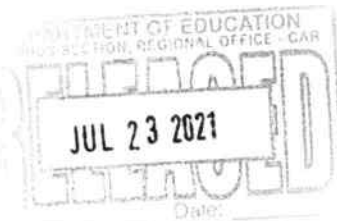




Republic of the Philippines  
**Department of Education**  
CORDILLERA ADMINISTRATIVE REGION



July 19, 2021

**REGIONAL MEMORANDUM**

No. 307.2021

**FOURTH REGULAR REGIONAL MANAGEMENT COMMITTEE (ManCom) MEETING  
CUM SEND-OFF PROGRAM**

To: OIC-Assistant Regional Director  
Schools Division Superintendents  
Assistant Schools Division Superintendents  
Regional Office Chiefs  
All Others Concerned

1. The **Fourth Regular Regional Management Committee (ManCom) Meeting cum Send-off Program** will be held on **August 4, 2021, Wednesday**. ManCom members from the Regional Office and SDOs will convene at SNC Hall, DepED-CAR compound, Wangal, La Trinidad, Benguet, at 8:30 a.m. to 12:00 nn for the morning meeting. While the RO participants together with ManCOM members will proceed to the DepED-CAR covered court at 1:00 p.m for the Send-off Program.
2. The general objective of this activity is to provide an avenue for the ManCom members to arrive at agreements as well as review the existing policies or formulate new policies applicable to the context in the Region. Specifically, this activity aims to:
  - a. gather and share updates on the implementation of the different Programs, Projects and Activities (PPAs);
  - b. discuss the status reports, and address issues and concerns on the implementation of the Basic Education Region/Division Learning Continuity Plan (BE-LCP);
  - c. recognize significant contributions of the employee who will be retiring from government service;
  - d. Uplift morale of the retiree as she exits in the organization;
  - e. and provide formal exit.

3. Agenda are the following:

PROPOSED AGENDA	DIVISION IN-CHARGE
1. Actions taken during the MANCOM agreements last June 11, 2021	MANCOM Members
2. Planned mechanisms relative to adjusted BE-LCP for SY 2021-2022	All SDOs
3. Other matters - issues and concerns of SDOs	MANCOM Members
4. Regional Director's Hour	RD Estela L. Cariño EdD, CESO III



4. In preparation for the meeting, Division Chiefs and Schools Division Superintendents are requested to submit their final actions taken from the minutes of the meeting in a word format and submit also the final report using powerpoint presentation following the given template, maximum of 10 slides per division, on or before July 30, 2021, until 5:00 p.m. Kindly send your actions taken and report to this email address, [mancomcordillera@gmail.com](mailto:mancomcordillera@gmail.com). Please be reminded of the submission of reports and actions taken on time.
5. The data to be generated from the reports shall be used for planning and policy recommendations.
6. Attached are the following enclosures:
  - a) Enclosure 1: List/ Number of Participants;
  - b) Enclosure 2: Matrix of Activities;
  - c) Enclosure 3: Template for Adjusted BE-LCP for SY 2021-2022; and
  - d) Enclosure 4: Template of presentation.
7. Breakfast and dinner will be served on August 3, 4 and 5, 2021 for the SDO participants. While meals and snacks will be served to all participants during the activity on August 4. Last meal for the SDO participants will be served on August 5, 2021 in the morning.
8. Expenses relative to the conduct of this activity for food, venue, room accommodation, supplies, and other incidental expenses relative to the meeting shall be charged against the Regional MOOE, while travel and incidental expenses of the SDO participants shall be charged against to their local funds subject to the existing budgeting, procurement, accounting, auditing rules, and regulations.
9. For inquiry and room reservation, kindly contact the Regional ManCom secretariat through Ms. Manilyn Botilas with her contact number, 0947-553-0144, or kindly call the ORD's office and look for Ms. Edralyn Ganga for room reservation through this telephone number (074) 422-1318.
10. Observance of the health and safety protocols like social distancing, wearing of face mask and face shield, disinfection and washing of hands at all times during the activity is a must.
11. For information, guidance, and compliance of all concerned.

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

**Enclosure 1** (RM No. 307, s. 2021)

*Fourth Regular Regional Management Committee (ManCom) Meeting Cum  
Salamat-Mabuhay Program*

**LIST/NUMBER OF PARTICIPANTS**

**MORNING PARTICIPANTS**

<b>No.</b>	<b>Name</b>	<b>Position/ Designation</b>
1.	Estela Leon-Cariño	Regional Director
2.	Florante E. Vergara	OIC-ARD
3.	Edgardo T. Alos	CAO, Admin
4.	Atty. Sebastian G. Tayaban	CAO, Finance
5.	Ethielyn E. Taqued	CES, FTAD
6.	Carmel F. Meris	CES, CLMD
7.	Aida L. Payang	CES, PPRD
8.	Jennifer P. Ande	CES/ OIC-NEAPR
9.	Maksim A. Botilas	OIC, QAD
10.	Edgar H. Madlaing	CES, ESSD
11.	Sasha Joseph P. Daganos	OIC, HRDD
12.	Cornelia D. Adaci-Dulnuan	SAO, Admin
13.	Cristina L. Paquit	SAO, Finance
14.	Georaloy I. Palao-ay	PAU Head
15.	Rosita C. Agnasi	LR Supervisor
16.	Manilyn D. Botilas	Statistician I/ Secretariat
17.	Jennelyn B. Kitongan	Administrative Officer II/ Secretariat
18.	Edralyn C. Ganga	Administrative Assistant III/ Secretariat
19.	Benilda M. Daytaca	OIC- SDS-Abra
20.	Benedicta B. Gamatero	SDS-Apayao
21.	Marie Carolyn B. Verano	SDS- Baguio City
22.	Gloria B. Buya-ao	SDS- Benguet
23.	Federico P. Martin	SDS - Ifugao
24.	Amador D. Garcia	OIC-SDS - Kalinga
25.	Sally B. Ullalim	SDS - Mt. Province
26.	Irene S. Angway	OIC-SDS - Tabuk City
27.	Soraya T. Faculo	ASDS-Abra
28.	Ginadine L. Balagso	OIC-ASDS-Apayao
29.	Christopher C. Benigno	OIC-ASDS- Baguio City
30.	Samuel T. Egsaen Jr.	OIC-ASDS- Benguet
31.	Pio D. Ecuana	OIC-ASDS - Ifugao
32.	Jerry C. Ymson	OIC-ASDS - Kalinga
33.	Virginia Batan	OIC-ASDS - Mt. Province
34.	Feliciano L. Agsaoay Jr.	OIC-ASDS - Tabuk City

## AFTERNOON PARTICIPANTS

Functional Divisions/SDOs	Number of Pax
Regional Director & Asst. Regional Director	2
All SDS and ASDS	16
All RO Functional Division Chiefs	9
Office of the Regional Director (ORD)	7
Admin	6
CLMD	5
ESSD	2
Finance	5
FTAD	2
HRDD	3
PPRD	4
QuAD	4
NEAP	2
Benguet Division	10
Honoree and Family	4
<b>Total</b>	<b>81</b>

**Enclosure 2** (RM No. 307, s. 2021)

*Fourth Regular Regional Management Committee (ManCom) Meeting  
Cum Salamat-Mabuhay Program*

**MATRIX OF ACTIVITIES**

<b>August 4, 2021</b>	<b>PARTICULARS</b>
<b>Part I</b> (SNC Hall)	
8:15-8:30 a.m.	Registration of participants
8:30-8:40 a.m.	Preliminaries
8:40-10:00 a.m.	Business Proper
10:00 -10:15 a.m.	Health Break
10:15 a.m. – 11:15 a.m.	Continuation of Business Meeting
11:15 a.m. – 11:50 a.m.	RD's Hour/ Updates, Issues and concerns /Adjournment
11:50 a.m. – 12:00 nn	Awarding of Best Acquiescent Division
12:00-1:00 PM	Lunch
<b>Part II</b> (DepED-CAR Covered Court)	
1:00 – 5:00 p.m.	Send-off Program for SDS Marie Carolyn B. Verano

**Part I: Regional ManCom Meeting**

<b>PROPOSED TIME</b>	<b>Business Proper</b>	<b>In-charge</b>	<b>Remarks</b>
<b>8:30-8:40 a.m.</b>	<b>Preliminaries</b>  -Attendance check	Secretariat  Secretariat	
<b>8:40 – 9:00 a.m.</b>	<b>Meeting Proper</b> ➤ Declaration of Quorum  ➤ Call to Order  ➤ Approval of the Minutes of previous  <ul style="list-style-type: none"><li>• Highlights</li><li>• Agreements/ actions taken</li></ul>	Secretariat  <b>Florante E. Vergara</b> OIC-ARD  <b>Aida L. Payang</b> CES, PPRD	

<b>Morning:</b> 9:00-12NN	<b>New Business</b> - Presentation of the Reports: <i>"Planned mechanisms relative to curriculum implementation and learning delivery for SY 2021-2022"</i>	SDSs/ ASDSs	For information, discussion/ approval
(9:00-9:15 a.m.)	➤ SDO Abra		
(9:15-9:30 a.m.)	➤ SDO Apayao		
(9:30-9:45 a.m.)	➤ SDO Baguio City		
(9:45-10:00-10:20 a.m.)	➤ SDO Benguet		
(10:00-10:15 a.m.)	--- Health Break ---		
(10:15-10:30 a.m.)	➤ SDO Ifugao		
(10:30-10:45 a.m.)	➤ SDO Kalinga		
(10:45-11:00 a.m.)	➤ Mountain Province		
(11:00 a.m.-11:15 a.m.)	➤ Tabuk City		
(11:15 a.m.-11:50 a.m.)	<b>Updates, Issues, and Concerns</b>	<b>Estela L. Carino EdD, CESO III</b> Regional Director	
(11:50 a.m.-12:00 nn)	-Adjournment <b>Awarding of the Most Acquiescent Division</b>	<b>Florante E. Vergara</b> OIC-ARD	For information, discussion/ approval
(12:00 nn)	--- Lunch Break ---		

**Note:** Per presentation is allotted 10-15 minutes, **maximum of 15 minutes only**, including the questions, clarifications, and answers. Questions, clarifications, and answers will be done after the reporting.



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**ADJUSTED BE-LCP FOR SY 2021-2022**

- I. Introduction
- II. Situational Analysis
  - A. Result/s of Analysis of Previous BE-LCP (SY 2020-2021)
    - 1. Challenges Met
    - 2. Best Practices/Accomplishments
    - 3. Ways Forward (to include specific adjustments to be done for the next SY)
  - B. Current Data (as of July 15, 2021)

B.1. Performance Indicators:

Key Stage Areas	SY 2019-2020		SY 2020-2021		SY 2021-2022 (Based on Early Registration)	
	Male	Female	Male	Female	Male	Female
<b>ENROLMENT</b>						
K to 3						
G4 to 6						
G7 to 10						
G11 to 12						
<b>COHORT SURVIVAL (Absolute Data)</b>						
K to 3						
G4 to 6						
G7 to 10						
G11 to 12						
<b>NO. OF DROP-OUTS</b>						
K to 3						
G4 to 6						
G7 to 10						
G11 to 12						
<b>NO. OF LEARNERS PROMOTED</b>						
K to 3						
G4 to 6						
G7 to 10						
G11 to 12						





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**B.2. ICT-related Status:**

<b>On Learners' Readiness</b>									
DISTRICT	SCHOOL	TOTAL NO. OF LEARNERS ENROLLED	NUMBER OF LEARNERS						
			WITH LAPTOP OR DESKTOP (personal, lent by school from DCP, donated)	WITH TABLET OR SMART PHONE (personal, lent by school from DCP, donated)	WITH WIFI ACCESS	WITH INTERNET DATA	ICT LITERATE	W/OUT ANY GADGET	W/OUT INTERNET ACCESS

<b>On Teachers' Readiness</b>									
DISTRICT	SCHOOL	TOTAL NO. OF TEACHERS	NUMBER OF TEACHERS						
			WITH LAPTOP OR DESKTOP (personal, lent by school from DCP, donated)	WITH TABLET OR SMART PHONE (personal, lent by school from DCP, donated)	WITH WIFI ACCESS	WITH INTERNET DATA	ICT LITERATE	W/OUT ANY GADGET	W/OUT INTERNET ACCESS

<b>On School Readiness (for limited face-to-face)</b>				
DISTRICT	SCHOOL	GRADE/LEVEL	NO. OF LEARNERS	BRIEF DESCRIPTION OF PLANNED MECHANISM (HOW SHALL IT BE DONE?)





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C. Learning Delivery Modalities

SCHOOL YEAR	LEARNING DELIVERY MODALITY/IES IMPLEMENTED	NUMBER OF SCHOOLS	NUMBER OF LEARNERS
2020 - 2021			
SCHOOL YEAR	LEARNING DELIVERY MODALITY/IES TO BE IMPLEMENTED	NUMBER OF SCHOOLS	NUMBER OF LEARNERS
2021 - 2022			

III. Implementation Plan for SY 2021 - 2022

KRA/COMPONENT	OBJECTIVES	STRATEGIES	ACTIVITIES (SDO)	EXPECTED OUTCOME	TIMELINE	RESOURCES
Curriculum Implementation and Learning Delivery						
Professional Development of Teachers and Non-teaching Personnel						
Health and Wellness						
Other Support Services						

Notes: Explanation for the Components:

1. Curriculum Implementation and Learning Delivery: to include plans for the following PAPS:
  - a. Inclusive Education Programs – IPED, SPED, MEP, ALS
  - b. Special Programs – SPA, SPS, SSES/STE, SPFL, SPJ, SPTVE/SPTVL
  - c. Multigrade Education
  - d. Learning Delivery Modality



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- e. Learning Resources Management*
  - f. Assessment of Learning Outcomes*
- 2. Professional Development of Teachers and Non-teaching Personnel: to include training plan for all teaching and non-teaching personnel of the SDO and Schools*
- 3. Health and Wellness: to highlight plans on the following:*
  - a. Vacc2School Program for School Personnel*
  - b. Psychosocial First Aid/Project Resilience relative to mental health of school personnel and learners*
- 4. Other Support Services*
  - a. ICTU Plans relative to the adoption of feasible Learning Management System and availability of IT educational gadgets and internet access*
  - b. Plans relative to Learning Support Aides*
  - c. School-Based Management*
  - d. Partnership/Linkages*
- IV. Monitoring Plan*  
*(in paragraph form)*
- V. Communication Plan*  
*(in paragraph form)*

References



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Enclosures

A. Sample Class Schedule (to align with one learning delivery modality)

*Example: Learning Delivery Modality: Offline LMS, Grade 4*

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7:00 – 8:30	Wake-up time, Morning prayer, breakfast, bath time					For Teachers to check learners' outputs, provide feedback, and prepare plans, activities, and materials for the following week
8:30 – 9:00	Physical exercise					
9:00 – 10:00	Edukasyon sa Pagpapakatao	Araling Panlipunan	Math	EPP	Physical Education	
10:00 – 10:30	Health break					
10:30 – 12:00	EsP (continuation)	AP (continuation)	Math (continuation)	EPP (continuation)	Health Education	
12:00 – 1:00	Lunch break					
1:00 – 3:30	English	Science	Filipino	Music, Arts	Homeroom Guidance	
3:30 --	Dismissal					



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B. Sample Weekly Home Learning Plan (to align with class schedule and learning delivery modality)

Cordillera Administrative Region

SY2021-2022

Weekly Home Learning Plan for Grade 4

Quarter 1, Week 1

Day & Time	Learning Area	Learning Competency	Learning Tasks	Mode of Delivery
7:00 – 8:30	Wake up, make up your bed, eat breakfast, and get ready for an awesome day!			
8:30 - 9:00	Have a short exercise/meditation/bonding with family.			
MONDAY				
9:00 - 12:00	Edukasyon sa Pagpapakatao (ESP)	Naisagpapasabi ng katotohanan samantalang magagang bunga nito.		
1:00 - 3:30	English	Recognize the parts of a simple paragraph	<ul style="list-style-type: none"><li>Learner Task 1: Learners will watch the <u>DepEd</u> TV video in the flash drive (USB) entitled, "Understanding a <u>Paragraph</u>"</li><li>Learner Task 2: In your paper, answer the following questions asked by the teacher in the video:<ol style="list-style-type: none"><li>What is the source of information mentioned in the paragraph?</li><li>What are the types of books?</li><li>How does each type of book differ from the other?</li><li>Why do we need books?</li><li>How do we imagine our world without books?</li></ol></li><li>Learner Task 3: Watch the second video entitled, "Parts of a Simple <u>Paragraph</u>"</li></ul>	Learners will submit their tasks through the LMS

Day & Time	Learning Area	Learning Competency	Learning Tasks	Mode of Delivery
			<ul style="list-style-type: none"><li>Learner Task 4: Work on the Additional Activities in Module 1, Quarter 1: Think of your most unforgettable moment in life. Write this on a separate piece of paper.</li></ul>	

TUESDAY

C. Policy Recommendations:

1. MTB-MLE
2. Others

Enclosure 4 (RM No. \_\_\_\_\_, s. 2021)



DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
La Trinidad, Benguet 2601

## 4<sup>th</sup> Regular Regional Management Committee (ManCom) Meeting

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# Title

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**(Name of Division)**

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August 4, 2021

DEPARTMENT OF EDUCATION



1



## Title/ Sub-Title

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### Content

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With 7 – 8 liners only for clarity

Maximum of 10 slides only

SLIDE 1: Brief Sit An based on PI

2



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### Content


Note:  
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With 7 – 8 liners only for clarity  
Maximum of 10 slides only

SLIDE 2: Learning modality/ies to be employed for SY 2021-2022 Slide

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3



## Title/ Sub-Title



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### Content

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With 7 – 8 liners only for clarity  
Maximum of 10 slides only

SLIDE 3: Readiness of schools for the modality/ies Slide

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4

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**Note:**

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With 7 – 8 liners only for clarity  
Maximum of 10 slides only

SLIDE 4: Sample schedule based on modality Slide



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**Note:**

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Font Size: 35 and above  
With 7 – 8 liners only for clarity  
Maximum of 10 slides only

SLIDE 5: M and E and Comm mechanisms