



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



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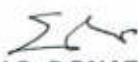
March 1, 2016

REGIONAL MEMORANDUM  
No. 065.2016

MOTORCADE AND LAUNCHING PROGRAM OF THE COFFEE TABLE BOOK  
TITLED DEPED-CAR: TRIBUTE TO 28 YEARS OF LASTING LEGACIES

To: Schools Division Superintendents  
All Divisions

1. Relative to the production of the Coffee Table Book tentatively titled DepED-CAR: Tribute to 28 Years of Lasting Legacies, a Motorcade and Launching Program will be held on March 17, 2016. The motorcade will start at 8:30 A.M. from Teachers Camp to DepED-CAR, Wangal, La Trinidad, Benguet.
2. The objectives of the Motorcade and Launching Program are to advocate the Coffee Table Book and to make the public aware of the milestones and the significance of DepED in forwarding the regional basic education objectives and to show support and cherish the value of being in the DepED-CAR Family.
3. Participants to the Motorcade and Launching Program are the following: 6 personnel from each School Division Office; 100 Regional Office staff and personnel and 100 former employees of DepED-CAR including retirees, transferees to other offices and those who went abroad.
4. Travel expenses of participants shall be charged to local funds while meals and accommodation relative to the launching activity shall be charged to the Regional Funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and wide dissemination of this Memorandum is desired.

  
ELLEN B. DONATO, ED.D., CESO III  
Director IV

Encl.: Program for March 17, 2016 & Matrix of Activities

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
Under the following subjects:

PROGRAMS

RESEARCH

**MATRIX OF ACTIVITIES**

Timeline: February 01, 2016 to May 30, 2016

ACTIVITY	TARGET DATES	VENUE	PEOPLE INVOLVED	EXPECTED OUTPUT
Orientation on Project Concept, 1 <sup>st</sup> planning and coordination meeting	Feb 01 10:00 AM to 11:30AM	SNC Hall	RD, ARD, All employees who started with DECS-CAR Teachers Camp who are presently with DepEd- Wanggal, Regional Chiefs of Divisions and Secretariat and 2 from Divisions of Ifugao and MP (38 pax)	Introduction of Project Concept, accounting of pioneer employees DECS-CAR who started in Teachers Camp and those who are with DepEd-CAR, Wanggal, LTB to date
Update on Data Gathering, 2 <sup>nd</sup> Planning and Coordination Meeting	Feb 4 9:00AM to 12:00Noon	ORD Office	RD, ARD, Regional Chiefs of Divisions, SAOs, Secretariat (15 pax)	Recap and Feed backing on Feb 1 Outputs; creation of Committees and identifying assignments
Update on Committee Assignments, Determine Timelines, 3 <sup>rd</sup> Planning and Coordination Meeting	Feb 12 9:00AM to 4:00 PM	NEAP R Hall	RD, ARD, All employees who started with DECS-CAR Teachers Camp who are presently with DepEd- Wanggal, Regional Chiefs of Divisions and Secretariat and 2 from Divisions of Ifugao and MP (40 pax)	Timelines set, assignments clarified, planning of next activities, setting directions and presentation of updated data
Organization of Data and other information gathered, initial layout, 4 <sup>th</sup> Planning and Coordination Meeting	Feb 22 9:00AM to 4:00PM	SNC Hall	-do-	Presentation of gathered data and other information; update on assignments, initial layout and launching



Revisit initial layout, updates on committee reports re launching, 5 <sup>th</sup> Planning and Coordination Meeting	Feb 29 9:AM to 12:00NN	SNC Hall	RD, ARD, Regional Chiefs of Divisions, SAOs, Secretariat (17 pax)	ISBN, Committee updates on launching of CTB on March 03, 2016
Organize data and other information gathered, continue layout; start procurement process for printer/publisher. <b>Organize Committees:</b> Consultants, editorial managers, writers, photo editors, proof reading committee, design and layout	March 7, 2016	SNC Hall	RD, ARD, Regional Chiefs of Divisions, SAOs, Secretariat (17 pax), BAC	Organize information and data gathered, organize and writers, determine systems and timelines, follow up foreword of Sec BAL, committees for the write up identified and functions clarified
Launching of Coffee Table Book Project, initial get together of former and present DECS-CAR/DepEd-CAR employees including those retired and separated	March 17, 2016 whole day	Motorcade from Teachers Camp to DepEd-CAR, Wangal, LTB Covered Court	All pioneers of DECS-CAR including those who started in Teachers Camp from April 1, 1988 to those who joined DepEd CAR in Wangal LTB to date; those retired or separated and all others invited	Introduction of the CTB Project 2016, awareness of the public on the milestones of DepEd CAR for the past 28 years, recognition of significant contributions, reconnecting and catching up with former colleagues and collection of data and other information, impressions, and other contributions that are worthy of documentation and recording
Writing	March 8 to April 25, 2016	Individual efforts at own time	at most, 18 with three members per committee	Consultants, editorial managers, writers, photo editors, proof reading committee, design and layout, suggestion for copy editor to be hired from the outside
Coordination Meeting with Writers, writing updates submit manuscript for proofs	April 18	ORD Office	RD, ARD, Secretariat with 8 identified writers	Initial write up, updates
Proofs, editing, improvement of layout	April 26-May 5	ORD Office	RD, ARD, Editorial Staff, copy editor, printer/publisher	Edit the manuscript within 10 days; Proofs to be presented for critiquing and improvement, suggestions inputted

Proofs for Dummy, final editing	May 6-10	ORD Office	RD, ARD, Editorial Staff, copy editor, printer/publisher	Dummy presented for editing and critiquing, suggestions inputted; final copy for printing
Printing and Production phase Specifications: - Hard bound with flip/loose cover design same with hard bound cover 13'w and 11'h - 250-270 glossy pages	May 11-May 30	Printer/ publisher :	RD, ARD, Editorial Staff, copy editor, printer/publisher	Printing of 600 copies of CTB @ approximately Php 1500/copy
Book Distribution	First week of June 2016	Regional Office	Committee concerned	CTBs distributed to identified recipients, divisions and schools

**COFFEE TABLE BOOK MATRIX ON WORKING COMMITTEES**

Timeline: February 01, 2016 to May 30, 2016

COMMITTEES	COORDINATING DIVISION IN THE REGION/ Focal Person	RESPONSIBILITIES
<p><b>Committee on Data and Information Gathering (by Administration and Division)</b></p> <ol style="list-style-type: none"> <li><b>RD Pedro D. Indunan</b>, ARD Stephen N. Capuyan, and Baguio Division</li> <li><b>RD Stephen N. Capuyan (+)</b>, ARD Esperanza Orlina, OIC ARD Con Allyson Belagan, OIC ARD Con Agapito Flores and Apayao Division</li> <li><b>RD Tomas A. Ratum (+)</b>, ARD Agapito Flores, ARD Jesus LazoTaberdo, ARD Mario Ramirez and Tabuk City Division</li> <li><b>RD CeledonioLayon</b>, OIC ARD ConRupertavergara, and MP Division</li> <li><b>RD George Gamma</b>, ARD Mario Ramirez, and Abra Division</li> <li><b>RD Remedios K. Taguba</b>, ARD Mario Ramirez and ARD Benito T. Tumamao, OIC ARD Philip M. Flores and Benguet Division</li> <li><b>RD Jesus LazoTaberdo</b>, ARD Benito Tumamao</li> </ol>	<p>CLMD/ Chief Evelyn Gabot</p> <p>HRDD/Chief SorayaFaculo</p> <p>FTAD/OIC Elfred Dalang</p> <p>PPRD/Chief Pio Ecuana</p> <p>PPRD/Chief Pio Ecuana</p> <p>Adm/Chief Edgar Alos</p> <p>ESSD/Chief Agustin Gumuwang</p>	<ol style="list-style-type: none"> <li>To reach out to all pioneer employees, and their families, regardless of employment status who started with DECS-CAR in Teachers Camp who can provide information, photo documentation and data relative to the purpose of the project;</li> <li>To account all other employees who joined the DECS-CAR in Teachers Camp up to the present DepEd-CAR in Wangal LTB and do the same;</li> <li>To gather information, data, photo documentations, impressions, etc, as to the historical development and evolution of DepEd in the region;</li> <li>To include sentiments, memories, significant observations, and even simple gestures that form part of the milestones of DepEd CAR on its 28<sup>th</sup> anniversary;</li> </ol>



<p>8. RD Benito Tumamao, OIC ARD Con Ellen Donato, ARD Teresita Velasco and Kalinga Division</p> <p>9. RD Josefina G. Tamondong, ARD Teresita Velasco and Ifugao Division</p> <p>10. ARD Teresita M. Velasco, OIC RD</p> <p>11. RD Ellen B. Donato, OIC ARD Sebastian Tayaban, OIC ARD Estela Carino, ARD Estela Carino, OIC ARD Con Francis Cesar Bringas</p>	<p>ESSD/Chief Agustin Gumuwang</p> <p>Finance/Chief Atty Tayaban :</p> <p>Finance/Chief Atty Tayaban</p> <p>QUA/Chief Lilia Goc-oban</p>	<p>5. To consolidate information gathered on their respective assignments and refer other information to the concerned committee</p> <p>6. To do some other tasks as may be requested relative to the coordination and information/data gathering</p> <p>➤ Regional Division Chiefs who picked the names of other RDs, ARDs and Division during the draw lots can still continue with their information gathering and write ups and submit to the coordinating Division/ Chief or designated alternate/writer</p>
<p><b>COMMITTEE ON PROJECT MANAGEMENT</b></p>		
<p>1. Consultants</p>	<p>-All available former RDs/ARDs</p> <p>-RD Ellen Donato</p>	<p>-Validate information and data gathered</p> <p>-input suggestions for improvement</p> <p>-Presides over coordination meetings for the purpose</p> <p>-Do periodic review of output</p> <p>-Approves the final manuscript prior to printing</p> <p>-input suggestions where needed</p>
<p>2. Editorial Managers</p>	<p>OIC ARD Con Francis Cesar Bringas</p> <p>Rafaela Gawigawen – PPRD</p> <p>Ginadine Balagso – HRDD</p> <p>Cornelia Adaci-Dulnuan – Admin</p> <p>Marcelo Talamayan – FTAD</p> <p>Cresencio Gamay – ESSD</p> <p>Ethielyn Taqued – CLMD</p>	<p>-Responsible for overall content and direction of the book</p> <p>-follow up writers and provide guidance on content write up</p> <p>-do periodic review of content</p>

	Jaime Colas – Division of Mt. Province Samuel Tayaban – Division of Ifugao	
3. Writers/Contributors	-All Regional Chiefs of Divisions and their designated alternate  Patricia Dumaguing – PPRD Florence Balictan – QAD Sosie Lou Colas - Finance Corazon Walcien – Finance Rosita Sakiwat – Admin Marcelo Talamayan – FTAD Cresencio Gamay – ESSD Carmel Meris – CLMD Jaime Colas – Division of Mt. Province Samuel Tayaban – Division of Ifugao Daisy Eswat - ORD -SDO contributors -All Regional Chiefs of Divisions and their designated focal persons	-develop text content -coordinate with editorial board/committee on content to be developed
4. Committee on Design and Layout	Jumar Yago-an – ICT ORD Janet Ambucay – PPRD Yves Sixto – QAD Katrina Ruth Verzola – HRDD Jose Lorenzo – Admin Laureen Likigan – CLMD  -All representatives from Regional divisions designated by their respective chiefs	-do initial layout of information, write-ups, photo docs gathered and designing
5. Committee on Photo Documentation	Manilyn Botillas - ORD Jeremy Kermit Padilla - ORD Glenn Papa - ORD	Photo research, photo sourcing, photo selection and photo repair

	<p>Janet Ambucay – PPRD</p> <p>Archie Russel Baluyo – QAD</p> <p>Rosmarie Dalang – HRDD</p> <p>Mariane Wanson – Finance</p> <p>Marvin John Flores – Admin</p> <p>Evangeline Malag – ESSD</p> <p>Wafly Kindiawan – CLMD</p>	
6. Proof Reading Committee	<p>-All representatives from regl divisions designated by their respective Chiefs</p> <p>Georaloy Palaoay - ORD</p> <p>Patricia Dumaguiling – PPRD</p> <p>Daniel Gonayon – QAD</p> <p>Eleonora Albidas – Admin</p> <p>Jennifer Ande – CLMD</p> <p>Patricio Dawaton – CLMD</p> <p>Thelma Dalay-on - CLMD</p> <p>Jaime Colas – Division of Mt. Province</p> <p>Samuel Tayaban – Division of Ifugao</p>	<p>-do manuscript review on grammar, spelling, consistency, and organization</p> <p>-clarify vague statements</p> <p>-review correctness of captions, texts</p>
7. Copy Editor	<p>-All representatives from regional divisions designated by their respective chiefs</p> <p>To be contracted out</p>	<p>-act as the final reviewers of grammar, sentence structure, lay out</p> <p>-fine tune design and layout</p>

**Overall Data and Information Bank: CTB Project 2016 SECRETARIAT**

Cornelia Adact-Dulnuan

Purita delos Santos

Patricia Dumaguiling

Manilyn Botillas

Jeremy Kermit Padilla

Glenn Papa