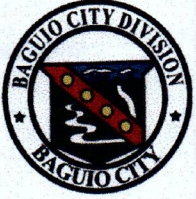
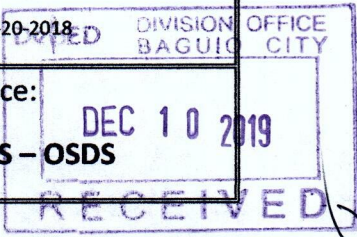
	<b>Quality Form</b>		Document Code: TLQF-OSDS-OSDS-005
	<b>DIVISION MEMORANUM</b>		Revision: 00 Effectivity date: 08-20-2018 Name of Office: <b>OSDS – OSDS</b>



DIVISION MEMORANDUM  
 No. 660 s. 2019

December 09, 2019

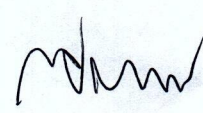
**STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING (PART 2) AND WORKSHOP ON THE ENHANCED TECHNICAL ASSISTANCE MECHANISM MANUAL OF OPERATION**

To: DIVISION CHIEFS  
 PUBLIC SCHOOLS DISTRICT SUPERVISORS  
 ELEMENTARY AND SECONDARY SCHOOL HEADS

1. Relative to Regional Memo No. 442 re: Stakeholders Engagement Capability Building and enhance the existing Technical Assistance Mechanism Manual of Operation in CAR on December 16-17 at RNEAP, Wangal, La Trinidad, Benguet, the following are enjoined to attend the activity:

NAME	DESIGNATION
Juliet Sannad	CID Chief
Brendalee Awingan	Public Schools District Supervisor
Lourdes Lomas-e	Public Schools District Supervisor
Sharon Christianie Castillo	Senior Education Program Specialist
Jocelyn Coldeg	Education Program Specialist II
Jane Adlfo	Elementary School Heads
Lillie Vinluan	
Marie Sillatoc	
Ellen Grande	
Rosalia Ocyaden	Secondary School Heads
Grace Domingo	
Jane Marie Ngolab	
Marilou Gomeyac	

2. Please refer to attached regional memorandum.
3. Immediate dissemination of this memorandum to all concerned is desired.



**MARIE CAROLYN B. VERANO, CESO VI**  
 Schools Division Superintendent



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Tel: (074) 422-1318 | Fax: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



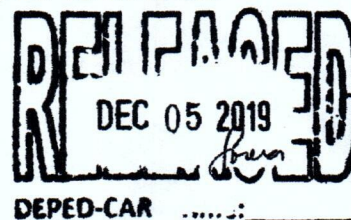
December 3, 2019

Regional Memorandum

No. **442-2019**

**STAKEHOLDERS ENGAGEMENT CAPABILITY BUILDING (PART 2) AND WORKSHOP ON THE ENHANCED TECHNICAL ASSISTANCE MECHANISM MANUAL OF OPERATION**

To: Schools Division Superintendents  
All Chiefs / OIC – Regional Office  
All Divisions  
All others concerned



1. The Regional Office through the Field Technical Assistance Division shall be conducting a Stakeholders Engagement Capability Building and enhance the existing Technical Assistance Mechanism Manual of Operation in CAR on December 16-17, 2019 at RNEAP, Wangal, La Trinidad, Benguet .

2. The activity aims to:

- a. enhanced the knowledge and skills of SBM implementers in the active engagement of stakeholders towards the realization of an effective school
- b. enhanced the Technical Assistance Mechanism Manual of Operation which includes the TA Process Framework
- c. identifies the scope and process to be included in the manual

3. The participants/consultants to this activity are the following:

DIVISION	Participant/s	DIVISION	Participant/s
Consultants	RD & ARD	All SDOs	
ORD	3( ICT, PAU, Legal)	SGOD Chief/EPS - SGOD	1-
Adm	2	SMME	1
CLMD	2	SBM Coordinator	1
ESSD	2	CID Chief / EPS - CID	1
Finance	2	PSDS	2
FTAD	4	School Head - Elem	4
HRDD	2	Sec	4
PPRD	2		
QuAD	2	TOTAL	135



ISO 9001:2015 Certified  
Quality Management System  
DE-50500784 QM15




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
**CORDILLERA ADMINISTRATIVE REGION**

Wangal, La Trinidad, Benguet, 2601  
Tel: (074) 422 - 1318 | Fax: (074) 422-4074  
Website: [www.depedcar.ph](http://www.depedcar.ph) | Email: [car@deped.gov.ph](mailto:car@deped.gov.ph)



4. Board and lodging of the participants shall be charged from the RO-MOOE while travel and other incidental expenses relative to the attendance to the workshop will be charged against local funds subject to the usual accounting and auditing rules and regulations. First meal is dinner of Day 0 while last meal is PM snack of Day 2. Check-in of participants is 2:00 PM onwards on day 0 while check-out will be afternoon of Day 2.
5. Please submit confirmation list of participants to the workshop on or before December 6, 2019 through email address – [ftad.depedcar@gmail.com](mailto:ftad.depedcar@gmail.com) for the coordination of the service provider for board and lodging.
6. Immediate dissemination of and compliance with this memorandum is enjoined.

  
**MAY B. ECLAR, Ph. D., CESO V**  
Regional Director

FTAD/JPA marj

