



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



September 28, 2021

REGIONAL MEMORANDUM

No. 443.2021

**FIFTH REGULAR REGIONAL MANAGEMENT COMMITTEE
(ManCom) MEETING**

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

1. The **Fifth Regular Regional Management Committee (ManCom) Meeting** will be held on **October 12, 2021, Tuesday**. ManCom members from the Regional Office and confirmed members from the SDOs will convene at RNEAP Hall, DepED-CAR compound, Wangal, La Trinidad, Benguet, from 8:30 a.m. to 4:00 p.m. While the other members may join the online through MS Teams. The link will be sent to the respective email of the members.

2. The theme for this ManCom meeting is "DepED-CAR: Builder of HOPE in Providing Holistic Opportunities to every Cordilleran Learner". 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:

- gather and share updates on the implementation of the different Programs, Projects, and Activities (PPAs);
- discuss the status reports, and address issues and concerns on the implementation of the Basic Education Region/Division Learning Continuity Plan (BE-LCP), and
- to discuss the different learning modalities.

3. Agenda are the following:

| PROPOSED AGENDA | DIVISION IN-CHARGE / FOCAL |
|---|-----------------------------------|
| 1. Actions taken during the MANCOM agreements last August 4, 2021, and September 22, 2021 | MANCOM Members |
| 2. Different Learning Modalities | All SDOs / CLMD |
| 3. SHS Tracking System | All SDOs / CLMD |
| 4. PNPKI | ORD - ICTU |
| 5. Budget Utilization Rate (BUR) | Finance Division |
| 6. 2021 Gawad DepED Cordillera | HRDD |
| 7. Celebrating Gains | ARD Florante E. Vergara |
| 8. Other matters/issues and concerns of SDOs | MANCOM Members |
| 9. Regional Director's Hour/ updates | RD Estela L. Cariño EdD, CESO III |



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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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 October 7, 2021, until 5:00 p.m. Kindly send your actions taken and report to this email address, mancomcordillera@gmail.com. Please be reminded of the submission of reports and actions taken on time.

5. 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.

6. ManCom members from the SDOs who will be joining on site, dinner will be served on October 11 and 12, while the breakfast will be served on October 12, 2021. Meals for lunch, morning, and afternoon snacks will be served to all the participants during the meeting on October 12, 2021. The last meal for the SDO participants will be served on October 13, 2021, in the morning.

7. 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 their local funds subject to the existing budgeting, procurement, accounting, auditing rules and regulations.

8. 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.

9. 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.

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


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

Fifth Regular Regional Management Committee (ManCom) Meeting

LIST/NUMBER OF PARTICIPANTS

PARTICIPANTS

| No. | Name | Position/ Designation |
|------------|----------------------------|---|
| 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. | Rosita C. Agnasi | OIC, 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 Unit Head |
| 15. | Georgina C. Ducayso | LR Supervisor |
| 16. | Manilyn D. Botilas | Statistician I/ Secretariat |
| 17. | Jennelyn B. Kitongan | Administrative Officer II/ Secretariat |
| 18. | Melandro L. Payang | Administrative Assistant I/ Secretariat |
| 19. | Benilda M. Daytaca | OIC- SDS-Abra |
| 20. | Benedicta B. Gamatero | SDS-Apayao |
| 21. | Federico P. Martin | SDS- Baguio City |
| 22. | Gloria B. Buyao | SDS- Benguet |
| 23. | Soraya T. Faculo | OIC 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. | Samuel T. Egsaen Jr. | OIC ASDS-Abra |
| 28. | Ginadine L. Balagso | OIC-ASDS-Apayao |
| 29. | Christopher C. Benigno | OIC-ASDS- Baguio City |
| 30. | Carmel F. Meris | OIC-ASDS- Benguet |
| 31. | Pio D. Ecuán | OIC-ASDS - Ifugao |
| 32. | Jerry C. Ymson | OIC-ASDS - Kalinga |
| 33. | Virginia Batán | OIC-ASDS - Mt. Province |
| 34. | Feliciano L. Agsaoay Jr. | OIC-ASDS - Tabuk City |

Fifth Regular Regional Management Committee (ManCom) Meeting
RNEAP Hall, Wangal, La Trinidad, Benguet

MATRIX OF ACTIVITIES

| October 12, 2021 | PARTICULARS |
|-----------------------|---|
| 8:15-8:30 a.m. | Registration of participants |
| 8:30-8:50 a.m. | Preliminaries |
| 8:50-10:00 a.m. | Business Proper |
| 10:00 -10:15 a.m. | Health Break |
| 10:15 a.m. – 12:00 nn | Continuation of Business Meeting |
| 12:00-1:00 p.m. | Lunch |
| 1:00 – 2:45 p.m. | Continuation of Business Meeting |
| 2:45 – 3:45 p.m. | RD's Hour/ Updates, issues, and concerns /Adjournment |
| 3:45-4:00 p.m. | Awarding of Best Acquiescent Division |

Regional ManCom Meeting

| PROPOSED TIME | Business Proper | Person In-charge | Remarks |
|-----------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| 8:30-8:50 a.m. | Preliminaries | Secretariat | |
| | -Attendance check | Secretariat | |
| 8:50 a.m.- 9:00 a.m. | Meeting Proper | Secretariat | |
| | ➤ Declaration of Quorum | | |
| | ➤ Call to Order | Florante E. Vergara OIC-ARD | |
| | ➤ Approval of the Minutes of previous | Aida L. Payang CES, PPRD | |
| | • Highlights | | |
| | • Agreements/ actions taken | | |
| Morning: 9:00-12NN | New Business | | |
| | - Presentation of the Reports: | SDSs/ ASDSs/ Chiefs | 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) | ➤ SDO Benguet | | |
| (10:00-10:15 a.m.) | ➤ SDO Ifugao | | |
| (10:15-10:30 a.m.) | --- Health Break --- | | |
| (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.- 11:30 a.m.) | ➤ Administrative Division | | |
| (11:30 a.m.- 12:00 nn) | ➤ CLMD | | |
| (12:00 nn-1:00 p.m.) | ---Lunch Break --- | | |
| (1:00-1:15 p.m.) | ➤ ESSD | | |
| (1:15-1:30 p.m.) | ➤ FTAD | | |
| (1:30-1:45 p.m.) | ➤ Finance Division | | |
| (1:45-2:00 p.m.) | ➤ HRDD | | |
| (2:00-2:15 p.m.) | ➤ NEAPR | | |
| (2:15-2:30 p.m.) | ➤ PPRD | | |
| (2:30-2:45 p.m.) | ➤ QAD | | |
| (2:45-3:45 p.m.) | RD's Hour/ Updates, Issues, and Concerns -Adjournment | Estela L. Cariño EdD, CESO III Regional Director | For information, discussion/ approval |
| 3:45-4:00 p.m. | Awarding of the Most Acquiscent Division | Florante E. Vergara OIC-ARD | |

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.

Enclosure 3 (RM No. _____, s. 2021)



DEPARTMENT OF EDUCATION
CORDILLERA ADMINISTRATIVE REGION
La Trinidad, Benguet 2601

5th Regular Regional Management Committee (ManCom) Meeting

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Title

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Font: Arial
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(Name of Division)

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Size: 35
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October 12, 2021

DEPARTMENT OF EDUCATION



1

Title/ Sub-Title

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Content

Note:

Font: Arial or Tahoma for the content is suggested

Font Size: 35 and above

With 7 – 8 liners only for clarity

Maximum of 10 slides only

DEPARTMENT OF EDUCATION



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Enclosure 4 (RM No. 443, s2021)

CONFIRMATION OF ATTENDANCE

5th Regular Regional Management Committee (ManCom) Meeting

October 12, 2021 (Tuesday) 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: _____