



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 31, 2017

**REGIONAL MEMORANDUM**

**261.2017**

RECEIVED  
SEP 05 2017  
DEPED-CAR Time: ...

**ORIENTATION-WORKSHOP OF THE REGION AND DIVISION ASSESSMENT TEAM  
FOR PRIVATE SCHOOLS ON GOVERNMENT PERMIT TO OPERATE**

TO: RO Functional Division (QAD)  
Schools Division Superintendent  
All Divisions

1. This is to announce the Orientation-Workshop of the Region and Division Assessment Team for Private schools on Government Permit to Operate on September 18<sup>th</sup>, 2017 at the SNC Hall, DepEd CAR, Wangal, La Trinidad, Benguet.
2. The objectives of the orientation workshop are the following:
  - a. to orient the Region and Division Assessment Teams in charge of processing the application of private schools for permit to operate; and
  - b. to capacitate the teams to do ocular inspection to the schools applying for permit to operate.
3. The participants to the orientation-workshop are the following:

| Participants                | Number    |
|-----------------------------|-----------|
| Regional Director           | 1         |
| QAD Staff                   | 6         |
| 4 participants per Division | 32        |
| <b>TOTAL</b>                | <b>39</b> |

4. Travel expenses shall be charged against local funds while lodging/accommodation and meals of participants shall be charged against Regional Office Funds subject to existing rules and regulations. The first meal shall be dinner of September 18<sup>th</sup> and last meal shall be the afternoon snack of September 19<sup>th</sup>. Lodging and dinner shall be provided for all SDOs except Baguio City and Benguet Divisions. Breakfast shall be for all except for Regional Office participants.
5. Immediate dissemination and compliance of this Memorandum is desired.

**MAY B. ECLAR, Ph.D., CESO V**  
9/4  
Officer-in-Charge  
Office of the Regional Director

QAD/olp/fcb

**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 |                  |          |        |          |