



Republic of the Philippines
DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION

Wangal, La Trinidad, Benguet, 2601
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June 21, 2018

REGIONAL MEMORANDUM

NO. 195.2018

To : Schools Division Superintendent
Chiefs, Regional Functional Divisions
All Others Concerned



DepEd-CAR Time: _____

Subject : **CAPABILITY BUILDING ON THE TOTAL QUALITY MANAGEMENT SYSTEMS AND PROCEDURES OF DepEd REGIONAL OFFICE OF CORDILLERA ADMINISTRATIVE REGION**

- This is to announce the conduct of Capability Building on the Total Quality Management Systems and Procedures of DepEd Regional Office of Cordillera Administrative Region on June 13-17, 2018; June 28-29, 2018; July 24-27, 2018 and August 21-23, 2018. The venue of the activity shall be at the Regional-NEAP (RNEAP), DepEd Compound, Wangal, La Trinidad, Benguet.
- The objectives of the orientation are the following
General: Improve delivery of services
Specific: a. Prepare/formulate procedural manuals for all divisions/units in the RO to be used as reference for better services.
b. Comply with the requirements and provide the expected outputs in all processes/ phases of the training.
- The participants of the capability building are the following:

PHASE 1- June 13-15, 2018

RO/SDO	No.
RD	1
ARD	1
Chief, RO Functional Divisions	7
Chiefs (SDOs)	8
2 Participants/ SDO	16
Resource Speaker & Staff	3
ADMIN Division	22
CLMD	12
ESSD	6
FTAD	3
HRDD	4
PPRD	6
QAD	4
Office of the Regional Director	12
TOTAL	105

Contact Numbers (Area Code: 074):

Office of the Regional Director 422-1318
Fax 422-4074
Office of the ARD 422-9590
ICT Unit 422-1318
Public Affairs Unit 422-1318
Legal Unit 423-2214

Administrative Division 422-1804
Cash Section 423-2215
Payroll Section 424-3993
Records Section 423-2213
Supply Section 422-2198
General Services Unit 422-1804

CLMD 422-7096
LRMDS 422-0615
ESSD 423-2218
Finance Division 422-5155
FTAD 424-5187

HRDD 422-9590
NEAP-R 422-5500
PPRD 422-9590
QuAD 422-5187
COA 422-7434


**PHASE 2- June 28-29, 2018; July 24-27, 2018 and August 21-23, 2018
ISO CERTIFICATION WORKING COMMITTEE**

1. Management Review Committee		
1.1	Regional Director	RD May B. Eclar
1.2	Asst. Regional Director	ARD Bettina A. Aquino
1.3	Chief, Curriculum and Learning Management Division	Emilia M. Faustino
1.4	Chief, Education Support Services Division	Agustin Gumuwang
1.5	Chief, Field Technical Assistance Division	
1.6	Chief, Quality Assurance Division	Aida L. Payang
1.7	Chief, Policy, Planning and Research Division	Pio D. Ecuán
1.8	Chief, Human Resource Development Division	Jennifer P. Ande
1.9	Chief, Administrative Division	Edgar T. Alos
1.10	Chief, Finance Division	Atty. Sebastian G. Tayaban
1.11	Overall Document Controller	Pio D. Ecuán
1.12	Lead Internal Quality Auditor	ARD Bettina D. Aquino
2. Quality Management Representative		Aida L. Payang
Deputy Quality Management Representative		Cristina Paquit
3. Overall Document Controller		Pio D. Ecuán
Document Controller Per Division Unit		
1. Administrative Division		
a. Personnel		Leonor Albidas
b. Cash		Maritess Calica
c. General Services		Lilia Banawe
d. Payroll		Joel Tadao
e. Records		Susan Bangran
f. Supply		Randolph Daculog
2. Curriculum and Learning Management Division		Carmel Meris Edgar Madlaing Ethielyn Taqued
3. Education Support Services Division		Dra. Angeline calatan Engr.Christopher Hadsan Evangeline Malag
4. Finance Division		Corazon Walcien Ernielyn Godoy Mariane Wanson
5. Field Technical Assistance Division		Marjory Valdez Jefferson Villena
6. Quality Assurance Division		Maksim Botilas Florence Balictan
7. Human Resource Development Division		Emmanuela Gabol Rosmarie Dalang
8. Policy, Planning and Research Division		Janet Ambucay Cyrill Gayl Miranda Dumas Aban
9, Office of the Regional Director		Daisy Eswat Manilyn Botilas Mercy Pangesfan

9. Office of the Regional Director	Jumar Yagoan Georaloy Palao-ay
5. Internal Quality Audit (IQA) Team (10 from SDOs and 11 from RO)	
5.1. Lead Auditor	ARD Bettina
5.2. At least 21 IQA Member from different divisions/unit: (RO)	
a. CAO	Cornelia Adaci Dulnuan
b. CLMD	Emilia Faustino
c. ESSD	Cresencio Gamay
d. Finance	Christina Paquit
e. FTAD	Elfred Dalang
f. PPRD	Rafaela Gawigawen
g. QAD	Clemente Bandao
h. HRDD	Jennifer Ande
i. Finance	Atty. Sebastian Tayaban
j. Legal	Atty. Vanessa Flora
IQA Member from SDOs:	
a. Baguio City Division	Arthur Tiongan
b. Benguet Division	Lucio Alawas Rizalyn Guznian
c. Ifugao	Jacqueline Lunag Marciana Aydinan
d. Abra	Lorna Llana Lemuel Dickson
f. Apayao	Gilbert Villanueva
g. Tabuk City	Sally Feken
h. Mt. Province	Khad Layag
6. Continuous Improvement Group	
6.1. CIG Team Leader	ARD Bettina Aquino
6.2. At least 5 members	Atty. Sebastian Tayaban Emilia Faustino Jennifer Ande Agustin Gumuwang Edgardo Alos

4. Travel expenses of participants shall be charged against local funds while lodging/accommodation, meals and snacks shall be charged against Regional Office Funds subject to existing rules and regulations. Lodging/accommodation and breakfast shall be for the Resource Speaker and Staff and for SDO participants, except Baguio City and Benguet divisions. First meal will be breakfast of Day 1 of each phase and last meal will be PM snacks of the last day of the training.

5. Immediate dissemination and compliance of this Memorandum is desired.


MAY B. ECLAR, Ph.D., CESO V
Officer-in-Charge
Office of the Regional Director