



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



October 29, 2018

REGIONAL MEMORANDUM

No. 383.2018

RELEASED
NOV 06 2018

DEPED-CAR

CAPACITY BUILDING ON DATA MANAGEMENT AND BASIC CUSTOMER SERVICE FOR DRIVERS AND ADMINISTRATIVE AIDES/ASSISTANTS

TO : Schools Division Superintendents
All others concerned

- In line with the DepEd-Cordillera Administrative Regions' pursuit to address the challenges faced in terms of competencies of the workforce and the implementation of the Learning and Development programs in the region, a Capability Building on Data Management and Basic Customer Service for Drivers and ADA/ADAS shall be conducted on November 20-22, 2018 at a venue to be announced later.
- The capability building aims to enhance the competency and skills of the participants on data management and basic customer service to improve their effectiveness and efficiency in the performance of their roles and functions.
- The participants to the capability building are as follows:

Participants	No. of Pax	Participants	No. of Pax
SDOs Drivers – 3 Admin Aide/Assistants - 12	15	Administrative Division Marvin John Flores Melandro Payang	17
RD & ARD	2	Dwayne Ryland Colas	
CLMD – Warly Kndiawan	1	Tomasa Pis-o	
FTAD – Jefferson Villena	1	Daisy Dionisio	
QAD – Jose Lorenzo	1	Edralyn Ganga	
Cobarrubias		Elsa Rabara	
PPRD – Dumas Aban	1	Mathemar Montes	
ORD – Jeremy Kermit Paddila	5	Archie Russel Baluyo	
Mercy Rose Pangesfan		Belin Carbonel	
Manilyn Botilas		Kevin Tadao	
Eric San Jose		Letecia Ramos	
Evelyn Pasul		Lyja Lumpio	
HRDD	6	Purita delos Santos	
ESSD – Joseph Bafiares	1	Salvador Cayambas	
Finance Division – Valentina Conchita Balura	3	Peter Lid-ayan	
Eugene Aquino		Edwin Balingawan	
Resource Speakers	3		
Total			160

4. Participants are requested to confirm their attendance to the said activity on or before November 15, 2018 c/o HRDD at email address hrdd.car@gmail.com.
5. Lodging, meals and snacks of participants shall be charged to RO-HRD funds while other incidental expenses of the participants relative to their attendance to the Launching shall be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal will be dinner of Day 0 while last meal will be PM snacks of Day 3. Check in time of participants starts at 2PM on Day 0 while check out time is 12NN of Day 3.
6. Immediate dissemination of this memorandum to all concerned is enjoined.


MAY B. ECLAR, PhD., CESO V
Regional Director

hrdd/emma