



March 7, 2018

REGIONAL MEMORANDUM

No. **088.2018**

REGIONAL SPEAKER'S POOL ORIENTATION

RECEIVED
 MAR 08 2018

DEPED-CAR Time: _____

To : Schools Division Superintendents
 Chiefs/OIC Regional Office Functional Divisions
 Others Concerned

1. Pursuant to DepEd Order No. 37, s. 2017, or the Department of Education Drug Free Workplace Policy, the DepEd-CAR Drug Free Workplace will conduct a Regional Speaker's Pool Orientation at 9:00 AM on March 13, 2018 to be held at the NEAP-CAR, Wangal, La Trinidad, Benguet. Schools Divisions should send participants who will become members of the Division Office Speaker's Pool on Drug Testing Orientation.
2. The Schools Divisions shall conduct simultaneous Orientation on Drug Testing on March 14, 2018. The venue and participants shall be determined by the Schools Division Superintendents.
3. Once the orientation was conducted, accomplish the attached Drug Testing Orientation Template and send to: essd.depedcar@gmail.com on or before March 15, 2018 for consolidation and to be submitted to the Drug Free Workplace Secretariat, DepEd-Central Office.
4. It is also requested that the list of schools division office employees, list of all teaching personnel per schools division and per school following the attached format (Employees Masterlist Template) be submitted immediately to this Office C/o Administrative Division.
5. The participants to this activity are the following:

PARTICIPANTS	TOTAL No. OF PAX
RD and ARD	2
RO Functional Divisions (2 pax each) 2 x 8	16
SDOs RDT Coordinators, 2 pax who attended the previous RDT seminar in Baguio City last May 2017, 3 x 8	24
Resource Speakers	2
DOH	1
HRDD	2
TOTAL	45

6. Meals, snacks and materials shall be charged against downloaded funds, while the transportation and other incidental expenses of participants from the field shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
7. Wide dissemination of this Memorandum is earnestly desired.

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

ESSD/ctg

Contact Numbers (Area Code: 074):

Office of the Regional Director	422-1318	Administrative Division	422-1804	CLMD	422-7096	HRDD	422-9590
Fax	422-4074	Cash Section	423-2215	LRMDS	422-0615	NEAP-R	422-5500
Office of the ARD	422-9590	Payroll Section	424-3993	ESSD	423-2218	PPRD	422-9590
ICT Unit	422-1318	Records Section	423-2213	Finance Division	422-5155	QuAD	422-5187
Public Affairs Unit	422-1318	Supply Section	422-2198	FTAD	424-5187	COA	422-7434
Legal Unit	423-2214	General Services Unit	422-1804				

NAME OF REGION OR DIVISION				
NAME	AGE	SEX	DEPARTMENT	SIGNATURE
1 LAST NAME, FIRST NAME MI				
2 LAST NAME, FIRST NAME MI				
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NOTE:

Masterlist should be in continuous number and alphabetically arranged. Don't arrange it by department/office. 30 employee per page

RO/DO	Submitted Masterlist	Submitted list of Coordinators	Conducted Drug Orientation
Camiguin			
Lanao del Norte	yes	yes	
Misamis Occidental	yes	yes	
Misamis Oriental		yes	
Cagayan de Oro City		yes	
El Salvador City			
Gingoog City		yes	
Iligan City	yes	yes	
Malaybalay City			
Oroquieta City		yes	
Ozamis City		yes	
Tangub City		yes	
Valencia City	yes		
Regional Office 11			
Compostela Valley			
Davao del Norte			
Davao del Sur			
Davao Occidental			
Davao Oriental			
Davao City			
Digos City			
Mati City			
Panabo City			
Samal City			
Tagum City			
Regional Office 12	yes	yes	Jan. 18
Cotabato	yes	yes	
Saranggani	yes	yes	
South Cotabato	yes	yes	Jan. 31
Sultan Kudarat	yes	yes	
Cotabato City	yes	yes	
General Santos City	yes	yes	
Kidapawan City	yes	yes	Feb. 27
Koronadal City	yes	yes	Feb. 5
Tacurong City	yes	yes	Jan. 29
Regional Office 13		yes	Feb. 9
Agusan del Norte			
Agusan del Sur		yes	
Dinagat Islands		yes	
Surigao del Norte			
Surigao del Sur		yes	
Bayugan City		yes	
Bislig City		yes	
Butuan City			
Cabadbaran City		yes	
Siargao			
Surigao City			
Tandag City		yes	
CAR			
Abra			
Apayao			

RO/DO	Submitted Masterlist	Submitted list of Coordinators	Conducted Drug Orientation
Benguet			
Ifugao			
Kalinga			
Mt. Province			
Baguio City			
Tabuk City			
NCR	yes	yes	Dec. 11, 2017
Caloocan City			
Las Piñas City			
Makati City			
Malabon City			
Mandaluyong City			
Manila			
Marikina City			
Muntinlupa City			
Navotas City			
Paranaque City			
Pasay City			
Pasig City			
Quezon City			
San Juan City			
Taguig City - Pateros			
Valenzuela City			