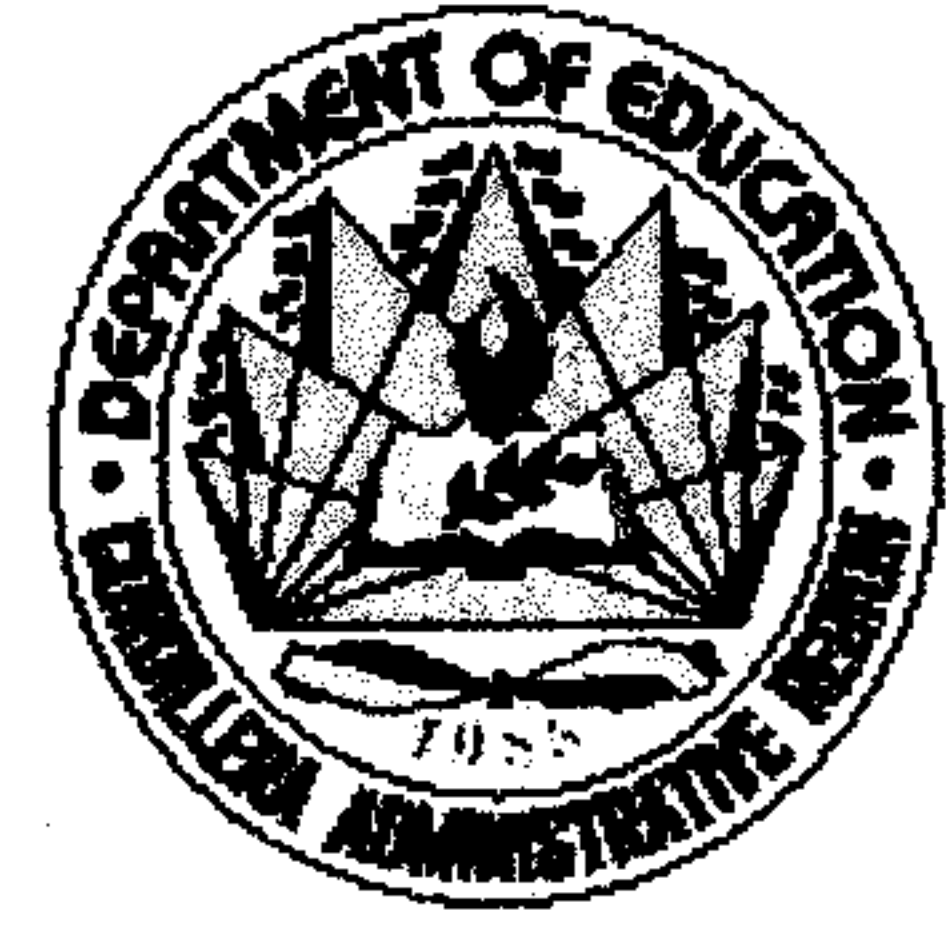




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION



Wangal, La Trinidad, Benguet

**REGIONAL MEMORANDUM**

No. **096 . 2016** 2016

To: **Schools Division Superintendents**  
**Chiefs of Divisions**  
**Senior High School Principals**  
**All others Concerned**

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

Subject: **Pre-Planning Meeting for the School Heads Development Program: Advanced Course for School Heads of Senior High School Enhancement Training-Workshop**

Date: **April 5, 2016**

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11:57

1. In connection with the conduct of the School Heads Development Program: Advanced Course for School Heads of Senior High School Enhancement Training on Financial and Human Resources Development, there will be a pre-planning meeting from 8:30 a.m. – 5:00 p.m. on April 15, 2016 at NEAP-CAR, Wangal, La Trinidad, Benguet.

2. Participants to this activity are the following:

Expected Participants	Division
Virginia Batan	Mt. Province
Jeniffer Ande	CLMD, Region
Marina Tabangcura	Baguio City
Francis Peckley	Benguet
Carmel Meris	CLMD, Region
Gina Ducayso	Benguet
Efiginia In-uyay	Ifugao
Mijurodel Rifareal	Abra
HRDD staff	8
QAD Division	1
ICT	2
Total Participants	19

3. Meals, snacks and accommodation shall be charged against Regional HRDD funds while transportation expenses and other incidental expenses shall be charged against school or other local funds subject to the usual accounting and auditing rules.

4. Immediate and widest dissemination of this memorandum to all concerned is desired.