



**REGIONAL MEMORANDUM**

No. 107-2019

To: Schools Division Superintendents  
 Division SMME Section  
 All others concerned

March 19, 2019  
**RELEASED**  
 MAR 26 2019  
 DEPED-CAR

**ONE-DAY ORIENTATION MEETING ON REGULATORY SERVICES AND CRAFTING OF FIRST QUARTER RMEA TOOL/TEMPLATE**

1. This is to announce that the One-day Orientation Meeting on Regulatory Services and Crafting of First Quarter RMEA Tool/Template will be on **March 27, 2019** at **MC-1, RNEAP Building, DepED-CAR, Wangal, La Trinidad, Benguet.**
2. The participants to this activity are as follows:

<b>Regional Office:</b>	
▪ RD	1
▪ ARD	1
▪ QAD Staff	6
<b>Division Offices:</b>	
▪ SMME representative of each division	8
<b>Total</b>	<b>16</b>

3. Accommodation and travel expenses of SDO participants shall be charged to local funds subject to existing accounting and auditing rules.
4. First meal will be AM snack while last meal will be PM snack.
5. For more information, please contact the **Quality Assurance Division (QAD), DepED – Regional Office, Cordillera Administrative Region** at Telephone Number: **422 – 5187** or email us at: [quad.depedcar@gmail.com](mailto:quad.depedcar@gmail.com).
6. Immediate dissemination of this memorandum is desired.

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

QAD/ALP/mab

Telephone Numbers			
Office of the Director IV	-422-1318	Budget and Finance Division	-422-5155
Fax Machine	-422-4074	Curriculum & Learning Mgmt	-422-7096
Office of the Director III	-309-3013	Quality Assurance Division	-422-5187
Administrative Division	-422-1804	Secondary Education System	-309-3014
		Cash Section	309-3017
		Physical Facilities Unit/ICT	309-3011
		Regional Planning Unit	309-1234
		Supply Unit	422-2198
		Record Section	309-3015
		Payroll Services Unit	424-3993
		Special Services Div	424-5167
		Commission on Audit	422-7434