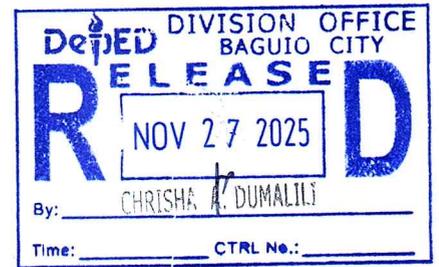




Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY



DIVISION MEMORANDUM
 No. **779-2025**

**DIVISION PARTICIPANTS IN THE CONVERGENCE OF REGIONAL OFFICE,
 SCHOOLS DIVISION OFFICES AND SCHOOLS PERSONNEL ON THE
 ENHANCEMENT OF ADMINISTRATIVE SERVICES THROUGH INFORMATION
 SYSTEMS (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) AND POLICIES**

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 SDO Section/Unit Heads
 Public Schools District Supervisors
 Public School Heads
 All Others Concerned

1. Relative to the Convergence of Regional Office, Schools Division Offices and Schools Personnel on the Enhancement of Administrative Services Through Information Systems (Supplyhub, Docutrace, and E-Remit System) and Policies, to be held at Rangay Eco-Adventure and Resort in Balabag West, Población Rizal, Kalinga on December 1-4, 2025, the following participants are as follows:

Name	Position/Designation
1. Ezra C. Fiao-ag	Administrative Officer III/ GSIS Recon Team
2. Judy P. Paran	Administrative Assistant III/E-Remit
3. Leah P. Rosario	Administrative Aide VI/Cash Unit
4. Sonny G. Paday-os	Computer Operator II
5. Vima G. Cadungog	Administrative Officer IV/Supply Unit
6. Arian C. Bangse-il	Administrative Officer IV/Records Unit
7. Myline P. James	Administrative Officer IV (BCHS)
8. Gaynniflyn D. Abansi	Registrar I (BCSNHS)
9. Jonathan Boteng	Administrative Aide III (Driver)

2. Participants are requested to assemble at the Division Office by 6:30 AM on December 1, 2025, for departure to the venue. This memorandum serves as their official **Authority to Travel** from December 1-5, 2025.

2. For additional information regarding the aforementioned convergence, please refer to Regional Memorandum Nos. 873-2025 and 892-2025.

3. For information, guidance and compliance.

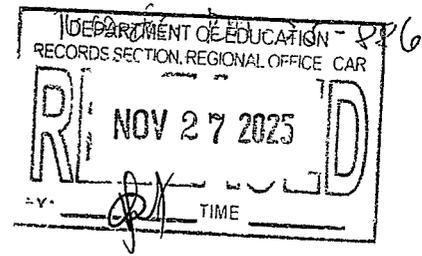
SORAYA T. FACULO PhD, CESO V
 Schools Division Superintendent

OSDS/AS/nde





Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION



November 27, 2025

REGIONAL MEMORANDUM

No. 892.2025

ADDENDUM/CORRIGENDUM TO RM 873 S. 2025 (CONVERGENCE OF REGIONAL OFFICES, SCHOOL DIVISION OFFICES AND SCHOOLS PERSONNEL ON THE ENHANCEMENT OF ADMINISTRATIVE SERVICES THROUGH INFORMATION SYSTEMS (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) AND POLICIES

To : Asst. Regional Director
 All Schools Division Superintendents
 Administrative Officers
 Information Technology Officers
 Agency Authorized Officers (AAOs)
 ERF Handlers
 All others concerned

1. The Regional Office has issued Regional Memorandum 873 s. 2025 dated November 21, 2025 with the subject **“CONVERGENCE OF REGIONAL OFFICES, SCHOOL DIVISION OFFICES AND SCHOOLS PERSONNEL ON THE ENHANCEMENT OF ADMINISTRATIVE SERVICES THROUGH INFORMATION SYSTEMS (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) AND POLICIES”**. This memorandum is being released to communicate changes and added information.

2. On Annex A – List of Participants:

A. For e-REMIT/GSIS RECONCILIATION TEAM, the number of participants per schools division office shall be as follows:

Schools Division	No. of Pax						
Abra	3	Baguio	3	Ifugao	2	Mt. Prov.	3
Apayao	3	Benguet	3	Kalinga	3	Tabuk	3

The participants are expected to bring the following:

1. Laptop
2. Extension cords
3. **For e-Remit, soft copies of:**
 - i) Remittances made by the Division Offices to GSIS and HDMF for 2024 and 2025, regular **and** supplemental payrolls; and,
 - ii) Official Receipt (OR) Numbers and dates of ORs for said remittances.



Address: DepEd-CAR Compound, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph

DepEd Tayo Cordillera

<https://depedcar.ph>



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Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

For GSIS reconciliation, soft copies of the following should be brought to the activity:

- i) Data sets of supposed unpaid premiums for 2024-2025 (source: ebcs; erf handler);
- ii) Documents (ex: service records) needed by the GSIS AAO in the preparation of ARA. Soft copies would be more convenient.

Names of Participants (e-Remit/GSIS Recon) are to be communicated to the administrative services division of this Office on or before 12nn of November 28, 2025 (car.admin@deped.gov.ph).

B. For ASSET/SUPPLY MANAGEMENT TEAM, the names of the pax from the following schools divisions shall be as follows:

FROM	TO	OFFICE
Lydia B. Padcayan	Jacob L. Fasuyang	SDO MT. PROVINCE
James Ceasar A. Dayao	Ashley Joanne A. Bai	SDO Tabuk City
Maureen Fajardo	Janice Ananayo	SDO Ifugao

Participants are requested to prepare status reports of delivery of RO procured to recipient schools.

C. For RECORDS MANAGEMENT POLICY /ICT TEAM

FROM	TO	OFFICE
Jayb B. Ngateg	e-Remit participant	SDO
Romulo B. Basa	Ester L. Gallotan	Regional Office
Gertrudes Alindayo	Maricel D. Cadap	SDO Ifugao
Cyrille Gaye Miranda	Manilyn D. Botilas	Regional Office
Brentford Ayochock	Loida Elaine Tibong	SDO Mt. Province

- 3. Venue of the activity will be at **RANG-AY ECO-ADVENTURE AND RESORT**, #168 Bongngat St., Purok 7, Babalag West, Poblacion, Rizal, Kalinga.
- 4. For clarifications, you may email us at car.admin@deped.gov.ph.
- 5. For information, guidance and strict compliance.

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

Encl.: RM 873 s. 2025

ASD/OCAO/connie&daisy



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DepEd Tayo Cordillera



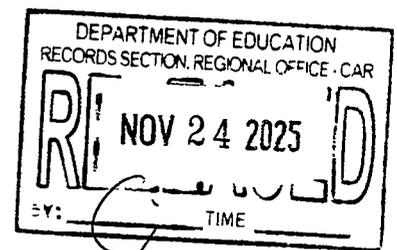
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24 93 0192



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



21 November 2025

REGIONAL MEMORANDUM
No. 873.2025

CONVERGENCE OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND SCHOOLS PERSONNEL ON THE ENHANCEMENT OF ADMINISTRATIVE SERVICES THROUGH INFORMATION SYSTEMS (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) AND POLICIES

To: Assistant Regional Director
Schools Division Superintendents
Administrative Officers
Information Technology Officers
All Others Concerned

1. The Regional Office through the Administrative Services Division and Information Communication Technology Unit will conduct an activity titled "Convergence of Regional Office, Schools Division Offices and Schools Personnel on the enhancement of Administrative Services through Information Systems (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) and Policies" on December 1-4, 2025. Venue details will be provided in a separate advisory.
2. The activity aims to:
 - a. review and address issues and concerns in system implementation;
 - b. propose enhancement for integration in the information systems;
 - c. Facilitate inter-unit discussions on KRAs for efficient service delivery; and,
 - d. Draft a contextualized records management policy manual for DepEd-CAR;
3. Participants must bring laptops workshop activities. The list of participants (Annex A) and program of activities (Annex B) are attached for reference.
4. Arrival and registration will be on December 1, 2025. The first meal will be dinner on December 1, 2025, and last meal will be PM Snacks on December 4, 2025.
5. Board and lodging shall be borne by the Regional Office while transportation and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and procedures.
6. For further details, kindly contact the Administrative Services Division and/or ICTU at Tel. No. 422-1318 or through email at car.admin@deped.gov.ph
7. Immediate dissemination of this Memorandum to all concerned is desired.


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



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>



Certification No. PMP CMS
24 93 0152

ANNEX A- LIST OF PARTICIPANTS

NO.	NAME	POSITION	OFFICE
1	ESTELA P. LEON-CARIÑO EdD, CESO III	Director IV/Regional Director	ORD
2	MAKSIM A. BOTILAS	CAO	ASD
3	CORNELIA D. ADACI-DULNUAN	SAO	ASD
4	Secretariat		ASD

NO.	NAME	POSITION/DESIGNATION	OFFICE
e-Remit/GSIS Reconciliation			
5	ALICE BODONG	Accountant II	Finance Division
6	representative	Incharge of remittance	Abra
7	representative	Incharge of remittance	Abra
8	representative	cash unit	Abra
9	representative	Incharge of remittance	Apayao
10	representative	Incharge of remittance	Apayao
11	representative	cash unit	Apayao
12	representative	Incharge of remittance	Baguio City
13	representative	cash unit	Baguio City
14	representative	Incharge of remittance	Benguet
15	representative	cash unit	Benguet
16	representative	Incharge of remittance	Ifugao
17	representative	cash unit	Ifugao
18	representative	Incharge of remittance	Kalinga
19	representative	cash unit	Kalinga
20	representative	Incharge of remittance	Mt Province
21	representative	cash unit	Mt Province
22	representative	Incharge of remittance	Tabuk City
23	representative	cash unit	Tabuk City
24	representative	Incharge of remittance	to be identified
25	representative	Incharge of remittance	to be identified
26	representative	Incharge of remittance	to be identified
ICT Management Team		Incharge of remittance	to be identified
27	JUMAR B. YAGO-AN	ITO I	ICTU
28	CLINTON BUGTONG	Comp. Programmer	ICTU
29	MARLOU BORJA	ITO I	Abra
30	HARRIS G. DIZON JR.	ITO I	Baguio City
31	ERIC S. WANSON	ITO I	Benguet
32	MICHELLE E. ALAGOY	ITO I	Kalinga
ASSET/SUPPLY MANAGEMENT TEAM			
33	VANDOLPH B. FLORA	AO V	AMS
34	LETECIA M. RAMOS	AO I	AMS
35	DWAYNE RYLAND P. COLAS	ADA VI	AMS
36	HAZEL BARILA	Supply Officer	Abra
37	CHESTER MARK D. ALLAG	Supply Officer	Apayao
38	VIMA G. CADUNGOG	Supply Officer	Baguio City
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41	ELVIRA B. BAWAGAN	Supply Officer	Kalinga
42	LYDIA C. PADCAYAN	Supply Officer	Mt. Province
43	JAMES CEASAR A. DAYAO	Supply Officer	Tabuk City

RECORDS MANAGEMENT POLICY TEAM			
44	DAISY P. ESWAT	AO V	Records
45	JAYB B. NGATEG	ADA VI	Records
46	LAUREEN B. LIKIGAN	SEPS	HRDD
47	CARL ELTON P. TEMPORAL	ADAS I	FTAD
48	ATTY. VANESSA B. FLORA	Atty. IV	Legal Unit
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51	ROMULO B. BASA	EPS	QAD
52	WILMA PACAPAC	Records Officer	Abra
53	HEDWIG M. BELMES	CID Chief	Abra
54	MARY HAZEL B. BALLENA	Elementary School Principal	Abra
55	ATTY. AILEEN JOY C. FUENTES	Atty. III	Abra
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60	GAYNNIVFLYN D. ABANSI	Registrar I	Baguio City National Science HS
61	MELVIN ALFREDO	Records Officer	Benguet
62	BRYAN LIDUA	Registrar I	Benguet National High School
63	GERTRUDES ALINDAYO	Records Officer	Ifugao
64	MARIELLE KEZIAH TUL-O	ADA III	Ifugao
65	CHRISTOPHER D. LIBUNAO	Records Officer	Kalinga
66	IKA VENICE B. BAWAGAN	AO I	Ammacian ES
67	BRENTFORD AYOCHOK	Records Officer	Mt. Province
68	DAMSY ALLIDEM KILITO	EPS II	Mt. Province
69	LOVELYN T. MUKAY	Records Officer	Tabuk City
70	DOROTHY ASINGAL	AO V/ Data Privacy Compliance Officer	Tabuk City

Annex B**Program of Activities**

TIME	TOPIC	IN-CHARGE
Day 0		
4:00PM-5:00PM	Arrival /billeting/Registration	Participants
5:00-6:00	Dinner	
Day 1		
7:30AM - 8:00 AM	Registration	
8:00AM - 30:00 AM-	Preliminaries (AVP) Lupang Hinirang Prayer Cordillera Hymn DepEd Quality Policy Statement	Participants
	Opening Remarks and Statement of Purpose	MAKSIM A. BOTILAS PHD Chief Administrative Officer
	Message	ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/Regional Director
9:00AM - 5:00PM	Break Sessions	Participants per section/unit
5:00PM - 6:00PM	Dinner	
6:00PM - 8:00PM	Team building activities cum stress management	
Day 2		
7:50AM- 8:00AM	Registration	
9:00AM - 5:00PM	Break Sessions	Participants per section/unit
5:00 - 6:00	Dinner	
Day 3		
7:50 AM-8:00 AM	Registration	
8:00 AM- 8:15 AM	Preliminaries (AVP) (per break away)	
8:15AM - 12:00NN	Break Sessions	Participants per section/unit
12:00 NN - 1:00 PM	L-U-N-C-H B-R-E-A-K	
1:01 PM - 3:00PM	Agreements, Ways Forward, and Closing Program	All sections and units Maksim A. Botilas PhD Chief Administrative Officer
3:00-3:15	PM Snacks	
	Departure	

Breakaway Session Program of Activities for Records Management Team/ITOs

DATE and TIME	TOPIC OUTLINE	In-Charge
Day 1		
8:30-9:00	Levelling of expectations	
9:00-10:00	Review of the Contextualized RMOM of CARAGA	
10:00 -10:15	Health break	
10:15-12:00NN	Drafting of the Contextualized RM Policy of CAR	
12:00NN -1:00PM	Lunch break	
1:00- 5:00PM	Drafting of the Contextualized RM Policy of CAR	All
	With Health break	
Day2		
8:00-8:15	Preliminaries	
8:15-10:00 am	Presentation of Draft guidelines and critiquing	Per section/group
10:00-10:15am	Health break	
10:15 -12:00	Revision/integration of the draft manual policy	Per section/group
12:00-1:00	Lunch	
1:00-5:00 PM	Presentation of Draft guidelines and critiquing	Per section/group
Day 3		
8:00-8:15	Preliminaries	
8:15-12:00 NN	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	Records Officers ICT Team
12:00-1:00	Lunch	
1:00-3:00	Back to mainhall for the plenary and ways forward	

Breakaway Session Program of Activities Asset Management Team//ITOs

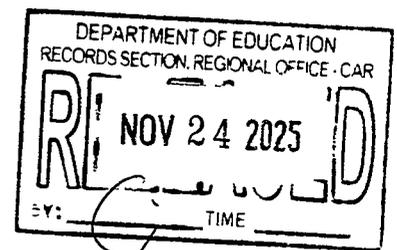
DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
08:30 a.m. - 10:00 a.m.	Levelling of expectation in the Property and supply management	Vandolph B. Flora
	Revisiting the duties and functions of Supply Officers/Property Custodians vis a vis NQMS	Vandolph B. Flora
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	Status Updates on Hauling and Delivery of Learning Resources from Suppliers' Warehouses	Presentation per SDO
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 03:00 p.m.	Status Updates on Delivered Goods procured by CO and RO <ul style="list-style-type: none"> • SLRs and SLMs • School Furniture • TLE-SME • Other goods 	Presentation per SDO
03:00 p.m. - 03:15 p.m.	<i>Health Break</i>	
03:15 p.m. - 04:00 p.m.	-- continuation ---	Presentation per SDO
04:00 p.m. - 05:00 p.m.	Open Forum	
Day 2		
08:30 a.m. - 10:00 a.m.	Updates on the Guidelines and Instructions for Property and Supply Management Forms <ul style="list-style-type: none"> • <i>Acquisition</i> • <i>Utilization and Inventory</i> • <i>Disposition</i> 	Letecia M. Ramos and Dwayne Ryland P. Colas
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	-- continuation ---	
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 05:00 p.m.	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
Day 3		
08:15 a.m. - 12:00 p.m.	Planning-Workshop on the Development of Monitoring and Tracking Mechanism for Delivered Goods Procured by CO, RO, and/or SDO	Vandolph B. Flora
12:00-1:00	<i>Lunch</i>	
1:00 Onwards	Back to the main hall for plenary and ways forward	

Breakaway Session Program of Activities E-Remit /ITOs

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
8:30AM - 10:00AM	Overview and Orientation on the eRemit System	Cornelia Adaci-Dulnuan Jumar B. Yago-an
10:00AM - 10:15AM	<i>Health break</i>	
10:15AM - 12:00NN	Review of the Status of DCP in CAR	Cornelia Adaci-Dulnuan Jumar B. Yago-an
12:00NN - 1:00PM	Lunch break	
1:00PM - 5:00PM	Workshop and Data Encoding/Uploading	ERemit Users
3:00PM - 3:15PM	<i>Health break</i>	
5:00PM - 6:00PM	<i>Dinner</i>	
6:00PM - 8:00PM	Team building activities cum stress management	
Day2		
8:00AM - 8:15AM	Preliminaries	
8:15AM - 10:00AM	Workshop on Data Management, Monitoring and Evaluation of DCP Implementation in CAR (continuation)	ITOs
10:00AM - 10:15AM	<i>Health break</i>	
10:15 - 12:00	Agreements and Ways Forward	Jumar B. Yago-an
12:00-1:00	<i>Lunch</i>	
1:00-5:00 PM	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
5:00PM - 6:00PM	<i>Dinner</i>	
Day 3		
8:00-8:15	<i>Preliminaries</i>	
08:15 a.m. - 12:00 p.m.	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	Records Officers ICT Team
12:00-1:00	<i>Lunch</i>	
1:00-3:00	Back to main hall for the plenary and ways forward	



Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



21 November 2025

REGIONAL MEMORANDUM
No. 873.2025

CONVERGENCE OF REGIONAL OFFICE, SCHOOLS DIVISION OFFICES AND SCHOOLS PERSONNEL ON THE ENHANCEMENT OF ADMINISTRATIVE SERVICES THROUGH INFORMATION SYSTEMS (SUPPLYHUB, DOCUTRACE, AND E-REMIT SYSTEM) AND POLICIES

To: Assistant Regional Director
Schools Division Superintendents
Administrative Officers
Information Technology Officers
All Others Concerned

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7. Immediate dissemination of this Memorandum to all concerned is desired.


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



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601

Telephone No: (074) 422 - 1318

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DepEd Tayo Cordillera



<https://depedcar.p>



Certification No. PMP CMS
24 93 0152

ANNEX A- LIST OF PARTICIPANTS

NO.	NAME	POSITION	OFFICE
1	ESTELA P. LEON-CARIÑO EdD, CESO III	Director IV/Regional Director	ORD
2	MAKSIM A. BOTILAS	CAO	ASD
3	CORNELIA D. ADACI-DULNUAN	SAO	ASD
4	Secretariat		ASD

NO.	NAME	POSITION/DESIGNATION	OFFICE
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5	ALICE BODONG	Accountant II	Finance Division
6	representative	Incharge of remittance	Abra
7	representative	Incharge of remittance	Abra
8	representative	cash unit	Abra
9	representative	Incharge of remittance	Apayao
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11	representative	cash unit	Apayao
12	representative	Incharge of remittance	Baguio City
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14	representative	Incharge of remittance	Benguet
15	representative	cash unit	Benguet
16	representative	Incharge of remittance	Ifugao
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ICT Management Team		Incharge of remittance	to be identified
27	JUMAR B. YAGO-AN	ITO I	ICTU
28	CLINTON BUGTONG	Comp. Programmer	ICTU
29	MARLOU BORJA	ITO I	Abra
30	HARRIS G. DIZON JR.	ITO I	Baguio City
31	ERIC S. WANSON	ITO I	Benguet
32	MICHELLE E. ALAGOY	ITO I	Kalinga
ASSET/SUPPLY MANAGEMENT TEAM			
33	VANDOLPH B. FLORA	AO V	AMS
34	LETECIA M. RAMOS	AO I	AMS
35	DWAYNE RYLAND P. COLAS	ADA VI	AMS
36	HAZEL BARILA	Supply Officer	Abra
37	CHESTER MARK D. ALLAG	Supply Officer	Apayao
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RECORDS MANAGEMENT POLICY TEAM			
44	DAISY P. ESWAT	AO V	Records
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46	LAUREEN B. LIKIGAN	SEPS	HRDD
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51	ROMULO B. BASA	EPS	QAD
52	WILMA PACAPAC	Records Officer	Abra
53	HEDWIG M. BELMES	CID Chief	Abra
54	MARY HAZEL B. BALLENA	Elementary School Principal	Abra
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64	MARIELLE KEZIAH TUL-O	ADA III	Ifugao
65	CHRISTOPHER D. LIBUNAO	Records Officer	Kalinga
66	IKA VENICE B. BAWAGAN	AO I	Ammacian ES
67	BRENTFORD AYOCHOK	Records Officer	Mt. Province
68	DAMSY ALLIDEM KILITO	EPS II	Mt. Province
69	LOVELYN T. MUKAY	Records Officer	Tabuk City
70	DOROTHY ASINGAL	AO V/ Data Privacy Compliance Officer	Tabuk City

Annex B**Program of Activities**

TIME	TOPIC	IN-CHARGE
Day 0		
4:00PM-5:00PM	Arrival /billeting/Registration	Participants
5:00-6:00	Dinner	
Day 1		
7:30AM - 8:00 AM	Registration	
8:00AM - 30:00 AM-	Preliminaries (AVP) Lupang Hinirang Prayer Cordillera Hymn DepEd Quality Policy Statement	Participants
	Opening Remarks and Statement of Purpose	MAKSIM A. BOTILAS PHD Chief Administrative Officer
	Message	ESTELA P. LEON-CARIÑO EdD, CESO III Director IV/Regional Director
9:00AM - 5:00PM	Break Sessions	Participants per section/unit
5:00PM - 6:00PM	Dinner	
6:00PM - 8:00PM	Team building activities cum stress management	
Day 2		
7:50AM- 8:00AM	Registration	
9:00AM - 5:00PM	Break Sessions	Participants per section/unit
5:00 - 6:00	Dinner	
Day 3		
7:50 AM-8:00 AM	Registration	
8:00 AM- 8:15 AM	Preliminaries (AVP) (per break away)	
8:15AM - 12:00NN	Break Sessions	Participants per section/unit
12:00 NN - 1:00 PM	L-U-N-C-H B-R-E-A-K	
1:01 PM - 3:00PM	Agreements, Ways Forward, and Closing Program	All sections and units Maksim A. Botilas PhD Chief Administrative Officer
3:00-3:15	PM Snacks	
	Departure	

Breakaway Session Program of Activities for Records Management Team/ITOs

DATE and TIME	TOPIC OUTLINE	In-Charge
Day 1		
8:30-9:00	Levelling of expectations	
9:00-10:00	Review of the Contextualized RMOM of CARAGA	
10:00 -10:15	Health break	
10:15-12:00NN	Drafting of the Contextualized RM Policy of CAR	
12:00NN -1:00PM	Lunch break	
1:00- 5:00PM	Drafting of the Contextualized RM Policy of CAR	All
	With Health break	
Day2		
8:00-8:15	Preliminaries	
8:15-10:00 am	Presentation of Draft guidelines and critiquing	Per section/group
10:00-10:15am	Health break	
10:15 -12:00	Revision/integration of the draft manual policy	Per section/group
12:00-1:00	Lunch	
1:00-5:00 PM	Presentation of Draft guidelines and critiquing	Per section/group
Day 3		
8:00-8:15	Preliminaries	
8:15-12:00 NN	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	Records Officers ICT Team
12:00-1:00	Lunch	
1:00-3:00	Back to mainhall for the plenary and ways forward	

Breakaway Session Program of Activities Asset Management Team//ITOs

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
08:30 a.m. - 10:00 a.m.	Levelling of expectation in the Property and supply management	Vandolph B. Flora
	Revisiting the duties and functions of Supply Officers/Property Custodians vis a vis NQMS	Vandolph B. Flora
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	Status Updates on Hauling and Delivery of Learning Resources from Suppliers' Warehouses	Presentation per SDO
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 03:00 p.m.	Status Updates on Delivered Goods procured by CO and RO <ul style="list-style-type: none"> • SLRs and SLMs • School Furniture • TLE-SME • Other goods 	Presentation per SDO
03:00 p.m. - 03:15 p.m.	<i>Health Break</i>	
03:15 p.m. - 04:00 p.m.	-- continuation ---	Presentation per SDO
04:00 p.m. - 05:00 p.m.	Open Forum	
Day 2		
08:30 a.m. - 10:00 a.m.	Updates on the Guidelines and Instructions for Property and Supply Management Forms <ul style="list-style-type: none"> • <i>Acquisition</i> • <i>Utilization and Inventory</i> • <i>Disposition</i> 	Letecia M. Ramos and Dwayne Ryland P. Colas
10:00 a.m. - 10:15 a.m.	<i>Health Break</i>	
10:15 a.m. - 12:00 p.m.	-- continuation ---	
12:00 p.m. - 01:00 p.m.	<i>Lunch break</i>	
01:00 p.m. - 05:00 p.m.	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
Day 3		
08:15 a.m. - 12:00 p.m.	Planning-Workshop on the Development of Monitoring and Tracking Mechanism for Delivered Goods Procured by CO, RO, and/or SDO	Vandolph B. Flora
12:00-1:00	<i>Lunch</i>	
1:00 Onwards	Back to the main hall for plenary and ways forward	

Breakaway Session Program of Activities E-Remit /ITOs

DATE and TIME	TOPIC OUTLINE	RESOURCE PERSON
Day 1		
8:30AM - 10:00AM	Overview and Orientation on the eRemit System	Cornelia Adaci-Dulnuan Jumar B. Yago-an
10:00AM - 10:15AM	<i>Health break</i>	
10:15AM - 12:00NN	Review of the Status of DCP in CAR	Cornelia Adaci-Dulnuan Jumar B. Yago-an
12:00NN -1:00PM	Lunch break	
1:00PM - 5:00PM	Workshop and Data Encoding/Uploading	ERemit Users
3:00PM -3:15PM	<i>Health break</i>	
5:00PM - 6:00PM	<i>Dinner</i>	
6:00PM - 8:00PM	Team building activities cum stress management	
Day2		
8:00AM - 8:15AM	Preliminaries	
8:15AM - 10:00AM	Workshop on Data Management, Monitoring and Evaluation of DCP Implementation in CAR (continuation)	ITOs
10:00AM - 10:15AM	<i>Health break</i>	
10:15 -12:00	Agreements and Ways Forward	Jumar B. Yago-an
12:00-1:00	<i>Lunch</i>	
1:00-5:00 PM	Property and supply Management System (PSMS) Workshop with ICT Team	AMS Team and ICT Team
5:00PM - 6:00PM	<i>Dinner</i>	
Day 3		
8:00-8:15	<i>Preliminaries</i>	
08:15 a.m. - 12:00 p.m.	Understanding the Document Tracking System its features and processes, issues and concerns interface with the ICT Team	Records Officers ICT Team
12:00-1:00	<i>Lunch</i>	
1:00-3:00	Back to main hall for the plenary and ways forward	