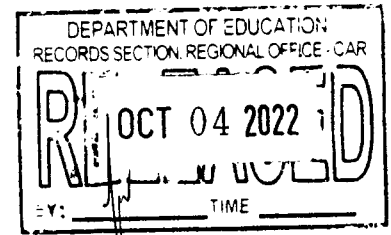




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



October 3, 2022

Regional Memorandum
No. 485.2022

INTERFACE CONFERENCE/SEMINAR FOR ADMINISTRATIVE OFFICERS
OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND
SECONDARY SCHOOLS (IMPLEMENTING UNITS)

To: Schools Division Superintendents
School Heads of Secondary Schools (Implementing Units)
Administrative Officers
All Concerned

1. The Regional Office through the Administrative Services Division will conduct a Three-Day Interface Conference/Seminar for Administrative Officers of the Regional Office, Schools Division Offices and Secondary Schools (Implementing Units). There shall be one (1) participant per implementing unit/secondary school.
2. The conference will be conducted in La Union on October 18-20, 2022. The specific venue shall be announced later.
3. The activity aims to accomplish the following:
 - a. to discuss updates on administrative issuances/processes and clarify issues and concerns and reach agreements/common understanding on issues affecting the Secondary Schools and Schools Division Offices;
 - b. Provide Administrative Officers with Mental Health and wellness activity
4. The following is the breakdown of participants to this conference:

Consultant/Participants	No. of Pax
Consultants:	
RD Estela P. Leon-Cariño EdD, CESO III	1
ARD Florante E. Vergara	1
Resource Speaker: Mr. Rolando Malafu	1





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<u>Regional Office:</u> Maksim A. Botilas, CAO, Admin Division Cornelia D. Adaci-Dulnuan, SAO, OIC – PSU Marites A. Calica AO V Eleonora A. Albidas, AO V Daisy P. Eswat, AO V Elena C. Tawanna, AO IV Lilia A. Banawe, AO IV Dumas D. Aban, AO II Secretariat/ICT Support:	1 1 1 1 1 1 1 1 1 1
<u>Schools Division Offices:</u> Administrative Officers V AO IV (HRMO II) AO II (HRMO I) AO IV (Records Officer)	8 8 8 8
<u>Secondary Schools (Implementing Units):</u> Administrative Officers/In-Charge of Administrative Functions of Secondary Schools (Implementing Units) Abra Apayao Baguio City Benguet Ifugao Kalinga Mt. Province Tabuk City	5 3 7 14 6 4 10 3
Total	96

5. Arrival and registration of participants shall start at 5:00P.M. of October 17, 2022. First meal will be Dinner of October 17, 2022 and last meal will be PM Snacks of October 20, 2022.

6. Transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and procedures.

7. Attached is the program of activities for reference.

8. Immediate dissemination of this Memorandum to all concerned is desired.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director





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**INTERFACE CONFERENCE/SEMINAR FOR ADMINISTRATIVE OFFICERS
OF THE REGIONAL OFFICE, SCHOOLS DIVISION OFFICES, AND
SECONDARY SCHOOLS (IMPLEMENTING UNITS)
October 17-20, 2022**

Program of Activities

DATE and TIME	ACTIVITIES	PERSON RESPONSIBLE
October 17, 2022		
5:00 PM	Arrival and billeting, registration and dinner	Participants
October 18, 2022		
8:00-8:45 AM	Registration	c/o Secretariat
8:46-9:45 AM	Preliminaries Invocation, Singing of the National Anthem, Cordillera Hymn	c/o Secretariat
	Introduction of participants	Marites A. Calica
	Welcome Remarks	Florante E. Vergara Director III/Assistant Regional Director
	Statement of Purpose	Daisy P. Eswat, AO V
	Message	Estela P. Leon-Cariño EdD, CESO III Director IV/Regional Director
	Reminders/House Rules	Lilia A. Banawe
9:45-10:00 AM	Break	
10:01AM- 12:00 Noon	Updates and reminders on Administrative Concerns	To be facilitated by Mr. Maksim A. Botilas, Chief Administrative Officer
12:00-1:00	Lunch Break	
1:01 – 3:00 PM	Discussion on the DepEd Manual of Style (DO No. 30, s. 2019) and the DepEd Service Marks and Visual Identity (D.O. No. 31, s. 2019)	Florante E. Vergara Assistant Regional Director





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3:01-5:00 PM	Mental Health and Wellness for Administrative Officers	Mr. Rolando Malafu Guidance Counselor
October 19, 2022		
8:00AM – 8:30 AM	Preliminaries/MOL	Assigned SDOs
8:31 -12:00	Continuation . . . Mental Health and Wellness for AOs	Mr. Rolando Malafu Guidance Counselor
12:00 NN – 1:00PM	Lunch Break	
1:00PM- 5:00PM	Break away Session: 1. Presentation and Discussion of the Merit Selection Plan and other HR Concerns. 2. Records Management (Functions of Records Officer; Integrity of Records and Records Control; Proper Storage and Access of Records; Documents Tracking; Other Updates)	c/o Personnel Section c/o Records Section Team
October 20, 2022		
8:00AM -12:00 Noon	Break away Session: Continuation of Discussions on 1. MSP/HR Concerns 2. Records Management	
12:00-1:00 PM	Lunch	
1:00-2:00 PM	Wrap-up/ Ways forward	
2:00-3:00 PM	Closing Program	Participants
	Travel back home	

