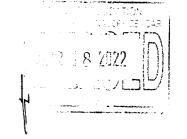


#### Republic of the Philippines

## Department of Education

CORDILLERA ADMINISTRATIVE REGION



12 April 2022

REGIONAL MEMORANDUM No. 179.2022

# CONDUCT OF WORKSHOP ON THE UPDATING OF KNOWLEDGE MANAGEMENT INFORMATION SYSTEM AND CONSULTATION OF POLICY GUIDELINES FOR TECHNICAL ASSISTANCE MECHANISM

To: Assistant Regional Director Schools Division Superintendents Division SBM Task Force

All Divisions

All others concerned

- 1. In line with Regional Memorandum 140, s. 2021 "Workshop on the Updating Knowledge Management Information System (KMIS)", the DepEd-CAR through the Field Technical Assistance Division (FTAD) and Information and Communications Unit (ICTU) announces the conduct of Workshop on the Updating of KMIS and Consultation of Policy Guidelines for Technical Assistance Mechanism on May 5, 2022, 9:00 am to 5:00 pm, at NEAPR Hall, DepEd-CAR, Wangal, La Trinidad, Benguet.
- 2. This activity aims to:
  - a. orient on the processes and mechanisms on harvesting SBM best practices;
  - b. discuss Indicative guidelines on the repository of best practices for policy direction;
  - b. conduct workshop on how to upload best practices in the KMIS; and,
  - c. gather inputs to further improve the system.
- 3. The expected participants are the following:

Division	Name of Participants	Number of participants
Office of the Regional	RD Estela L. Cariño	1
Director		
Office of the Assistant	ARD Florante E. Vergara	1
Regional Director		
Field Technical	CES Ethielyn E. Taqued	4
Assistance Division	Rose Melody M. Flores	
	Marjory T. Valdez	
	Elvira M. Cudli	
Regional ICT Unit	Jumar B. Yago-an	4



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DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

	Glenn P. Papa Vandolph B. Flora Raffy Calawa	
School Governance Operations Division- Schools Management Monitoring and Evaluation Section	SMME/SBM Focal Person/Alternate (1 each division)	8
Division ICTU	Division Information Technology Officers (1 each division)	8
TOTAL		26

- 4. Attached are the matrix of activities (Enclosure 1) and management team and functions (Enclosure 2) for guidance and reference.
- 5. Participants are requested to bring their laptop and extension cord to be used during the activity. Likewise, all are advised to observe health and safety protocols like social distancing, wearing of facemask and face shield, hand disinfection, and regular handwashing.
- 6. The meals and snacks of the regional offices' participants and the board and lodging of division offices' participants shall be charged against regional MOOE while travel and incidental expenses shall be charged to available local funds subject to existing budgeting, accounting, and auditing rules and regulations. Anent, SDO's participants are requested to confirm their attendance for live-out in coordination with the FTAD at car.ftad@deped.gov.ph on or before May 2, 2022.
- 7. Should there be queries, feel free to contact the FTAD through car.ftad@deped.gov.ph.
- 8. Immediate dissemination of and strict compliance to this memorandum is directed.

ESTELA P. LEON CARIÑO Edd, CESO III

√Director IV/ Regional Director

### MATRIX OF ACTIVITY

TIME	ACTIVITY	PERSON IN-CHARGE
8:15 - 9:00	Registration	c/o FTAD
9:01 – 9:15	Opening Program Pambansang Awit Prayer DepEd Quality Policy Statement Cordillera Hymn Acknowledgement of Participants	c/o Elvira M. Cudli
	Welcome Remarks	Florante E. Vergara Assistant Regional Director
	Statement of purpose	Ethielyn E. Taqued CES, FTAD
	Message	Estela P. Leon- Cariño, EdD, CESO III Regional Director
9:16 - 10:00	Orientation on the processes and mechanisms on harvesting SBM best practices and discussion on the indicative guidelines on harvesting best practices in the region	Rose Melody Flores PSDS, FTAD
10:00-12:00	Discussion and workshop on the creation of repository of best practices.	Jumar B. Yago-an ITO I, ICTU
12:00 - 1:00	Lunch Break	
1:00 – 2:30	Workshop on uploading of Best Practices in the Portal/KMIS.	Jumar B. Yago-an ITO I, ICTU
2:30 - 3:30	Presentation of output/ SDO	Rose Melody M. Flores PSDS, FTAD
3:31 – 4:30	Open Forum	Marjory T. Valdez EPS, FTAD
4:31-5:00	Synthesis Clearing House Closing Program	Marjory T. Valdez EPS, FTAD
Facilitator	Marjory T. Valdez	

### **ACTIVITY COMMITTEE**

COMMITTEES	TERMS OF REFERENCE	PERSONNEL
Consultants	Manages the overall	Estela P. Leon-Cariño, EdD, CESO III
	conduct of the activity	Regional Director
		Florante E. Vergara
		Assistant Regional Director
Chairperson/s	Plans the details and	Ethielyn E. Taqued
	organize the activity	Chief Education Supervisor, FTAD
	Recommends procedures	
	or guidelines in the	
	implementation of the	
	activity	
Coordinator/s	Coordinates/assists in	Rose Melody Flores
, , ,	providing direction to the	PSDS, FTAD
	activity	Jumar B. Yago-an
		ITO I, ICTU
Co-Coordinator Assists the coordinator i		Marjory T. Valdez
	providing direction to the	EPS, FTAD
	activity	Vandolph B. Flora
		Computer Programmer II, ICTU
Registration and	Handles the registration	Elvira M. Cudli
Attendance	and attendance of the	Administrative Assistant I, FTAD
	activity	
Documenter/s	Documents the highlights	Rose Melody Flores
,	of the presentation,	PSDS, FTAD
	questions from	·
	participants and reactions	Marjory T. Valdez
	of the reactors	EPS, FTAD