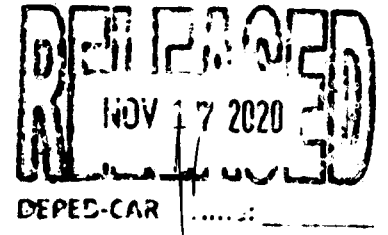




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



*Office of the Regional Director*

November 16, 2020

Regional Memorandum  
No. 360-2020

**LIST OF DEPED OFFICIALS AND TEACHERS TO BE GRANTED SERVICE CREDITS  
AND COMPENSATORY TIME-OFF FOR PARTICIPATION AND SERVICES RENDERED  
DURING THE NATIONAL SCHOOL OPENING DAY PROGRAM**

To: Schools Division Superintendent (SDO-Baguio City)  
All Others Concerned

1. As per Regional Memorandum No. 310, s. 2020 (Participation of CAR to the National School Opening Day Program for S.Y. 2020-2021), the enclosed list of teaching and non-teaching personnel are entitled to service credits or CTO/COCs earned in lieu of October 4 (Sunday) during the series of dry-runs for the National School Opening Day held at Baguio Elementary School, Baguio City.
2. The service credits or compensatory time-offs are subject to existing DepEd and CSC rules and regulations and shall be granted by their respective Schools Division Offices in the case of field personnel and the Regional Office in case of Regional Office personnel.
3. The number of earned credits shall be used in accordance with the DepEd Order No. 53, s. 2003, to wit: "The number of vacation service credits granted to a teacher shall not exceed 15 working days in a year except in cases authorized by the Secretary upon the recommendation of the Regional Director."
4. The following documents/requirements should be accomplished/submitted to their respective head of agencies after completion of their vacation service as stipulated in the said Order:
  - 4.a. Accomplishment Report
  - 4.b. Duly signed DTR/CSC Form 48
5. Immediate and wide dissemination of this Special Order to all concerned is desired.

  
**ESTELA V. CARIÑO EdD, CESO IV**  
Regional Director

ORD/PAU/gtjp/ksd



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Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074  
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ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15

Enclosure No. 1 to RM on List of DepEd Officials and Teachers to be Granted Service Credits and Compensatory Time-Off for Participation and Services Rendered during the National School Opening Day Program.

Participants of the Dry-Runs for the National School Opening Day Program

<b>NO.</b>	<b>NAME</b>	<b>SCHOOL/OFFICE/DISTRICT</b>
1	ELSIE V. DIWAS	Baguio Elementary School
2	INCHIMA M. GOMARCHO	Baguio Elementary School
3	RENITA E. LARANANG	Baguio Elementary School
4	ELVIRA G. DAGUIO	Baguio Elementary School
5	LINDA B. LONGAY	Baguio Elementary School
6	MERCEDES D. BERTO	Baguio Elementary School
7	JENNIFER L. LACDAO	Baguio Elementary School
8	DORIS C. AWIRAS	Baguio Elementary School
9	JESSICA S. MOC-ENG	Baguio Elementary School
10	VALEN GRAYLE E. TUNDAGUI	Baguio Elementary School
11	BENSON MOGA	Baguio Elementary School
12	ALBERT LEE BAGUIWEN	Baguio Elementary School
13	JAYSALAN PUNDO	Baguio Elementary School
14	JOHNSON BOTENGAN	Baguio Elementary School
15	DONALD GUHIC	Baguio Elementary School
16	CHRISTOPHER B. CORAL	Baguio Elementary School
17	MARCIANO PASIGON	Baguio Elementary School
18	ELMER SACWOG	Baguio Elementary School
19	JOHN KINIWAY	Baguio Elementary School
20	CHARLIE A. FEIR	Baguio Elementary School

\*\*\*nothing follows\*\*\*.

	<b>General Quality Form</b>		Document Code: CAR-QF-PPRD-10
	<b>ACTIVITY REQUEST FORM</b>		Revision: 00
			Effectivity date: 06-18-2018
			Name of Office: <b>ORD- Proper</b>

<b>Key Result Area: Partnership Building/Strategic Leadership/Communication Linkages</b>	
<b>Title of Activity:</b> <b>PARTICIPATION OF CAR TO THE SCHOOL OPENING DAY NATIONAL PROGRAM and DRY RUNS</b>	
<b>Rationale/Background:</b> <p>After all the preparations and hard work of everyone in the Central, Regional, Schools Division Offices, and Schools, we look forward to the smooth and orderly opening of School Year 2020-2021.</p> <p>Relative to this, the DepEd Central Office organized a national kick-off or School Opening Day National Program of which DepEd-CAR was chosen to have significant parts in the program itself on October 5, 2020.</p> <p>The participation includes showcasing of best practices in health protocols, parent participation, as well as for the Panunumpa ng Katapatan sa Watawat ng Pilipinas or Flag Raising Ceremony which will be viewed live on selected media outfits and social media platforms.</p> <p>This huge event entails preparations and dry-runs that lead to a smooth finale on October 5, 2020.</p> <p>Participants to these dry runs and conduct of the main event itself are the parents, teachers, LGU officials, DepED Officials, Media, and other stakeholders.</p>	
<b>Activity Code:</b>	<b>Fund Source: MOOE</b>
<b>Venue:</b> <b>Baguio Central Elementary School, City Hall Loop, Baguio City</b>	<b>Inclusive Date/s:</b> <b>September 30, 2020</b> <b>October 4, 2020</b> <b>October 5, 2020</b>
<b>Objectives:</b> <p>This national event emphasizes the readiness for the opening of classes on October 5, 2020 as well as the key messages of the Department:</p> <ol style="list-style-type: none"> <li>Angkop na Proteksyon;</li> <li>Patuloy na Edukasyon;</li> <li>Mabisang Aksyon.</li> </ol>	<b>Outputs:</b> <ol style="list-style-type: none"> <li>Press Releases</li> <li>Press Statements</li> <li>Facebook Live Streaming</li> <li>Dry Runs</li> <li>Interviews</li> <li>Flag Raising Ceremony</li> <li>Panel Discussions</li> </ol>
<b>Total No. of Participants:</b> <p style="text-align: center;"><b>Dry Run 1/ Day 1 (Sept 30, 2020): 20</b>  <b>Dry Run 2/Day 2 (Oct 4, 2020): 20</b>  <b>Opening Day Program/Day 3(Oct 5, 2020): 50</b></p>	<b>Total Budgetary Requirements:</b> <p style="text-align: center;"><b>62,250.00</b></p>

Prepared by:

  
**GEORALOY I. PALAO-AY**

Proponent

Reviewed by:

Annexes Complete and with Approved WFP:

  
**AIDA C. PAYANG, Ed.D.**  
 Chief Education Supervisor, QAD

Allotment Available and Within Cost Standards:

  
**ATTY. SEBASTIAN G. TAYABAN**  
 Chief Administrative Officer, Finance



----- To be accomplished by PPRD -----

Annexes:

- Activity Design/Program of Activities
- List of Participants (If Applicable)
- Purchase Request with Specifications and terms and conditions
- Detailed Functional Requirements

Note:

\*Not applicable to activities/funds to be downloaded to the Schools Division Offices.

	<b>General Quality Form</b>		Document Code: CAR-QF-PPRD-10
	<b>ACTIVITY REQUEST FORM</b>		Revision: 00
			Effectivity date: 06-18-2018
			Name of Office: <b>ORD – Public Affairs Unit</b>

**Detailed Functional Requirements**

**Note:**  
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**ACTIVITY DESIGN / PROGRAM OF ACTIVITIES**

**I. Program of Activities:**

Time	Activity
8:00 – 8:30	Preparation of Venue
8:30 – 9:00	Arrival and Registration of Participants
9:00 – 9:30	Briefing of panelists
9:30 – 10:00	Call Time / Rehearsal/ Health Break
10:00 – 12:30	Conference Proper
12:30 – 1:30	Lunch Break
1:30 – 2:30	One-on-one interview of media with panelists and Demo on Distance Learning

**II. Participants**

On-site Participants	Total Number	Male	Female
<b>RO personnel</b>	<b>1</b>		
<b>SDO Baguio Officials and Personnel</b>	<b>6</b>		
<b>School Officials, teachers, parents, and other staff</b>	<b>21</b>		
<b>PIA-CAR, Quad-Media</b>	<b>22</b>		
<i>Note: RD, ARD, SDS, ASDS, RO Chiefs, and PAU staff were already included in the meals and snacks of the participants to the National Program (part 1) which will be held prior to this press conference</i>			
<b>TOTAL</b>	<b>50</b>		

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     Detailed Functional Requirements

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