



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**



Wangal, La Trinidad, Benguet, 2601  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)

August 17, 2017

**REGIONAL MEMORANDUM**  
**243 - 2017**

**RELEASED**  
AUG 22 2017  
DEPED-CAR Time: \_\_\_\_\_

**FIRST NATIONAL ASSEMBLY OF EDUCATION LEADERS**

**TO :** The Schools Division Superintendents  
All Regional Office Division and Schools Division Chiefs/OIC-Chiefs  
Public Elementary and Secondary School Heads  
All Others Concerned

1. Pursuant to DM No. 136 s. 2017, the Department of Education, through the Association of Directors (ADD) Inc., shall convene the "First National Assembly of Education Leaders" with the *theme Engaging the Heart of Education Leaders in the ASEAN Community* on September 20-22, 2017 at the Philippine International Convention Center, Pasay City.
2. The Assembly aims to provide the education leader-participants with a venue to strengthen their capabilities as public servants.
3. The participants from this Region shall be composed of the following:

Regional Office (20 participants)	1 Regional Director, 8 Division Chiefs and 11 Education Program Supervisors (CESWE Passers are priority)
Schools Division Office (25 participants)	1 Schools Division Superintendents, 1 Assistant Schools Division Superintendents, 2 SDO Division Chiefs, 2 Education Program Supervisors, 2 Public School District Supervisors, 8 Secondary School heads, 9 Elementary Schools Heads (CESWE Passers are priority)
<b>Total</b>	<b>250 participants</b>

4. A registration fee of five thousand pesos (P5, 000.00) chargeable against local funds shall be collected from the participants to cover for the cost of meals (lunch and snacks), rental of venue, honorarium of resource speakers, reproduction of handouts and materials including kits and other expenses. Participants shall make their own arrangements for their travel expenses, board and lodging and other incidental expenses, chargeable against their local funds subject to the usual accounting and auditing rules and regulations.
5. Payment of registration fee shall be made through bank deposit only until August 25, 2017.

**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				

Bank Name: Landbank 9DECS Extension Office)  
Account Name: Association of DepEd Directors Inc  
Account Number: 3342-1014-52

6. The Schools Division Office is requested to:
  - a. Submit the official list of participants to the Regional Office at [car@deped.gov.ph](mailto:car@deped.gov.ph) on or before August 30, 2017 for submission to [bcd.od@deped.gov.ph](mailto:bcd.od@deped.gov.ph) on August 31, 2017;
  - b. Present to the Registration Committee on September 20, 2017 (Day 1) the original deposit slips of the official participants for issuance of official receipts; and
  - c. Endorse replacements (if any) of official participants signed by the Regional Director
7. On site and walk-in participants shall not be accepted.
8. Enclosed are the following documents for reference:

Enclosure No. 1 – Indicative Program Matrix; and  
Enclosure No. 2 – Official List of Participants
9. For more information, all concerned may contact Dr. Lorna Dig Dino, President of the Association of DepEd Directors at mobile phone no. 0917-773-3466 and/or the National Assembly Secretariat at telefax no. (02) 636-5096 or through email address [bcd.od@deped.gov.ph](mailto:bcd.od@deped.gov.ph).
10. Immediate and widest dissemination of this memorandum to all concerned is desired.

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

(Enclosure No. 1 to Regional Memorandum No. \_\_\_\_\_)

**FIRST NATIONAL ASSEMBLY OF EDUCATION LEADERS**  
**Theme: *Engaging the Heart of Education Leaders in the ASEAN Community***  
**September 20-22, 2017**  
**Philippine International Convention Center (PICC), Pasay City**

Time	Day 1	Day 2	Day 3
8:00-8:15		Preliminaries	
8:15-10:15		<b>Plenary Session 2:</b> Upholding the Integrity among Education Leaders	<b>Plenary Session 5:</b> Motivation in Public Service
10:15-10:30		<b>Health Break</b>	
10:30-12:00		Continuation of Plenary Session 2	<b>Closing Program</b> Philippine National Anthem Invocation Synthesis Challenges
12:00-1:00	<b>Lunch Break</b>		
1:00-1:30	Registration of Participants per Region		
1:30-2:30	<b>Opening Program</b> Philippine National Anthem Invocation Welcome remarks Video Presentation Introduction of Participants Statement of Purpose Conference Mechanics	<b>Plenary Session 3:</b> The Role of Education Leaders in the ASEAN Community  Panel Discussion	<b>Home Sweet Home</b>
2:30-2:45	Health Break		
2:45-3:45	<b>Keynote Address</b> Leonor Magtolis Briones DepEd Secretary	<b>Plenary Session 4:</b> The Challenges of resiliency to education Leaders	
3:45-5:00	<b>Plenary Session 1:</b> Self-management for Purposive VMG Realization and Motivation		

(Enclosure No. 2 to Regional Memorandum No. \_\_\_\_\_)

**FIRST NATIONAL ASSEMBLY OF EDUCATION LEADERS**  
Theme: *Engaging the Heart of Education Leaders in the ASEAN Community*  
September 20-22, 2017  
Philippine International Convention Center (PICC), Pasay City

**Official List of Participants**

Region: CAR

Schools Division Office: \_\_\_\_\_

No.	Complete Name	Office (SDO/School)	Position/Designation
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Submitted by:

\_\_\_\_\_  
Schools Division Superintendent

*Note: This form must be accomplished by the concerned Office and sent together with the scanned deposit slips to (074) 422-4074 or at email address [car@deped.gov.ph](mailto:car@deped.gov.ph) on or before August 29, 2017.*