



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet

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October 3, 2018

REGIONAL MEMORANDUM  
335-2018

**Conduct of Orientation-Workshop on the Downloading of 2018 Funds for the Procurement of Learning Tools and Equipment (LTE)**

TO: Schools Division Superintendents  
Chairpersons of Division Bids and Awards Committee (BAC)  
Principals/School Heads of Concerned Independent Unit (IU) Schools  
All others concerned

1. To facilitate the smooth and maximum utilization of the 2018 funds to be downloaded by DepEd- Central Office for the procurement of Learning Tools and Equipment, this office will conduct an orientation-workshop on **October 12, 2018** from 8:00 AM to 5:00 PM at the **SNC Hall, Regional Office Compound, Wangal, La Trinidad, Benguet.**
2. The activity aims to equip the participants with the basic competencies in performing procurement processes in the utilization of the said funds.
3. List of participants to this activity is enclosed in this memorandum.
4. Each Division/ School is requested to bring at least one laptop and a flash drive (USB) to be used during the workshop.
5. Board and lodging of participants and other incidental expenses will be charged to RO funds. First meal is dinner of October 11 while last meal will be dinner of October 12, 2018. Travel and other expenses relative to the attendance to this activity will be charged to local Funds subject to the usual accounting and auditing rules and regulations.
6. Participants are required to confirm their participation until 5:00 PM of October 9, 2018.
7. For information and compliance of all concerned.

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

**Orientation-Workshop on the Downloading of 2018 Funds for the Procurement of Learning Tools and Equipment (LTE)**

October 12, 2018, SNC Hall, Regional Office Compound, Wangal, La Trinidad, Benguet

LIST OF PARTICIPANTS

<p>A) From the Regional Office (7)</p>	<ol style="list-style-type: none"> <li>1. May B. Eclar, Ph.D., CESO V- Regional Director</li> <li>2. Bettina D. Aquino, ARD and BAC 1 Chairperson</li> <li>3. Atty. Sebastian G. Tayaban, Chief- Finance Division</li> <li>4. Emilia M. Faustino, CES-CLMD (End User)</li> <li>5. Edgardo T. Alos, Vice Chair, BAC</li> <li>6. Cornelia A. Dulnuan, BAC Secretariat</li> <li>7. Agustin A. Gumuwang, CES-ESSD</li> </ol>
<p>B) From the 8 Schools Division Offices (3 per SDO a total of 24)</p>	<p>BAC Chair (1), BAC Secretariat (1) and EPS In-charge for TLE (1)</p>
<p>C) From the eleven (11) concerned IU Schools (3 per School a total of 33)</p>	<p>BAC Chair (1), BAC Secretariat (1) and TLE Department Head/Coordinator (1) from the following Schools</p> <ol style="list-style-type: none"> <li>1. Abra High School, Bangued, Abra</li> <li>2. Norther Abra NHS, San Juan, Abra</li> <li>3. Atok NHS, Atok, Benguet</li> <li>4. Alejo M. Pacalso MNHS, Itogon, Benguet</li> <li>5. Benguet NHS- Main, La Trinidad, Benguet</li> <li>6. Gov. Bado Dangwa Agro-Industrial School, Kapangan</li> <li>7. Tublay School of Home Industries-Main, Tublay</li> <li>8. Tabuk City NHS, Tabuk City</li> <li>9. Eastern Bontoc NAVHS, Barlig, Mt. Province</li> <li>10. Panabungen SATHI, Besao, Mt. Province</li> <li>11. Pines City NHS, Baguio City</li> </ol>
<p><b>Total Participants = 64</b></p>	

**Orientation-Workshop on the Downloading of 2018 Funds for the Procurement of Learning Tools and Equipment (LTE)**

October 12, 2018, SNC Hall, Regional Office Compound, Wangal, La Trinidad, Benguet

ACTIVITY MATRIX

Time	Activity/Topic	Facilitator/Resource Person
8:00-8:30 AM	Registration	CLMD Staff
8:30-9:00 AM	Opening Program	CLMD Staff
8:30-10:00 AM	Guidelines on Downloading of 2018 LTE Funds	Clemente Bandao
10:00 – 10:20	Health Break	
10:20-12:00 NN	Technical Aspects of SME and TVL Tools and Equipment	Clemente Bandao
12:00-1:00 PM	Lunch Break	
1:00-2:00 PM	Decentralization of Funds	Clemente Bandao
2:00-3:00 PM		
3:00-3:20 PM	Preparation of Action Plan	Participants
3:20-4:30 PM	Open Forum	CLMD Staff
4:30-5:00 PM	Closing Activities	