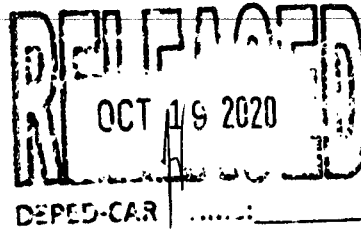


OFFICE OF THE REGIONAL DIRECTOR

October 5, 2020

REGIONAL MEMORANDUM

No. 336 - 26. 2020



CONDUCT OF VIRTUAL ORIENTATION-WORKSHOP ON DEPED-CAR KALINGA CENTER FOR SUPREME STUDENT GOVERNMENT AND SUPREME PUPIL GOVERNMENT OFFICERS AND ADVISERS

To: Schools Division Superintendents
 Chiefs of Division
 All others Concerned

1. In line with the institutionalization of the online **DepED-CAR KaLingA (Karamay, Lingap at Aruga) Center** composed of the Guidance Counselors and Guidance designates in the Cordillera Administrative Region, the Regional Office through the Human Resource Development Division (HRDD) in collaboration with the Education and Support Services Division (ESSD) shall conduct a three (3) day Virtual Orientation-Workshop for Supreme Student Government (SSG)/Supreme Pupil Government (SPG) Officers and Advisers on October 28 to 30, 2020 from 8:00 o'clock in the morning 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 familiarize the participants with the policies and guidelines/process flow of the KaLingA Center.
 - c) To advocate the KaLingA Center with the proposed users and clients of the center.
3. The participants to the Orientation-Workshop are SSG and SPG officers and advisers with the following allocation :

Division	Number of participants	Division	Number of Participants
Abra Division	50	Baguio City Division	50
Apayao Division	50	Benguet Division	50
Kalinga Division	50	Ifugao Division	50
Tabuk City Division	50	Mt. Province Division	50
		Training Management & Resource Persons	15
TOTAL			415

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 October 23, 2020 with the following format, likewise identified participants are requested to register with the following link: <https://tinyurl.com/regstudentgovern>



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

5. The delivery of the Virtual Orientation-Workshop on the DepED-KaLingA Center will be done via the Zoom platform.
6. The following documents are enclosed for your reference:
 - a) Matrix of Activities
 - b) List of the Management Team
7. Participants are requested to have their own laptops and ensure a stable internet connectivity during the activity.
8. Communication expenses of teacher participants shall be charged to the Regional Office GASS 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.
9. 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 the Schools Division Offices for reference.
10. 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
11. 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. 1336 . 2020

MATRIX OF ACTIVITIES
October 28-30, 2020

Day/Time	Session Title	Resource Person	Facilitator	Chat box Manager	Online attendance	Technical support
Day 1 8:00-8:30	Preliminaries (Opening Program)	c/o HRDD	c/o HRDD	c/o HRDD	Charline Balahyas	Laureen Likigan and Jefferson Villena
8:30-10:00	Orientation-workshop on the goals and objectives of the DepEd-CAR KaLingA Center	Jennifer P. Ande	Emma Gabol			
10:00-12NN	Coping Mechanism for Students/pupils and teachers under the new Normal	Rolando F. Malafu Guidance Counselor RSHS	Emma Gabol			
12:00-1:00	Lunch Break					
1:00-3:00	Workshop on Coping Mechanism	Rolando F. Malafu Guidance Counselor RSHS	Margie Gardingan			
Day 2						
8:00 - 8:30	MOL	Host Team				
8:30 - 11:00	Orientation on Cyber Crime Prevention tips	PNP-Regional Anti-Cybercrime Unit Cordillera (RACU COR)	Sasha Joseph Daganos		Charline Balahyas	Laureen Likigan and Jefferson Villena



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Day/Time	Session Title	Resource Person	Facilitator	Chat box Manager	Online attendance	Technical support
11:00-12:00	Orientation on the access and technical aspects of the KalingA Center	Laureen Likigan	Margie	Emma		
12NN-1:00	Lunch Break					
1:00-3:00	Workshop on the Access of the KaLingA Center and other issues and concerns	Laureen Likigan	Emma Gabol	Margie		
Day 3						
Day 1 8:00-8:30	MOL	Host Team				
8:30-10:30	A glimpse of the actual cases of online abuses in CAR	DSWD-Haven's Center	Nover Mente	Laureen Likigan		
10:30-11:30	Orientation on the process of receiving referrals & intervention on cases of online & offline abuses	DSWD				
11:30-12:00	Sharing of the Plans and Programs of Officers of the DepED-CAR KaLingA Center	Joven Agtani President	Emma	margie		
12NN-1:00	Lunch Break					
1:00-2:30	ways forward			HRDD		
2:30-3:00	Closing Program	HRDD				



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Inclosure 2 to RM 336.2020

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>Nover Kiethly S. Mente EPS</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>PNP- Regional Anti-Cybercrime Unit Cordillera (RACU COR) Legal Unit ESSD DSWD</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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