



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



March 18, 2022

REGIONAL MEMORANDUM

No. 138.2022

JOINT NATIONAL EXECOM - MANCOM MEETING CUM SCHOOL VISIT

To: Assistant Regional Director
Schools Division Superintendents/OICs
Assistant Schools Division Superintendents/OICs
Regional Office Chiefs/OICs
School Principals, PSDSs and Supervisors
All Others Concerned

1. This is to inform the field that DepEd-CAR will host the Joint National ExeCom-ManCom meeting cum School Visit to be held on March 21-24, 2022 at The Plaza Lodge, 32 South Drive, Baguio City and school visit to the selected schools in Baguio City and within La Trinidad, Benguet.

2. The general objective of this meeting is to provide an avenue for the ExeCom-ManCom members to arrive at agreements as well as review the existing policies or formulate new policies applicable to the context in the department. Likewise, to gather, share updates and accomplishments on the implementation of the different Programs, Projects, and Activities (PPAs) and to visit the schools implementing the in-person limited face-to-face classes.

3. Attached are the following enclosures:

- a) Enclosure 1: Number of participants;
- b) Enclosure 2: List of committees and functions;
- c) Enclosure 3: List of protocol officers;
- d) Enclosure 4: Itinerary for the school visit; and
- e) Enclosure 5: Program matrix/Program Paper.

4. Expenses relative to the conduct of this meeting for meals, venue, room accommodation, supplies, and other incidental expenses relative to the meeting shall be charged against downloaded fund from the CO and RO MOOE while travel and incidental expenses of the SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations.

5. The attire for the working committees should be business attire with red ethnic blazer or any cordilleran attire for the SDO working committees on March 23. It is expected that all employees involved in the hosting shall give their full support, commitment, and dedication throughout the duration of the activity.



6. For any inquiry, kindly contact the Regional ManCom secretariat through Ms. Manilyn Botilas with her contact number, 0947-553-0144, or kindly call the ORD's office through Ms. Edralyn Ganga at telephone number (074) 422-1318.
7. Strict observance of the health and safety protocols during the activity is a must.
8. For information, guidance, and compliance of all concerned.



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

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Enclosure 1 (RM No. _____, s. 2022)

JOINT NATIONAL EXECOM – MANCOM MEETING CUM SCHOOL VISIT

NUMBER OF EXPECTED / CONFIRMED PARTICIPANTS ONSITE AND TWG

National ExeCom-ManCom Members and TWG:

Name	No. of Participants
DepED Secretary/ USEC/ ASEC	8
Bureau Directors	16
Regional Directors	11
DepED CO personnel/ secretariat	27
DepED-CAR Regional Office and SDO TWG	38
TOTAL	100

JOINT NATIONAL EXECOM – MANCOM MEETING CUM SCHOOL VISIT

LIST OF COMMITTEES AND FUNCTIONS

PARTICULARS/ASSIGNMENT	PERSON/OFFICE RESPONSIBLE	REMARKS/FUNCTIONS
1. TOKENS		
<ul style="list-style-type: none"> • 1 kg Muscovado • Cornik • Indladit • Balikocha and others 	SDO Abra	
<ul style="list-style-type: none"> • Banana Chips, Peanuts and others 	SDO Apayao	
<ul style="list-style-type: none"> • Good Shepherd Ube Jam and others 	SDO Baguio	
<ul style="list-style-type: none"> • Roses/Plantita Succulents for the female REXECOM/MANCOM members and bouquet for Sec. Leonor M. Briones and others 	SDO Baguio City	<i>To be given during the serenade</i>
<ul style="list-style-type: none"> • Strawberry Jam • Brittle and others • Vegetables (Potatoes, Beans, Carrots, Sayote and others) 	SDO Benguet	<i>Vegetables to be given to visitors travelling by land only</i>
<ul style="list-style-type: none"> • Souvenir Wood carving • Native Rice and others 	SDO Ifugao	
<ul style="list-style-type: none"> • Quality Soft Broom • Barako Coffee and others 	SDO Kalinga	
<ul style="list-style-type: none"> • Sagada Weaving Woven Pouch • Muscovado and others 	SDO Mt. Province	
<ul style="list-style-type: none"> • 2 Kgs Brown Rice • Coffee and others 	SDO Tabuk City	

<ul style="list-style-type: none"> Easter Weaving Shawl and others 	Regional Office <i>c/o Daisy Eswat</i>	
<ul style="list-style-type: none"> Succulent w/ Purple Ribbon and others 	Regional Office <i>c/o OIC-CES Rosita Agnasi and Georgina Ducayso</i>	
<i>Note: All tokens must distribute before the meeting or after the meeting</i>		
2. WELCOME FRUITS	Protocol Officers	
3. SPECIAL GIFT for Sec. Leonor Briones & USEC Revsee Escobedo	Newly promoted 3rd level officials	
4. PROTOCOL OFFICERS <ul style="list-style-type: none"> Should have their own service vehicles and shoulder their own fuel and others. 	All SDS, ASDS, and other RO Chiefs	<i>In charge of the REXECOM Members from arrival to departure</i>
	SDO Baguio City and Benguet School Principals, EPSs/PSDSs/ personnel	<i>In charge/assist the other members of ManCom (Regional Directors) from arrival to departure</i>
5. PROCUREMENT OF VENUE (Lease of Venue)	Regional Office -Procurement Unit -CES Jennifer Ande -SAO Cornelia Dulnuan	
6. COMMITTEES		
<ul style="list-style-type: none"> Usher/Usherettes 	CES Ethielyn Taqued - Rose Melody Flores - Romulo Basa - Dalton Teliao - Denia Tarnate - Corazon Also - Bryan Hidalgo - Jonalyn Ambrona	<i>Program proper only</i>

	<ul style="list-style-type: none"> - Jenny Taquio - Leonardo Aquino - Sharmaine Gawidan 	
<ul style="list-style-type: none"> • Registration 	CES Aida Payang <ul style="list-style-type: none"> - Manilyn D. Botilas - Jennelyn Kitongan 	<i>-names of pax indicated in the Registration form</i> <i>-be ready with blank forms for other participants</i>
<ul style="list-style-type: none"> • Food and accommodation/room assignments 	CES Jennifer Ande and NEAP Team	<i>Coordinate if outside food is allowed by the hotel</i>
<ul style="list-style-type: none"> • Drivers' accommodation 	CES Jennifer Ande CES Edgar Madlaing	<i>Billeted at Teachers Camp with catered food</i>
<ul style="list-style-type: none"> • Transportation and Security 	CAO Maksim Botilas (Administrative Division)	
<ul style="list-style-type: none"> • Stage and Decoration and Cultural Presentation 	OIC Sasha Joseph Daganos and team	<i>Motif maybe is Women's Month theme</i>
<ul style="list-style-type: none"> • Invitation/Communication Letters 	ARD Florante Vergara <i>-Nover Keith Mente</i> <i>-Pat Dawaton</i>	
<ul style="list-style-type: none"> • Coordination with partners and other officials (PNP, RIATF, OCD) 	CES Edgar Madlaing <i>-Doc. Angeline Calatan</i> <i>-Mayclaire Jimenez</i>	
7. TABLE NAME PLATE	CES Ethielyn Taqued	- 2 liners and the names/letters must readable
8. PERSONALIZED HEALTH KIT	CAO Maksim Botilas (Administrative Division)	<i>Alcohol, Pocket Tissue, Facemask in a small pouch (ManCom souvenir with label/tag) to be</i>

		<i>given during the registration</i>
9. CORDILLERA INSPIRED PHOTO BOOTH IN THE HOTEL	Principal Esther Litilit	<i>Showcasing CAR culture</i> <i>"Welcome to Cordillera"</i> <i>may include headdress, chaleco</i>
10. DOCUMENTATION	Public Affairs Unit -c/o Georaloy Palao-ay	<i>Coordinate for the possibility of conducting the Kapihan instead of March 29, 2022</i>
11. CERTIFICATE OF APPEARANCE	Administrative Division -c/o CAO Maksim Botilas	<i>Prepare 100 pcs</i>
12. SORTING AND PACKING OF TOKENS <i>(expected to be delivered/received on Monday)</i>	Admin & Finance Division -SAO Cristy Paquit -SAO Connie Dulnuan	<i>To be distributed at the end of the meeting maybe thru the Protocol Officers</i>

13. WELCOME TO THE CORDILLERA TARPAULIN AND MANCOM MEETING BACKDROP	Administrative Division	<p><i>Procure 5 pcs.</i></p> <ul style="list-style-type: none"> <i>-1 for the backdrop;</i> <i>-1 at the Tuba boundary;</i> <i>-1 for Baguio City boundary at Marcos Highway and</i> <i>-1 at the Hotel lobby;</i> <i>- 1 for RO entrance.</i> <p><i>*(The hotel may provide a complimentary tarpaulin.)</i></p> <p><i>*Include only the picture of Sec. Leonor M. Briones in the tarpaulin</i></p>
17. Sounds, Projector, and other ICT equipment to be used	<p>ICTU Team</p> <p>c/o Jumar Yago-an, Randolph Daculog & Team</p> <p>Regional Office, Baguio City and Benguet</p>	<ul style="list-style-type: none"> <i>-Balanced sounds</i> <i>-Available microphones, if wireless – with extra new batteries</i> <i>-If possible, 1 microphone for each member and to coordinate with SDO Baguio City</i> <i>-Clear projectors</i>
18. Program and Invitation (Preliminaries)	<p>CLMD with PAU</p> <ul style="list-style-type: none"> <i>-Jonalyn Ambrona</i> <i>-Shaira Kaye Dizon</i> 	<ul style="list-style-type: none"> <i>-To prepare program for the preliminaries</i>

19. Tarpaulin for the Notable accomplishments, best practices, and Basic Education Data	All SDOS -c/o SDSs/ASDSs Regional Office -c/o PPRD and CLMD -Aida L. Payang -Rosita Agnasi -Manilyn Botilas	-To prepare 2.5 x 6 feet tarpaulin - to include the best practices, notable accomplishments, number of personnel, schools and learners
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Enclosure 3 (RM No. _____, s. 2022)

JOINT NATIONAL EXECOM – MANCOM MEETING CUM SCHOOL VISIT

LIST OF PROTOCOL OFFICERS

No.	NAME OF PROTOCOL OFFICER	EXECOM MEMBER	OFFICE
1	RD/ARD	Sec. Leonor Magtolis Briones	Office of the Secretary (OSEC Proper)
2	SDS BENILDA M. DAYTACA	Usec. Josephine Maribojoc	Legal Affairs
3	ASDS SAMUEL T. EGSAEN, JR.	Asec. Alberto Escobarte	Legal Service
4	SDS BENEDICTA B. GAMATERO	Usec. RD Wilfredo Cabral	Bureau of Human Resource and Organizational Development
5	OIC-ASDS GINADINE L. BALAGSO	Asec. GH Ambat	Alternative Learning System
6	SDS FEDERICO P. MARTIN	Usec. Nepomuceno Malaluan	Undersecretary - Chief of Staff
7	ASDS CHRISTOPHER C. BENIGNO	Asec. Alma Ruby Torio	Curriculum and Instruction
8	SDS GLORIA B. BUYA-AO	Usec. Diosdado San Antonio	Curriculum and Instruction
9	OIC-ASDS CARMEL F. MERIS	Asec. Ramon Abcede	Finance
10	OIC-SDS SORAYA T. FACULO	Usec. Annalyn Sevilla	Finance
11	OIC-ASDS PIO D. ECUAN	Asec. Salvador Malana III	Procurement Management Service
12	SDS AMADOR D. GARCIA	Usec. Alain Del B. Pascua	Administration
13	OIC-ASDS JERRY C. YMSON	Asec. Malcolm Garma	National Academy of Sports and Field Operations
14	SDS SALLY B. ULLALIM	Usec. Tonisito Umali	External Partnership Service, Legislative Affairs and Project Management Service
15	ASDS VIRGINIA A. BATAN	Asec. Juan Valeriano Respicio IV	Youth Affairs and Special Concerns

16	SDS IRENE S. ANGWAY	USec. Revsee Escobedo	Field Operations, <i>Palarong Pambansa</i> Secretariat, and DEACO
17	OIC-ASDS FELICIANO L. AGSAOAY, JR.	Dir. Joyce Andaya	Bureau of Curriculum Development
RO Chiefs/EPS		BUREAU/SERVICE DIRECTORS	OFFICE
18	CES Ethielyn E. Taqued	Dir. Leila Areola	Bureau of Learning Delivery
19	OIC-Rosita Agnasi	Dir. Nelia Benito	Bureau of Educational Assessment
20	EPS Romulo Basa	Dir. Ariz Cawilan	Bureau of Learning Resources
21	EPS Brian Hidalgo	Dir. Raul La Rosa	Bureau of Learning Resources
22	PSDS Melody Flores	Dir. Nina Bianca Sanglay	Bureau of Human Resource and Organizational Development, and Head Executive Assistant, Office of the Secretary
23	EPS Jhona Ambrona	Dir. Jennifer Lopez	Bureau of Human Resource and Organizational Development
24	EPS Nover Mente	Dir. John Siena	National Educators Academy of the Philippines
25	OIC- Clemente Bandao Jr.	Dir. Roger Masapol	Planning Service
26	CES Aida L. Payang	Dir. Margarita Consolacion Ballesteros	International Cooperation Office
SDO BENGUET			
27	Lucio Alawas	Dir. Ronilda Co	Disaster Risk Reduction and Management Service
28	Rizalyn Guznian	Dir. Bettina Aquino	Finance Service
29	Aladin Dobinto	Dir. Edel Carag	External Partnerships Service
30	Delarosa Delmas	Dir. Armando Ruiz	Finance Service
31	Marcelino Baldo	Dir. Anne Rachel Miguel	Bureau of Human Resource and

			Organizational Development
32	Norbert Lartec	Dir. Robert Agustin	Administrative Service
33	Karen Bosaing	Dir. Rhoan Orebia	Legal Affairs
34	Virginia Salio-an	Dir. Leilani Galvez	Internal Audit Service
35	Aida Pe	Dir. Milagros Talinio	Project Management Service
36	Constancia Jane Abodiles	Dir. Runvi Manguerra	Teacher Education Council Secretariat
37	Emerson Hadsan	Dir. Joel Erestain	Palarong Pambansa Secretariat
38	Daniel Peredo	Dir. Abram Abanil	Information and Communications Technology Service
39	Jerry Esnara	Dir. June Arvin Gudoy	Public Affairs Service
40	Luis Igueldo	Dir. Marcelo Bragado	Procurement Management Service
41	Madison Kiong	Dir. Marilette Almayda	Bureau of Alternative Education
42	Samuel Ayangdan	Dir. Lope Santos III	Bureau of Learner Support Services
43	Sonia Dupagan	Dir. Ella Cecilia Naliponguit	Palarong Pambansa Secretariat
SDO BAGUIO CITY		REGIONAL DIRECTORS	OFFICE
44	Juliet Sannad	RD Tolentino Aquino	Region I
45	Nora Dalapnas	RD Benjamin Paragas	Region II
46	Marina Tabangcura	RD May Eclar	Region III
47	Loida Mangangey	RD Francis Cesar Bringas	Region IV-A CALABARZON
48	Mary Jane Malihod	RD Nicolas Capulong	Region IV-B MIMAROPA
49	Lolita Manzano	RD Gilbert Sadsad	Region V
50	Jayreros Guevara	RD Ramir Uytico	Region VI
51	Santiago Bugtong	RD Salustiano Jimenez	Region VII
52	Sammy Bab- anga	RD Evelyn Fetalvero	Region VIII
53	Rosie Beel Marzo	RD Ruth Fuentes	Region IX
54	Withney Dawayen	RD Arturo Bayocot	Region X

55	Joseph Estigoy	RD Allan Farnazo	Region XI
56	Brigette Galong	RD Carlito Rocafort	Region XII
57	Brenda Cariño	RD Ma. Gemma Ledesma	Region XIII
58	BENEDICTA B. GAMATERO	RD Wilfredo Cabral	National Capital Region
		SECRETARIAT	
59	Canuto Castro	Manuela Laine Dayawon	ManCom Secretariat
60		John Joshua Duldulao	ExeCom Secretariat
61		Donelle Charmagne Umali	ExeCom Secretariat
62		Oscar Afos Jr.	ManCom Secretariat
63		Jacqueline Jarafa	ManCom Secretariat
64		Adrian Conti	ManCom Secretariat

Enclosure 4 (RM No. 138.2022, s. 2022)

JOINT NATIONAL EXECOM – MANCOM MEETING CUM SCHOOL VISIT

ITINERARY FOR THE SCHOOL VISIT

March 22, 2022

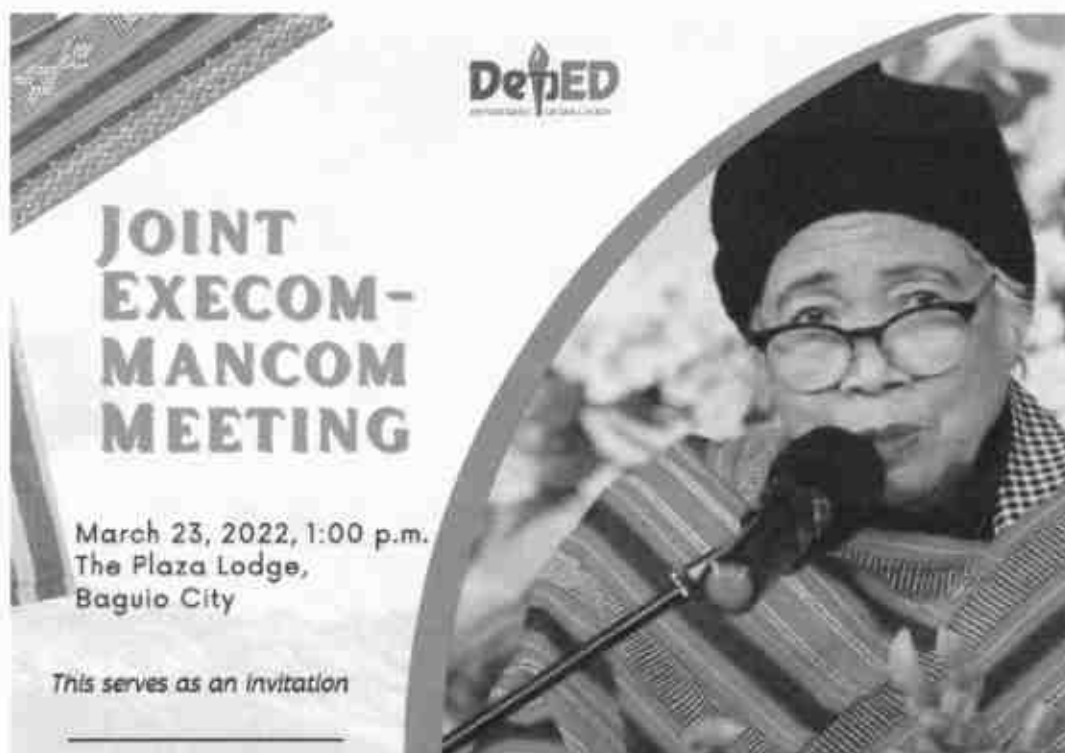
Date/ Time	Activity	Venue
March 21/22	ARRIVAL of SLMB Team in Baguio City Arrival of PAS (8 pax) to stay in NEAP R	BTC NEAP R
March 22 (Tuesday) • 2:00 pm	Arrival to DepEd Regional Office, Wangal La Trinidad, Benguet. -Proceed to the Office of the Regional Director	Regional Office
• 2:00 pm	Welcome Song (Halina) <i>All RO employees must be Green ethnic coat on Tuesday ready to welcome SLMB and Team in front of the Main Building at 1:30 p.m.</i>	c/o RO Choir
• 2:00- 2:15	To the office of RD	
• 2:15-3:00	To the NEAP grounds for Groundbreaking Ceremony for the Proposed RNEAP Building 2	
	Program <ul style="list-style-type: none"> • IP Ritual with Elder • IP Prayer by Elder • Ribbon Cutting (<i>violet and white</i>) • Acknowledgement of Participants • Groundbreaking Ceremony with Playing of Gongs • Photo Opportunities • Closing Prayer - Priest Take note of the assignments: 1. EMCEE - Nover Mente	NEAPR Grounds

	<p>2. Make sure there will be good sound system – c/o CAO Maksim/AO Randolph</p> <p>3. With Tarpaulin for the Groundbreaking -c/o Engineer Hadsan</p> <p>4. Parachute- c/o OIC-CES Clemente</p> <p>5. Black Pig – c/o Engineer Hadsan</p> <p>6. IP Leader - c/o CES Edgar</p> <p>7. Priest – c/o CES Jen</p> <p>8. “Tayaw”- c/o ESSD (should be in proper ethnic attire/ bahag)</p> <p>9. General Clearing and Cleaning of the NEAP-R area – CAO Maksim</p> <p>10. CES Jen to prepare the program proposal</p> <p>11. A Welcome Tarpaulin to be place in front of the Main Building – CAO Maksim</p>	
• 3:00 -3:15 p.m.	To visit Benguet SPED Center	
• 3:15- 3:45 p.m.	Benguet NHS Techvoc class	
• 3:45- 5:00 p.m.	<p>Welcome Messages from RD, Mayor, Governor, Congressman</p> <p>Intermission from pupils of Buyagan ES</p> <p>Message – ASEC JV , HEA (Ma’am Sanglay)</p> <p>Message of the Secretary</p> <p>Acknowledgment -SDS Buya-ao</p>	
5:00 p.m.- onwards	Drop by Puguis ES	
7:00-9:00 p.m.	<p>Dinner @ the Plaza Lodge</p> <p>Arrival of other participants in the hotel</p> <p><i>Note: ALL Protocol Officers shall wait for the EXECOM-MANCOM member assigned to them until they arrived/ or until midnight.</i></p>	The Plaza Lodge Baguio City
<p>March 23, 2022 (Wednesday)</p> <p>• 9:00 a.m.-12 Noon</p> <p>• 12-1:00 p.m.</p>	<p>KAPIHAN with Media Partners and SLMB</p> <p>LUNCH BREAK</p>	The Plaza Lodge Baguio City

<ul style="list-style-type: none"> • 1:00-2:00 p.m. • 2:00-3:00 p.m. • 3:00- 7:00 p.m. • 7:00 p.m. onwards 	Special EXECOM Meeting (with USEC-ASEC Only) Preliminaries Business Proper Dinner	The Plaza Lodge Baguio City
March 24,2022 (Thursday)	DEPARTURE of all participants	

JOINT NATIONAL EXECOM – MANCOM MEETING CUM SCHOOL VISIT

PROGRAM MATRIX/ PROGRAM PAPER



**JOINT
EXECOM-
MANCOM
MEETING**

March 23, 2022, 1:00 p.m.
The Plaza Lodge,
Baguio City

This serves as an invitation

DepED
DEPARTMENT OF EDUCATION

PART I. SPECIAL EXECOM MEETING (1:00 p.m. - 2:00 p.m.)

PART II. PRELIMINARIES

Opening Program

Pambansang Awit
Doxology
Women's Month Prayer
Cordillera Hymn
Welcome Chant/Song

Cordillera Regional Science
High School Choir

Welcome Messages

RD Estela P. Leon-Carillo
Hon. Mayor Benjamin Magalong
Hon. Congressman Mark Go

Cultural Presentation

Baguio City National High
School SPA Students

Message

Secretary Leonor Magtolis Briones

PART III. BUSINESS PROPER

MASTERS OF CEREMONY:

Mr. Georoloy I. Palao-ay & Ms. Heidi C. Assan



DepEd-CAR: Vision of ROPs and Transformation:
"Providing holistic opportunities for all to be performing and excellent
Cordilleran Learners"