

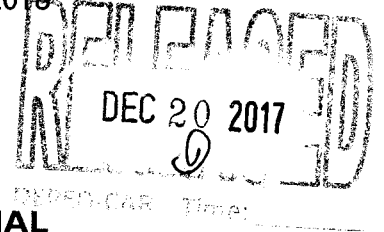


Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Wangal, La Trinidad, Benguet



December 18, 2018

REGIONAL MEMORANDUM
No. 431.2017



**SEMINAR ON ADMINISTRATIVE AND FINANCIAL
MANAGEMENT FOR SCHOOL HEADS**

To: School Division Superintendents
Chiefs/OIC RO Divisions
All Others Concerned

1. The Department of Education, Cordillera Administrative Region shall conduct a **Seminar on Administrative and Financial Management for School Heads** on January 24 to 26, 2018 at HotelLinda Suites, Barangay VIII, Sta. Elena, Vigan City.
2. The seminar aims to capacitate school heads to improve their school management and daily operations.
3. The participants to the said seminar are the following and are expected to be at the venue on January 23, 2017 at 3:00 pm for the opening activity.

Participants	Number
School Heads (priority – New School Heads/TICs:	
Abra	28
Apayao	20
Baguio City	12
Benguet	36
Ifugao	28
Kalinga	20
Mountain Province	28
Tabuk City	10
Training Management & Staff	
Consultants - RD May B. Eclar ARD Bettina Daytec-Aquino	2
Program Manager - Jennifer Ande	1
Program Facilitators - Lourdes Lomas-e Dolores Comom	2
Photo Documentation – PAO	1
Ushers - Purita de los Santos Mercy Pangesfan	2
QAME - QAD	1
Secretariat - HRDD staff	4
Resource Speakers	6
Total	200



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4. Submission of confirmed participants shall be emailed to hrdd.depedcar@gmail.com on or before January 16, 2017 using the format below:

Division _____

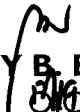
NAME	GENDER	POSITION

5. Meals and accommodation shall be charged to the HRTD funds while transportation and incidental expenses shall be charged against local funds subject to existing auditing rules and regulations.

Check - In	Check - Out	First Meal	Last Meal
2pm Jan. 23, 2018	12 NN Jan. 26, 2018	Lunch Jan. 23, 2018	AM Snack Jan. 26, 2018

6. Immediate dissemination of this Memorandum is desired.

HRDD/JPA/eam


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