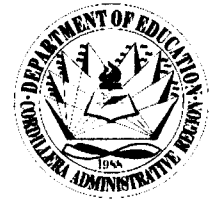


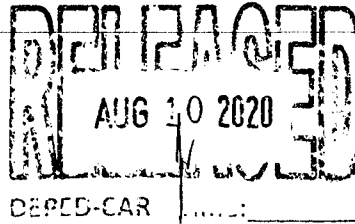


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OFFICE OF THE REGIONAL DIRECTOR



August 7, 2020

REGIONAL MEMORANDUM
No. 228-2020

**CONDUCT OF REGIONAL ORIENTATION- WORKSHOP FOR GUIDANCE
COUNSELORS AND GUIDANCE DESIGNATES**

To: Schools Division Superintendents
Chiefs of Division
All others Concerned

1. In line with the establishment of the online **DepEd-CAR KaLingA (Karamay, Lingap at Aruga) Center** which shall be composed of the Guidance Counselors and Guidance designates in the Cordillera Administrative Region to provide proper intervention to children who are victims of cyberbullying or any form of abuses, the Regional Office through the Human Resource Development Division (HRDD) in collaboration with the Legal Unit; Education and Support Services Division (ESSD), the Department of Social Welfare and Development (DSWD)-CAR and PNP- Regional Anti-Cybercrime Unit Cordillera (RACU COR) shall conduct a three (3) day Virtual Orientation-Workshop for the Guidance Counselors and Guidance Designates on August 26-28, 2020 from 8:30 to 3:00 o'clock in the afternoon.
2. The objectives of the orientation-workshop are the following:
 - a) To orient the participants on the goals and objectives of the DepEd-CAR KaLingA Center
 - b) To elect officers for the Association of the Guidance Counselors who will man the Center
 - c) To draft the policies and guidelines for the DepEd-CAR KaLingA Center
 - d) To task Officers and persons involved in the Center
 - e) To strengthen camaraderie and feeling of belongingness of the participants
3. The participants to the Orientation-Workshop are Guidance Counselors; Guidance Designates and Youth Formation Coordinators with the following allocation :

Division	Number of participants	Division	Number of Participants
Abra Division	10	Baguio City Division	10
Apayao Division	10	Benguet Division	10
Kalinga Division	10	Ifugao Division	10
Tabuk City Division	10	Mt. Province Division	10
		Training Management & Resource Persons	12
TOTAL			92

4. The Schools Division Offices are requested to submit the list of participants to the Regional Office c/o HRDD at email address hrdd.depedcar@gmail.com on or before August 18, 2020 with the following format, likewise identified participants are requested to register with the following link: <https://tinyurl.com/regorientguidance>



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Name of Participants	Position	Division	Email address (needed for the invitation link)

5. The following documents are enclosed for your reference:
 - a) Matrix of Activities
 - b) List of the Management Team
6. Participants are requested to have their own laptops and ensure a stable internet connectivity during the activity.
7. Internet expenses of participant shall be charged to HRTD fund and shall be downloaded to the concerned SDOs. The computation shall be based on the maximum amount allowable provided the scheduled activity is a part of their Work From Home arrangement.
8. It is further requested that a copy of their Work From Home (WFH) Arrangement and accomplishment report relative to their participation to the activity shall be submitted to this office for reference.
9. For inquiries and clarifications, please contact Jennifer Ande or Emmanuela M. Gabol of HRDD through email address: jennifer.ande@deped.gov.ph and emmanuela.gabol@deped.gov.ph
10. Immediate and widest dissemination of and strict compliance to this memorandum is desired.


MAY B. ECLAR, PhD., CESO V
Regional Director

HRDD/emma



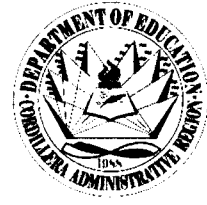
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Inclosure No. 1 of RM No. _____

MATRIX OF ACTIVITIES

August 26-28, 2020

Day/Time	Session Title	Resource Person	Facilitator	Chat box Manager	Online attendance	Technical support
Day 1 8:30-9:00	Preliminaries (Opening Program)	c/o HRDD	c/o HRDD	c/o HRDD	Charline Balahyas	Laureen Likigan and Jefferson Villena
9:00-10:00	Orientation-workshop on the goals and objectives of the DepEd-CAR KaLingA Center	Jennifer P. Ande	Emma Gabol			
10:00 - 12NN	Election and Oath taking of officers		Cresencio T. Gamay PDO IV - ESSD	Charline Balahyas		Laureen Likigan and Jefferson Villena
12NN-1:00	Lunch Break					
1:00-3:00	Continuation of the election/oath taking activity					
Day 2						
8:30-9:00	MOL	Host Team				
9:00-10:30	A Glimpse of the Real Situation on Cyberbullying and other forms of child abuses in CAR	DSWD - CAR	Margie Gardingan		Charline Balahyas	Laureen Likigan and Jefferson Villena



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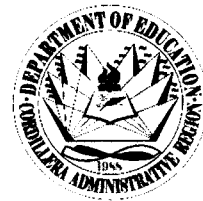


10:30 - 12:00	Orientation on Cyber Crime Prevention tips	PNP- Regional Anti- Cybercrime Unit Cordillera (RACU COR)	Sasha Joseph Daganos		Charline Balahyas	Laureen Likigan and Jefferson Villena
12NN- 1:00	Lunch Break					
1:00-3:00	Workshop on the drafting of Policies and Guideline of the Center		Emma Gabol			
Day 3						
Day 1 8:30-9:00	MOL	Host Team				
9:00- 12NN	Presentation and Critiquing of the Policies and Guidelines	Association of Guidance Counselors		HRDD		
12NN- 1:00	Lunch Break					
1:00-2:30	Tasking and ways forward			HRDD		
2:30- 3:00	Closing Program	HRDD				



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Inclosure 2 to RM _____

TRAINING MANGEMENT TEAM

COMMITTEE	NAME	TERMS OF REFERENCE
Consultant/Advisers	May B. Eclar, PhD.,CESO V Regional Director	<ul style="list-style-type: none"> • Approves policies, AR, PR and Memo for the conduct of the Orientation-Workshop • Leads in the overall conduct of the Orientation-workshop
	Florante E. Vergara OIC, Office of the ARD	
Overall Training Manager	Jennifer P. Ande Chief, HRDD	<ul style="list-style-type: none"> • Recommends approval of the conduct of the Orientation-workshop • Manage/supervise the overall conduct of the orientation-workshop
Chairman, Planning and Implementation/Focal	Emmanuela M. Gabol EPS II	<ul style="list-style-type: none"> • Plans for the details and organize the conduct of the orientation -workshop • Prepares AR, PR, Memo for approval • Coordinates with concerned Units/Division/ agencies/persons involve with the conduct of the orientation workshop • Prepares materials needed for the conduct of the orientation • Prepares Activity Completion report



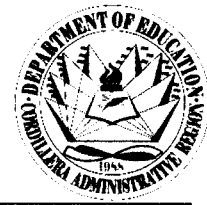
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<p>Members, Planning & Implementation/Learning Facilitators & Moderators</p> <p>HRDD and ESSD</p>	<p>Sasha Joseph D. Daganos EPS</p> <p>Cresencio T. Gamay PDO IV- ESSD</p> <p>Dexter B. Andres SEPS</p> <p>Margie B. Gardingan EPS II</p> <p>Emmanuela M. Gabol EPS II</p> <p>Laureen B. Likigan EPS II</p>	<ul style="list-style-type: none"> • Motivate interest of participants and establish high momentum until the end of the session. • Introduce resource speakers to participants • Create and maintain a moment of safe and open environment for sharing of ideas. • Provide and always remind the observance of house rule protocols during the conduct of the workshop • Responsible for keeping the sessions on track • Analyze comments of participants to formulate questions that will help guide a productive group discussion. • Provide acknowledgment of resource person for the information shared every after session and the participants for actively participating.
<p>QAME</p>	<p>Quality Assurance Division</p>	<ul style="list-style-type: none"> • Ensures the monitoring and evaluation of the activity • Provide links for the daily QAME • Provide copy of the results of the M & E to the program owner
<p>Resource Speakers</p>	<p>DSWD-CAR PNP- Regional Anti-Cybercrime Unit Cordillera (RACU COR) Legal Unit ESSD</p>	<ul style="list-style-type: none"> • Research factual data regarding the session topic • Prepares multi media presentations for the session topic • Deliver and discuss the session topics • Interact with and answer queries of participants



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<p>Technical Support/ Chat Box Manager/Attendance Sheet/Secretariat</p>	<p>Laureen Likigan Margie Gardingan Emmanuela Gabol Jefferson Villena Charline Balahyas</p>	<ul style="list-style-type: none">• Ensures readiness of sound system, LCD and other ICT Facilities needed during the activity• Create and provide links of the google meet / or any appropriate apps to other training management team members, participants and resource speakers• Create and provide links of the daily attendance sheet and ensure completeness of the same• Monitor chat box during the activity and consolidate questions and give results to the moderator for the Resource person to answer• Prepares certificate of recognition for resource person and certificate of participation• Documents proceedings of the activity• Provide needed technical assistance on ICT matters to Resource Persons and the overall conduct of the activity
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