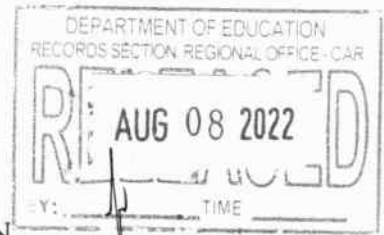




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



August 3, 2022

REGIONAL MEMORANDUM

No. 390.2022

ADDENDUM TO REGIONAL MEMORANDUM NO. 005, S. 2022
(Conduct of Regular Regional Management Committee
(ManCom) Meeting for the year 2022)

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

1. In reference to Regional Memorandum No. 005, s. 2022, conduct of Regular Regional Management Committee (ManCom) Meeting, please be informed that the 4th Regular Regional ManCom Meeting will be held on August 19, 2022 at RNEAP Hall, Wangal, La Trinidad, Benguet.
2. The agenda are the following:

PROPOSED AGENDA	DIVISION IN-CHARGE / FOCAL
1. Actions taken during the MANCOM agreements	MANCOM Members
2. Readiness in the opening of classes per school (including modalities to be used per school)	SDOs/ CLMD
3. Updated SDO activities that involve teachers from August - December	SDOs
4. BUR Updates of all programs and projects	Finance Division
5. Other matters/issues and concerns	All MANCOM Members
6. Regional Director's Hour/ Updates	RD Estela P. Leon-Cariño EdD, CESO III

3. In preparation for the meeting, Regional Division Chiefs and Schools Division Superintendents are requested to submit their final actions taken from the minutes of the previous meeting in a word format and submit the final report using powerpoint presentation following the given template, maximum of 10-15 slides per division. All actions taken and report must be sent to this email address,



mancomcordillera@gmail.com on or before **August 17, 2022**. Please be reminded of the prompt submission of reports and actions taken on time.

4. Attached are the following enclosures:

- a) Enclosure 1: List/ Number of Participants;
- b) Enclosure 2: Matrix of Activities;
- c) Enclosure 3: Template of presentation; and
- d) Enclosure 4: Confirmation of attendance.

5. For SDO members, the first meal is dinner and will be served on **August 18** upon arrival, while the last meal is breakfast and it will be served on **August 20, 2022**.

6. Expenses relative to the conduct of this meeting for board and lodging, meals, venue, room accommodation, supplies, and other incidental expenses relative to the activity shall be charged against the Regional MOOE, while travel and incidental expenses of SDO participants shall be charged against their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations.

7. For inquiries and other concerns, kindly contact the Regional Office at the telephone number (074) 422-1318.

8. All other provisions in RM 005, s. 2022 shall take effect to this memorandum.

9. For information, guidance, and compliance of all concerned.


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

RD ELC/ARD FEV /ALP/ MDB



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No.: (074) 422 - 1318 | **Fax:** (074) 422-4074
Website: www.depedcar.ph | **Email:** car@deped.gov.ph

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Cordilleran Learners"

**ADDENDUM TO REGIONAL MEMORANDUM NO. 005, S. 2022
(CONDUCT OF REGULAR REGIONAL MANAGEMENT COMMITTEE
(ManCom) MEETING FOR THE YEAR 2022)**

4th REGULAR REGIONAL MANCOM MEETING

LIST/NUMBER OF PARTICIPANTS

No.	Name	Position/ Designation
ManCom Chair/Vice Chair		
1.	Estela P. Leon-Cariño	Regional Director/ Chairperson
2.	Florante E. Vergara	Assistant Regional Director/ Vice-Chairperson
Regional Office - ManCom Members and secretariat		
3.	Maksim A. Botilas	CAO, Administrative Division
4.	Rosita C. Agnasi	OIC, CLMD
5.	Edgar H. Madlaing	CES, ESSD
6.	Atty. Sebastian G. Tayaban	CAO, Finance Division
7.	Ethielyn E. Taqued	CES, FTAD
8.	Sasha Joseph P. Daganos	OIC, HRDD
9.	Jennifer P. Ande	CES/ OIC-NEAPR
10.	Aida L. Payang	CES, PPRD
11.	Clemente Bandao Jr.	OIC, QAD
12.	Cornelia D. Adaci-Dulnuan	SAO, Admin
13.	Cristina L. Paquit	SAO, Finance
14.	Georgina C. Ducayso	LR Supervisor
15.	Cyrille B. Miranda	Public Affairs Officer, ORD- PAU
16.	Melandro Payang	ADAS I, ManCom secretariat
17.	Manilyn D. Botilas	Statistician, ManCom secretariat
18.	Edralyn C. Ganga	AO II, ManCom secretariat
19.	Jennelyn B. Kitongan	AO II, ManCom secretariat
Schools Division Offices - ManCom Members		
20.	Benilda M. Daytaca	SDS, Abra
21.	Benedicta B. Gamatero	SDS, Apayao
22.	Federico P. Martin	SDS, Baguio City
23.	Gloria B. Buya-ao	SDS, Benguet
24.	Soraya T. Faculo	OIC SDS, Ifugao
25.	Amador D. Garcia	SDS, Kalinga
26.	Sally B. Ullalim	SDS, Mt. Province
27.	Irene S. Angway	SDS, Tabuk City
28.	Samuel T. Egsaen Jr.	ASDS, Abra
29.	Ginadine L. Balagso	OIC ASDS, Apayao
30.	Christopher C. Benigno	ASDS, Baguio City
33.	Carmel F. Meris	OIC-ASDS, Benguet
34.	Pio D. Ecuán	OIC-ASDS, Ifugao
35.	Jerry C. Ymson	OIC-ASDS, Kalinga
36.	Virginia Batán	ASDS, Mt. Province
37.	Feliciano L. Agsaoay Jr.	OIC-ASDS, Tabuk City



**ADDENDUM TO REGIONAL MEMORANDUM NO. 005, S. 2022
(CONDUCT OF REGULAR REGIONAL MANAGEMENT COMMITTEE
(ManCom) MEETING FOR THE YEAR 2022)**

4th REGULAR REGIONAL MANCOM MEETING

MATRIX OF ACTIVITIES

	PARTICULARS
PART I	
8:15-8:30 a.m.	Registration of participants / Preliminaries
8:30-10:00 a.m.	Business Proper
10:00 -10:10 a.m.	Health Break
10:10 a.m. – 12:00 nn	Continuation of Business Meeting
12:00-1:00 p.m.	Lunch
1:00-3:30 p.m.	Continuation of Business Meeting
3:30-4:30 p.m.	RD's Hour/ Updates/Information/ Instructions
4:30 – 5:00 p.m.	Awarding of Best Acquiescent Division

Date/ Time	Activity/ Particulars	Expected Participants	Focal/ Person-In-Charge
August 18, 2022 (Thursday) – DAY 0			
• 5:00 p.m.	Arrival and check-in of the ManCom members from the field	ManCom Members from the field	c/o NEAPR
August 19, 2022 (Friday) – DAY 1			
• 8:15 – 8:30 a.m.	- Registration - Preliminaries	All ManCom Members, secretariat/ all concerned	ManCom Secretariat
• 8:30-9:00 a.m.	Declaration of Quorum Call to Order Reading of the Minutes of meeting/ agreements Approval of the Minutes of the previous highlights agreements/ actions taken	All ManCom Members, all concerned	ARD Florante E. Vergara Aida L. Payang CES, PPRD ARD Florante E. Vergara
• 9:00 am - 12:00 nn	Meeting Proper -- Schools Division Offices:		Schools Division Superintendents



	<ul style="list-style-type: none"> ➤ Abra ➤ Apayao ➤ Baguio City ➤ Benguet ➤ Ifugao ➤ Kalinga ➤ Mt. Province ➤ Tabuk City <p><i>Issues and concerns/ clarifications/ questions</i></p>	All ManCom Members	<ul style="list-style-type: none"> - SDS Benilda M. Daytaca - SDS Benedicta B. Gamatero - SDS Federico P. Martin - SDS Gloria B. Buya-ao - OIC Soraya T. Faculo - SDS Amador D. Garcia - SDS Sally B. Ullalim - SDS Irene S. Angway
• 12:00 nn- 1:00 p.m.	----- LUNCH -----		
• 1:00 -3:30 p.m.	<p>Meeting Proper --Updates from the RO Divisions:</p> <ul style="list-style-type: none"> ➤ Finance Division ➤ CLMD ➤ Administrative Division ➤ ESSD ➤ FTAD ➤ HRDD ➤ NEAPR ➤ PPRD ➤ QAD <p><i>Issues and concerns/ clarifications/ questions</i></p>	All ManCom Members, all concerned	<ul style="list-style-type: none"> -CAO/Atty. Sebastian Tayaban -OIC Rosita C. Agnasi -CAO Maksim A. Botilas - CES Edgar Madlaing - CES Ethielyn E. Taqued - OIC Sasha Joseph Daganos - CES Jennifer P. Ande - CES Aida L. Payang - OIC Clemente Bandao
• 3:30 – 4:30 p.m.	Regional Director's Hour, Updates, instructions and information	All ManCom Members	Estela P. Leon-Cariño Director IV/Regional Director
• 4:30-5:00 p.m.	Awarding of Best Acquiescent Division	All ManCom Members	
<p>Note: The presentation is allotted 10-15 minutes, maximum of 15 minutes per presentation, and 5 minutes for the questions, clarifications, and answers. Questions, clarifications, and answers will be done after the reporting to maximize the allotted time.</p>			
6:00 p.m. onwards	----- Dinner -----	All ManCom Members from the field	



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4th Regular Regional ManCom Meeting

(Title)

(Name of Division)

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August 19, 2022
DEPARTMENT OF EDUCATION

1

Readiness in the Opening of Classes per School
(Including modalities to be used per school)

Content

DEPARTMENT OF EDUCATION

DepED

2



Updated SDO activities that involve teachers from August -December

Content

DEPARTMENT OF EDUCATION



Enclosure 4 (RM No. 390, s. 2022)

CONFIRMATION OF ATTENDANCE

4th Regular Regional Management Committee (ManCom) Meeting

August 19, 2022 (Friday) at RNEAP Hall,
Wangal, La Trinidad, Benguet

NAME: _____

DIVISION: _____

DATE OF ARRIVAL: _____

TIME OF ARRIVAL: _____

AVAIL OF ROOM ACCOMMODATION?

YES ☐ NO ☐

BREAKFAST: YES ☐ NO ☐

DINNER: YES ☐ NO ☐

DATE OF DEPARTURE: _____

TIME OF DEPARTURE: _____

SIGNATURE: _____