



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

February 16, 2023

REGION MEMORANDUM
AD-2023-008

**CONDUCT OF CONSULTATIVE MEETING OF THE DEPARTMENT OF
EDUCATION EXECUTIVE COMMITTEE**

To: Director III
Schools Division Superintendents
Assistant Schools Division Superintendents
Chiefs of the Region and Division Offices
President of Elementary and Secondary School Heads Association
President of Teaching Association
President of Non-Teaching Association
All Other Regional Office Personnel Concerned

1. To provide platform and gather feedback on the efficiency and effectiveness of department's policy, programs and projects, processes and initiatives from the fields to increase transparency and accountability, the Executive Committee (ExeCom) of the Department of Education shall conduct a Consultative Meeting to the Field on **February 27, 2023, at 8:00am** at the Grand Summit Hotel, General Santos City.
2. The consultative meeting shall focus on achieving the following objectives:
 - 2.a. Gather issues and concerns by strand needing management decision and actions to be taken;
 - 2.b. Consolidate barriers and bottlenecks needing long-term solutions as input to the BEDP 2030 for multi-year adjustments;
 - 2.c. Promote the ICD framework of Vice President and Secretary Sara Z. Duterte as key for improved operations to the field; and
 - 2.e. Discuss contribution to the realization of the BEDP 2030 and BER 2023 by empowering officials and workforce of each governance level to translate integrity, competence, and diligence into their respective roles and functions.
3. Enjoined to attend during the consultation meeting are the Central Office Executive Committee Members and Executives Assistants, Directors III and IV, Schools Division Superintendent, Assistant Schools Division Superintendent. Region and Division Functional Division Chiefs, President of Elementary and Secondary School Heads Association, President of Teaching and Non-teaching Associations and central, region offices working committees.



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Central/Region/ Division	OS EC / US EC /R D/ SD S	/ASE CARD / ASD S	Chiefs	Pres. Elem SH	Pres. Sec SH	Pres. Teaching Association	Pres. Non- teaching Association	CO/RO Working Team/D rivers/P rotocol Officers	TOTAL
Central Office ExeCom	1 0	7						13	30
Regional Office	1	1	8					24	34
General Santos City	1	1	2	1	1	1	1	2	10
Sarangani	1	1	2	1	1	1	1	2	10
South Cotabato	1	1	2	1	1	1	1	2	10
Koronadal City	1	1	2	1	1	1	1	2	10
Tacurong City	1	1	2	1	1	1	1	2	10
Sultan Kudarat	1	1	2	1	1	1	1	2	10
Cotabato Province	1	2	2	1	1	1	1	2	11
Kidapawan City	1	1	2	1	1	1	1	2	10
GRAND TOTAL	1 9	17	24	8	8	8	8	53	145

4. Identified and required number of participants from the region and division offices are advised to attend. Should an officials have prior commitment and equally important event to attend to, the concern official may send a proxy, however for the approval by the Director IV.

5. The executive committee members of the divisions of Sarangani, General Santos City, South Cotabato, Koronadal City, Sultan Kudarat and Tacurong City shall be the identified Protocol Officers of the Central Office Executive Committee by strand as follows:

Central Office Strand	Region/Division	Protocol Officer
Office of the Secretary	Regional Office	Director IV
School Infrastructure and Facilities	General Santos City	SDS
Curriculum and Teaching	Sarangani Province	SDS
Operations	Koronadal City	SDS
Finance	General Santos City	SDS
Procurement	Sarangani Province	SDS



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Administration	Sultan Kudarat	SDS
Legal Affairs	Tacurong City	SDS
Human Resource and Organizational Development	South Cotabato	SDS

6. Flight schedules of arrival and departure of officials shall be communicated through a separate notice. For security reason, confidentiality of information regarding their whereabouts is strictly ensured. Hence, disclosure of information is strictly prohibited.

7. Before the conduct of the meeting, all division offices are advised to gather issues and concerns from the field affecting internal management of the Department that includes but not limited to policy, programs and project implementation, processes, and the quality management system. Issues and concerns needing actions and resolution by the top management of the region and central offices shall be encoded through the link:
<https://docs.google.com/spreadsheets/d/1zmFEIRepj0JkXOU4OvL9m-Sx2whlRY9i/edit#gid=493807965>

5. The secretariat shall consolidate and provide copy to the EXECOM before the consultative meeting commences for documentation. Secretariat from the Regional Office by strand are assigned, to wit:

Central Office Strand	Secretariat
Office of the Secretary	Glenn A. Bisnar
Curriculum and Teaching	Gilbert B. Barrera
School Infrastructure and Facilities	Elgene O. Dequilla
Operations	Louella B. Jabido
Finance	Ma. Jeanette N. Delima
Procurement	Grace Patrice M. Mondragon
Administration	Michael C. Poblador
Legal Affairs	Salvador S. Rodel
Human Resource and Organizational Development	Emily F. Enolpe
Support Staff: Joseph Russel M. Farnazo, Reah Joy Halique, Aldwin Opre, Noren Grace Laguting, Emerin Astillero, Cheryl Villa, RM Dion Winner D. Lebrero, Samsudin Paraid	

6. Business attire shall be the dress code for all attendees during the activity. While the drivers shall wear the non-teaching uniform with identification ID.

7. Food, venue, accommodation, and other expenses incurred during the activity shall be borne from the sub-allotted funds of the Central Office, subject to the usual accounting and auditing rules and regulations.





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8. Enclosed are the working committees with corresponding tasks and official program for reference.
9. For clarification and inquiry, communicate to Kathrine H. Lotilla, Chief AO – Administrative Division through Kathrine.lotilla@deped.gov.ph or 09499987543
9. For the information and compliance of all concerned.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference:

Allotment: None

To be indicated in the Perpetual Index under the subject
DIALOGUE MEETING

KHL/AD-P/RM/ CONDUCT OF CONSULTATIVE MEETING OF THE DEPARTMENT OF EDUCATION EXECUTIVE COMMITTEE TO THE FIELD/005/ Feb. 16, 2023



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Enclosure 1 to Region Memorandum-AD-2023-008: Working Committees

Name	Responsibility
Carlito D. Rocafort	Provides the over-all management and supervision
Rebonfamil R. Baguio	
Ma. Lourdes A. Sanchez	<ul style="list-style-type: none">• Manages budget allocation and obligation of the activity.• Provides technical inputs regarding financial management during the dialogue• Ensures the arrangement of the venue that includes the food to be served, and accommodation of guest and visitors
Luz Lalli L. Ferrer Norman S. Valeroso	<ul style="list-style-type: none">• Manages the online quality assurance and monitoring and evaluation.• Presents the QAME results of the workshop.• Provides technical input on regulatory functions of the region
Napoleon J. Gio Agney C. Taruc John Earl Wendell Lope Kay Kashmyra T. Buenafior	<ul style="list-style-type: none">• Provides input on the existing education support services and programs of the department.• Ascertains adherence to safety and health standards and protocols are followed• Ensures security and safety of the officials and attendees
Melinda A. Rivera	<ul style="list-style-type: none">• Provides input on technical assistance mechanisms to ensure effectiveness of education actions
Glenn A. Bisnar	<ul style="list-style-type: none">• Manages the provision and veracity of data presented on basic education performance indicators and target outcomes.
Gilbert B. Barrera	<ul style="list-style-type: none">• Provides technical input on curriculum management and learning recovery strategic directions.• Manages appropriate and innovative learning assessment on the implementation of futures thinking mechanisms
Kathrine H. Lotilla	<ul style="list-style-type: none">• Provides logistical support during the conduct of the dialogue including the lay-out of the venue.• Manages administrative support to the implementation of this initiative• Provides input regarding administrative issues and concerns
Peter Van C. Ang-ug	<ul style="list-style-type: none">• Ensures that the objectives and adherence to the standards of the workshop are achieved.• Provides input for the creation of capability building program on ICD framework for teaching and non-teaching personnel
Joven Ryan G. Malida	<ul style="list-style-type: none">• Facilitates and moderates the flow of the consultation meeting to ensure connectivity.• Provides technical support to the resource speakers
Aldwin Opre Levi Carla Villanueva Charl Lorenz Nadela	<ul style="list-style-type: none">• Provides ICT equipment and technical support during the workshop.• Ensures internet connectivity for the entire duration of the dialogue
Reah Joy S. Halique RM Dion Winner D. Lebrero	<ul style="list-style-type: none">• Manages the advocacy of the program through press release.• Prepares video documentation and report for the DepEd



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Joseph Russel M. Farnazo all secretariat and support members	<ul style="list-style-type: none">• Manages the documentation of the proceedings.• Leads the secretariat to ensure the completeness of required documented information.• Serves as marshals to assist the attendees by strand during the consultation• Supervises the secretariat during the proceedings.• Ascertains to register all attendees.• Prepares all signages and backdrop
Allysa Grace Goyone	<ul style="list-style-type: none">• Manages the provision of transportation for the EXECOM including the ingress and egress of the venue.• Provides mobilization support to the working team.• Arranges and facilitates the itinerary of the EXECOM
Remie P. Pama	<ul style="list-style-type: none">• Facilitates the procurement procedures and documented information of the workshop



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