improvement</p> <p>-Presides over coordination meetings for the purpose</p> <p>-Do periodic review of output</p> <p>-Approves the final manuscript prior to printing</p> <p>-input suggestions where needed</p>
<p>Editorial Managers</p>	<p>-All Regional Chiefs of Divisions and their designated alternate</p> <p>OIC ARD Con Francis Cesar Bringas Jaime Colas – Division of Mt. Province Samuel Tayaban – Division of Ifugao Rafaela Gawigawen – PPRD Ginadine Balagso – HRDD Cornelia Adaci-Dulnuan – Admin Marcelo Talamayan – FTAD Cresencio Gamay – ESSD Ethielyn Taqued – CLMD</p>	<p>-Responsible for overall content and direction of the book</p> <p>-follow up writers and provide guidance on content write up</p> <p>-do periodic review of content</p>
<p>Writers/Contributors</p>	<p>-All Regional Chiefs of Divisions and their designated focal persons</p> <p>-SDO contributors</p> <p>Patricia Dumaguing – PPRD Florence Balictan –QAD Susie Lou Colas - Finance Corazon Walcien – Finance Rosita Sakiwat – Admin Marcelo Talamayan –FTAD Cresencio Gamay – ESSD Carmel Meris – CLMD Jaime Colas – Division of Mt. Province Samuel Tayaban – Division of Ifugao Daisy Eswat - ORD</p>	<p>-develop text content</p> <p>-coordinate with editorial board/committee on content to be developed</p>

Committee on Design and Layout	<p>- All representatives from Regl divisions designated by their respective chiefs</p> <p>Jumar Yago-an – ICT ORD Janet Ambucay – PPRD Yves Sixto – QAD Katrina Ruth Verzola – HRDD Jose Lorenzo – Admin Laureen Likigan – CLMD</p>	<p>-do initial layout of information, write-ups, photo docs gathered and designing</p>
Committee on Photo Documentation	<p>- All representatives from regl divisions designated by their respective Chiefs</p> <p>Jeremy Kermit Padilla - ORD Glenn Papa - ORD Manilyn Botilas - ORD Janet Ambucay – PPRD Archie Russel Baluyo – QAD Rosmarie Dalang – HRDD Mariane Wanson – Finance Marvin John Flores – Admin Evangeline Malag – ESSD Warly Kindiawan – CLMD Marcelo Talamayan – FTAD</p>	<p>Photo research, photo sourcing, photo selection and photo repair</p>
Proof Reading Committee	<p>-All representatives from regional divisions designated by their respective chiefs</p> <p>Georaloy Palao-ay - ORD Patricia Dumaguing – PPRD Daniel Gonayon – QAD Eleonora Albidas – Admin Jennifer Ande – CLMD Patricio Dawaton – CLMD Thelma Dalay-on - CLMD Jaime Colas – Division of Mt. Province Samuel Tayaban – Division of Ifugao</p>	<p>-do manuscript review on grammar, spelling, consistency, and organization -clarify vague statements -review correctness of captions, texts</p>
Copy Editor	<p>To be contracted out</p>	<p>-act as the final reviewers of grammar, sentence structure, layout -fine tune design and layout</p>