



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION  
RECORDS SECTION, DEPED NCR

**RELEASED**

By: \_\_\_\_\_ Date: MAR 2020

DNCR-F-ORD-033/R0/01112019

**REGIONAL MEMORANDUM**

No. NCR-130, s. 2019

**TO :** ASSISTANT REGIONAL DIRECTOR  
REGIONAL DIVISION CHIEFS AND UNIT HEADS

**FROM :** MALCOLM S. GARMA  
Director IV

**SUBJECT :** FINALIZATION AND SYNCHRONIZATION OF THE  
WORK AND FINANCIAL PLANS (WFP) FOR 2021

**DATE :** MARCH 03, 2020

1. We would like to express our sincerest gratitude for your active participation in our initial round of plans and budget presentation conducted last February 27 – 28, 2020.
2. Relative to the agreements made to the aforesaid activity, our next presentation and finalization of the revised budget proposals shall be held on March 24, 2020 from 9:00 AM to 4:00 PM at DepEd NCR Conference Hall. Please find attached documented agreements for your reference and guidance to the revisions to be made in your proposed WFP.
3. Thus, presenter shall submit the revised WFP powerpoint presentation to the Policy, Planning and Research Division, using the previously provided template, on or before 1:00 PM, March 17, 2020.
4. Immediate dissemination of and compliance with this Memorandum is desired.



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**AGREEMENTS MADE DURING THE PRESENTATION OF  
 THE PROPOSED WORK AND FINANCIAL PLAN**

February 27 & 28, 2020  
 Conference Hall, DepEd - NCR

Discussion	Agreements/Next Steps/ Actions to be Taken
Presentation of 2021 Work and Financial Plan	Strategic Direction: Quality Education (K to 12 + Policy Direction) ↓ K.I.T.E <div style="border: 1px solid black; background-color: #e0f0ff; padding: 5px; text-align: center;">             Implement K to 12 Policy in the context of NCR           </div>

Check Points	Discussion/Issues/ Concerns/Gaps	Agreements/Next Steps/ Actions to be Taken
Shift from access to quality education  for visual interpretation see the attached Diagram	Unsatisfactory quality education	Change the way things are being done, cogitating on the ff: <ul style="list-style-type: none"> <li>- reinvent structure</li> <li>- alignment of what we do</li> <li>- vertical and horizontal alignment of governance processes</li> <li>- enforcement of policies and standards</li> <li>- vertical and horizontal articulation of the curriculum (noticeable in the school)</li> <li>- correlation of every FD's undertakings to the other FDs' exertions vis-à-vis quality education</li> <li>- alignment of one's / every FD's perspective towards common goal</li> </ul>
Quality Education	<ul style="list-style-type: none"> <li>- not absolute</li> <li>- very subjective</li> <li>- very relative</li> </ul> <p><math>E = mc^2</math>            Einstein's theory of special relativity elucidates why after a long time of DepEd's existence only now that quality of education is being talked about</p>	<ul style="list-style-type: none"> <li>- strategies and mode of delivery must evolve with the changing times</li> </ul>



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Learning Outcome	not just output	<p>PPRD</p> <ul style="list-style-type: none"><li>- make everybody aware of the context of NCR in terms of the ff:<ul style="list-style-type: none"><li>❖ PROFILE</li><li>❖ STANDARDS</li><li>❖ TARGETS</li></ul></li><li>- continuously provide CLMD with data and information related to it.</li><li>- conduct FGD frequently</li></ul> <p>QAD</p> <ul style="list-style-type: none"><li>- double check if the things being done would constantly reflect the overall strategic direction and the aspiration of the region</li><li>- always be appraising and be aware of what is happening</li><li>- interface with PPRD to communicate the QAME results that can serve as an input to policy review</li><li>- in-charge of private schools<ul style="list-style-type: none"><li>- do not consume much of time and resources for the private schools, look at the more important thing that should be done and that is to quality assure everything that is happening in the region</li></ul></li></ul> <p>HRDD</p> <ul style="list-style-type: none"><li>- in-charge of continuous development of personnel's capacities</li><li>- assumption must be "people need to know more"</li><li>- only serves as facilitator of the mechanism that address the needs of the ROP in terms of professional development/skills enhancement</li><li>- learning outcome in terms of advocacies and learners package shall then be shared to SDOs</li></ul> <p>SDOs</p> <ul style="list-style-type: none"><li>- translate the learning outcomes into strategic direction by looking at the SWOT of the schools</li><li>- help schools create crucial programs</li></ul> <p>School Head</p> <ul style="list-style-type: none"><li>- do their job by being unerring of the ff:<ul style="list-style-type: none"><li>✓ hiring the right teachers</li><li>✓ promoting right people</li><li>✓ having right materials</li><li>✓ having the right partnerships</li></ul></li></ul>
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Learning Environment	Support	<p>by then programs are expected to just flourish in the schools</p> <p>ESSD</p> <ul style="list-style-type: none"> <li>- connect RO to schools</li> <li>- give picture of what schools are in NCR in terms of the ff:           <ul style="list-style-type: none"> <li>❖ FACILITIES</li> <li>❖ ACTIVITIES</li> <li>❖ HEALTH AND NUTRITION</li> <li>❖ SAFETY AND RESILIENCY</li> <li>❖ LEVEL OF PARTNERSHIP</li> </ul> </li> <li>- influence the schools' ability to create programs that would result to relevant learning outcome that would produce... better learners?</li> </ul>
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**2021 WFP PRESENTATION**

CLMD	<p>1<sup>ST</sup> SLIDE:          RSPC          RFOT          RSTF</p> <p>2<sup>ND</sup> SLIDE          QUESTIONS:</p> <ul style="list-style-type: none"> <li>○ What can be pictured with the teaching and learning package?</li> <li>○ What are expected to be done by the 204 physical targets?</li> </ul> <p>Interpretation by RD based on responses          - it is just a set of guidelines/ things to do</p>	<p>Shall not be the most important and priority programs/activities</p> <ul style="list-style-type: none"> <li>- hold off</li> </ul> <p>RSPC } to be conducted          RFOT } simultaneously (one day)</p> <ul style="list-style-type: none"> <li>- expenses shall cover only the admin cost such as judges' transportation and honorarium, snacks, medals, certificates and trophies</li> <li>- present breakdown of expenditures for each event, per category</li> <li>- 2020 indicative budget shall be the basis, work within that budget in crafting the 2021 WFP</li> <li>- collapsed into one activity</li> <li>- come up with "A Manual on Teaching Reading" that can be in a form of comic books addressing the issues in teaching reading. Manual shall go with steps and phases that have to be validated in its last segment. Assessment tool both for teachers and learners must be included in the package.</li> <li>- phases shall include the ff:           <ul style="list-style-type: none"> <li>— Diagnostic</li> </ul> </li> </ul>
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	<p>to improve the reading proficiency in schools across learning areas and across grade levels          - development of books</p> <p>3<sup>rd</sup> slide          RAIN-Reinforcement Aid Intended for No-classes (Keystage 3)</p> <p>Regional Convergence on Curriculum Implementation and Learning Delivery</p> <p>Regional Curriculum Implementation and Learning Delivery Review</p>	<ul style="list-style-type: none"> <li>— Methodology</li> <li>— Assessment</li> <li>— Provision for Redevelopment of the tool</li> </ul> <ul style="list-style-type: none"> <li>- come up with materials that can substitute Phil-IRI</li> <li>- as initiative come up with handbook</li> <li>- incorporate all the observations in the field, gather all the cases and synthesize</li> <li>- manual shall be reflective and interactive</li> <li>- 1.5 million will be spent for the development of the manual for the entire year</li> <li>- part of the budget can be spent for brainstorming activities and interface with other FDs</li> <li>- at the end of the year, output must be presented to RD</li> <li>- output shall be given to FTAD, FTAD will lead on cascading it to schools, give trainings on how to utilize the materials</li> <li>- transform this into advocacy of the region, not just a short one-time activity/program</li> </ul> <p>Advocacy yell can be:          "PAGBASA PARA SA PAG-ASA"</p> <p>QAD shall take part by looking at the context of the materials/handbook looking at its alignment with the context of the region's aspiration and monitor its progress</p> <p>PPRD shall take part by providing input from latest researches, proficiency level and other information about reading across all levels and across learning areas</p> <ul style="list-style-type: none"> <li>- shall be completed this year</li> </ul> <p>- make it as one activity, the regional convergence</p>
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	Indicative budget – ₱ 6.2M	Approved the conduct of two activities only; <ul style="list-style-type: none"> <li>- development of manual for teaching reading</li> <li>- regional convergence (₱500,000)</li> </ul> Indicative budget for 2021 reduced to ₱2M including meetings and minor activities
<b>PPRD</b>		
	1 <sup>st</sup> activity	<ul style="list-style-type: none"> <li>- increase budget for RBEP adjustment</li> <li>- shall be conducted in one day (leave out)</li> <li>- Do it on a quarterly basis to capture the quarterly progress</li> <li>- to be conducted on March, June and September with a budget of ₱ 146,000</li> </ul>
	2 <sup>nd</sup> activity	<ul style="list-style-type: none"> <li>- Renamed to Regional and Division Card: Policy Analysis &amp; Policy Direction</li> <li>- to be conducted on January 2021 with a budget of ₱ 64,000</li> </ul>
	Staff Meeting	<ul style="list-style-type: none"> <li>- approved</li> </ul>
	Initial Indicative Budget ₱740,000	<ul style="list-style-type: none"> <li>- reduced to ₱ 694,000</li> </ul>
<b>QAD</b>		
	RMEA shall be identifying the process to be augmented	KRA: <ul style="list-style-type: none"> <li>- Planning (Content)</li> <li>- Process (Methodology)</li> <li>- People (Administration and Deliverance)</li> <li>- issue prescription</li> <li>- demand for report anytime if there seems to be a problem, issue Quality Assurance Observation Memorandum (QAOM)</li> <li>- develop a system for M &amp; E</li> <li>- shall monitor and quality assure programs whole year round using the QAME tool</li> <li>- present QAME tools so the program owner will know what will be measured</li> <li>- be concerned about time management, determined how many hours shall be devoted attending to private schools' concerns and the time dedicated to performing QAD tasks (ask help from ARD)</li> <li>- continue Education Summit for Private schools to be conducted in June and October</li> <li>- monitor the RO processes and verify the feedback from client</li> <li>- be attentive during REXECOM to be aware of the processes in the field</li> </ul>
	right division to address problems in governance, SBM in particular	



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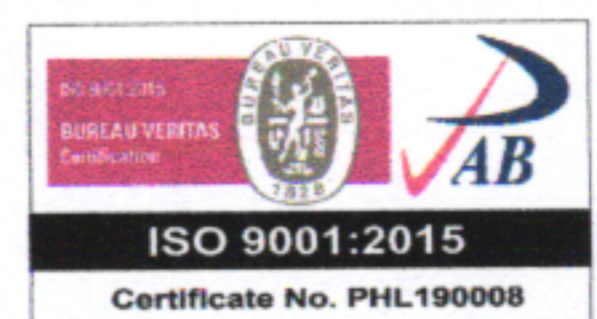
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	<p>Education Summit for Private Schools</p> <p>Indicative Budget          ₱1,552,000.00</p>	<ul style="list-style-type: none"> <li>- required to hold two convergence for Private Schools: June and October</li> </ul> <p>Allowed to have three activities for 2021 as listed:</p> <ol style="list-style-type: none"> <li>1. Convergence of the Private Schools</li> <li>2. Monitoring of Private Schools</li> <li>3. Quality Assurance System</li> </ol> <p>Allotment for 2021 reduced to ₱880,000</p> <ul style="list-style-type: none"> <li>- system upgrade cost will be lodged to ORD budget</li> <li>- define process flow of private schools</li> </ul>
<p>HRDD</p>	<p>Separate convergence for personnel</p> <p>RDL</p> <p>COP (Monthly)</p> <p>Scholarship</p> <p>Review, Coaching, and Adjustment of OPCRF and IPCRF</p> <p>Semestral Health and Wellness Program          ₱144,000</p> <p>Employee Wellness</p>	<p>Do collaboration with PSB to define qualification standards</p> <ul style="list-style-type: none"> <li>- address issues coming from ROP rank and file, relationship of superiors and subordinates</li> <li>- participants shall be the Directorate, PSB (process), and HR, focus shall be the people</li> <li>- no process/activity shall be made in RO relative to pre-selection of candidates for scholarship offerings of other organizations until such time guidelines is presented to RD, subject for approval</li> <li>- initiate scholarship program for ROP</li> <li>- work with ESSD to find partner that can offer scholarships for ROP</li> <li>- ROP annual checkup shall be imbedded to Admin's budget</li> <li>- reword the title, denote direct nature of the activity</li> <li>- translate it into everyday and sustainable thing</li> <li>- develop it into regular program of the region</li> <li>- must be on a monthly basis (₱12,000)</li> <li>- conduct monthly forum</li> <li>- invite someone to discuss any topic of interest (e.g. late pregnancy, stress management, etc.)</li> <li>- align it with the monthly fellowship</li> <li>- Eliminate the PRIME-HRM-overs - activities no. 4,5,7,8,9,10</li> </ul> <p>And activity under Leaders' Organizational Development Initiatives activity no. 1</p>



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		<ul style="list-style-type: none"> <li>- Utilize money saved from all eliminated activities in training needs / skills enhancement of ROP</li> <li>- determine first aid supplies needed</li> </ul>
<b>FTAD</b>	<b>HUB</b>	<ul style="list-style-type: none"> <li>- be the convergence of all policies and programs of the region that will be translated into technical assistance</li> <li>- focus on consolidating everything in the region including those that will be done in the future and those identified in the synergy.</li> <li>- carries all activities in the region that put emphasis in the objective of providing TA and orientation especially so when SDOs' personnel are involve.</li> <li>- chief of FTAD shall always be the head of RFTAD</li> <li>- determine the most effective way of carrying out the TA, meetings and orientation needed</li> </ul>
	MANCOM – convergence, vantage point for FTAD	<ul style="list-style-type: none"> <li>- capture and make a list of all that had transpired during MANCOM to be discussed during REXECOM or during RBEP adjustment</li> <li>- distinguish the kind of coordination meeting considered necessary by SDSs</li> <li>- validate FDs submitted coordination meeting requests to SDSs, seek help from PPRD if needed</li> </ul> <p>Budget allotment ₱325,000</p> <ul style="list-style-type: none"> <li>- utilize it in providing TA as requested by different FDs, requests shall be treated on a first come first serve basis</li> <li>- open-ended budget, depends on the number of requests received</li> <li>- requesting FD shall suggest the modality of TA delivery that fits well</li> </ul>
<b>ESSD</b>	1 <sup>st</sup> slide 2 <sup>nd</sup> slide no. 4 No need to create LRP         7 <sup>th</sup> slide activity no. 2	<ul style="list-style-type: none"> <li>- eliminate</li> <li>- coordinate with CLMD to create LRP in DRRM, Health and Career Guidance Services, Values Ed., Facilities, Partnerships, DRRM, Health and Nutrition, Youth Formation, etc.</li> <li>- provide CLMD the information about school condition that hinders or facilitates learners' achievement             <ul style="list-style-type: none"> <li>- collapsed all activities in Part 1 into one program named "Coordination and Support to CLMD Initiatives in Developing Learners' Achievement". January to December</li> </ul> </li> <li>- all coordination meeting must be coursed through FTAD</li> </ul>



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	no. 3  no. 4  no.5  Procurement of dental supplies  Other Services Participation in all National Historical Events  <b>Nine Plus Advocacies</b> 1. Comprehensive Annual Plan  2. Monthly meeting of ESSD Personnel  Funds for NCR Palaro  Miscellaneous  Indicative Budget ₱2,822,900.00	- transfer to ASD, ROP annual checkup shall be lodged to the allocation of ASD - eliminate, to be subsumed in APE - purchase only those medicines for first aid, neither those that need doctor's prescription those that can be categorized as maintenance medicine. - dental bus will be returned to CO (ff to Asec) - release memo to the field pronouncing that they can borrow the dental bus, while it is still in the possession of RO, provided that fuel and other relative expenses will be shouldered by the borrower  - open-ended, undetermined what must be procured  - eliminate, as the need arises - travel expenses of ROP will be carried to Finance Division  - subject to approval upon submission of activity request  - coordination meeting concerning NCR Palaro shall be included in the costing for NCR Palaro  - not included in WFP (downloaded fund)  - eliminate  Allotment for 2021 reduced to ₱500,000.00
<b>ADMIN</b>	1 <sup>st</sup> slide Records Digitization 200,000 for COS (basic pay for 2 personnel) and others  Seminars/Workshops /meetings on QMS sustainability and procurement of materials/supplies  Seminar on Laws and CSC Rules	- approved  - approved - budget presented includes costing for recertification  - carried to HRDD



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	<p>2<sup>nd</sup> slide PRIME</p> <p>MANCOM</p> <p>REXECOM</p> <p>3<sup>rd</sup> slide Coordination meeting</p> <p>Fellowship</p> <p>4<sup>th</sup> slide Sports cultural Activity</p> <p>Repairs and Improvement</p>	<ul style="list-style-type: none"> <li>- subsumed to HRDD PAPs</li> <li>- 35 pax x PhP400x 12</li> <li>- approved</li> <li>- approved</li> <li>- carried to FTAD</li> <li>- rename</li> <li>- carried to HRDD, package into one program</li> <li>- allocation will be spent for regional sports fest intended for teaching and non-teaching (uniform and food for players) <ul style="list-style-type: none"> <li>- configuration will still be led by HRDD</li> </ul> </li> <li>- approved</li> <li>- mandatory/utilities allocation shall be separated and reflected <ul style="list-style-type: none"> <li>- historical data shall be documented to see the trend and variance</li> <li>- shall be presented next time with the ORD</li> </ul> </li> </ul>
<p>Finance Division</p>	<p>1<sup>st</sup> slide activity no.1</p> <p style="padding-left: 100px;">no.2</p> <p>2<sup>nd</sup> slide 3<sup>rd</sup> slide</p> <p>6<sup>th</sup> slide</p>	<ul style="list-style-type: none"> <li>- carried to FTAD</li> <li>- approved</li> <li>- resumed to be included in SDOs budget</li> <li>- all meetings/activities that involve providing technical assistance in nature shall be transferred to FTAD but will still be the primary responsible in facilitating the conduct of the activities <ul style="list-style-type: none"> <li>- meetings that entails consolidation of reports, permitted</li> </ul> </li> <li>- shall be adjusted based on agreed budget per FD</li> </ul>
<p>CLINCHER</p>		<ul style="list-style-type: none"> <li>- devote the savings slashed from WFP of each FD to skills enhancement program for ROP</li> <li>- submit the skills enhancement/training request to HRDD</li> <li>- simple meeting is being discouraged</li> <li>- FDs' function do not include conducting meetings</li> </ul>



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		<ul style="list-style-type: none"><li>- meetings must not be included in FDs' PPA only in FTAD's</li><li>- submit all request for coordination meeting to FTAD</li><li>- elevate the definition of meeting into convergence</li><li>- regular coordination meeting means the conduct of meeting that involve external partner/s and/or other agency/ies</li><li>- RFTAD shall ensure that all coordination meetings are in the form of convergence, convergence means there is a commitment, there is an agreement</li><li>- notice of meeting shall emanate from FTAD</li><li>- QAME shall be present in every meeting c/o QAD, assessing the process/es and/or the facilitator/s</li><li>- PPRD shall review the result of QAME for plan adjustment</li><li>- major output of the RO is a mother calendar where all activities shall be plotted (avert overlapping of activities)</li><li>- wait for the cue if activity is a CO project, do not include in the PPA any activity related to it</li><li>- CO projects shall not be monitored unless being instructed via memo</li><li>- next round will be on March 24, presentation of revised WFP</li><li>- RO accomplishment will be measured by the quantity and quality of technical assistance provided</li><li>- Program owner of TA shall come up with the accomplishment report</li><li>- ORD WFP shall be presented by ARD next week during REXECOM</li><li>- Include the costing for staff meetings in the WFP for the entire year subject to RD's discretion</li><li>- activity of ROP that has something to do with benefits, salary, allowances and requirements are calls of ASD</li></ul>
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END-



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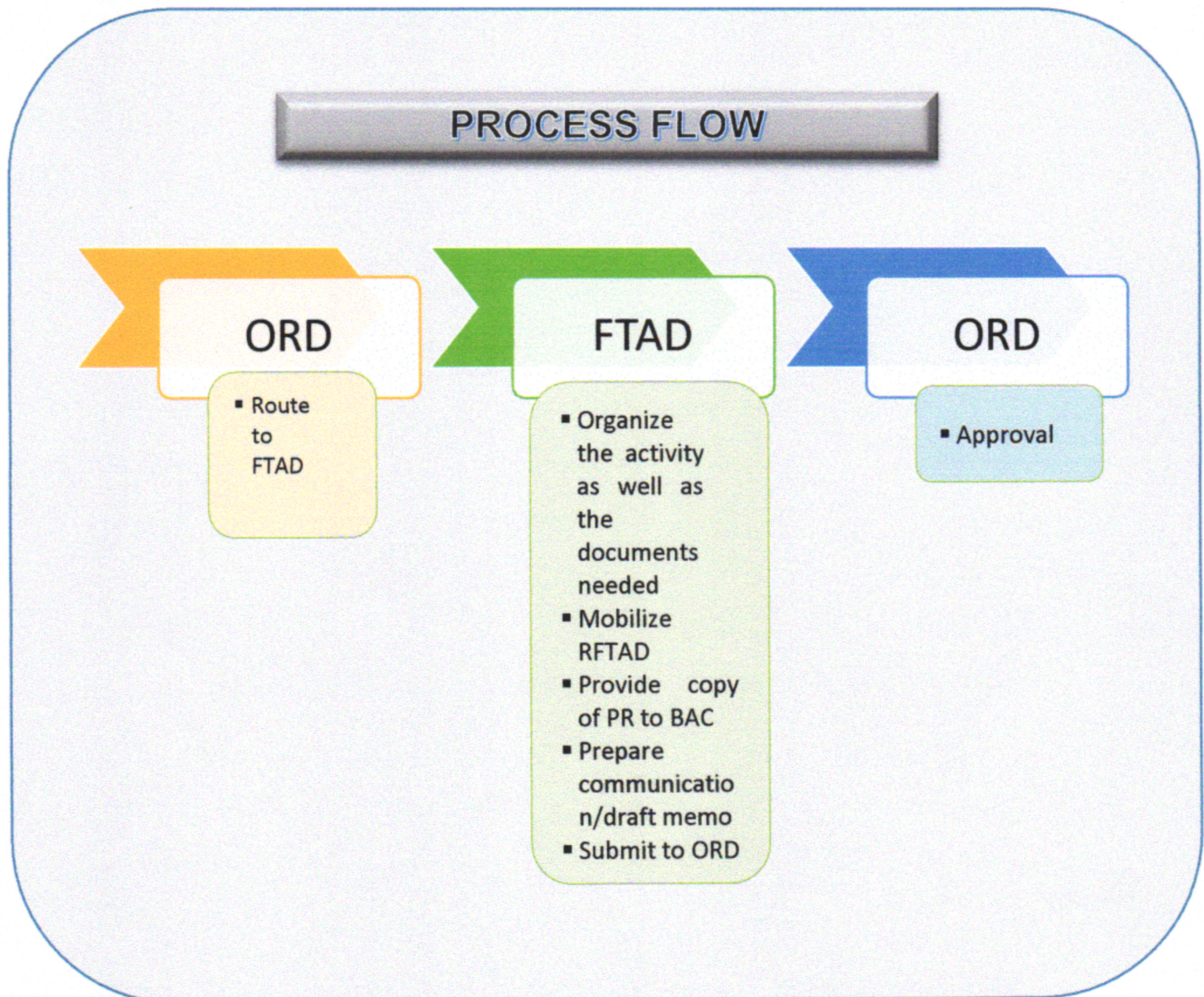




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**Heads-up for Activity Process Owner**

**Submit ACTIVITY REQUEST (with PR if entails procurement)**  
(assumption, activity to be conducted is included in WFP, reviewed and approved)



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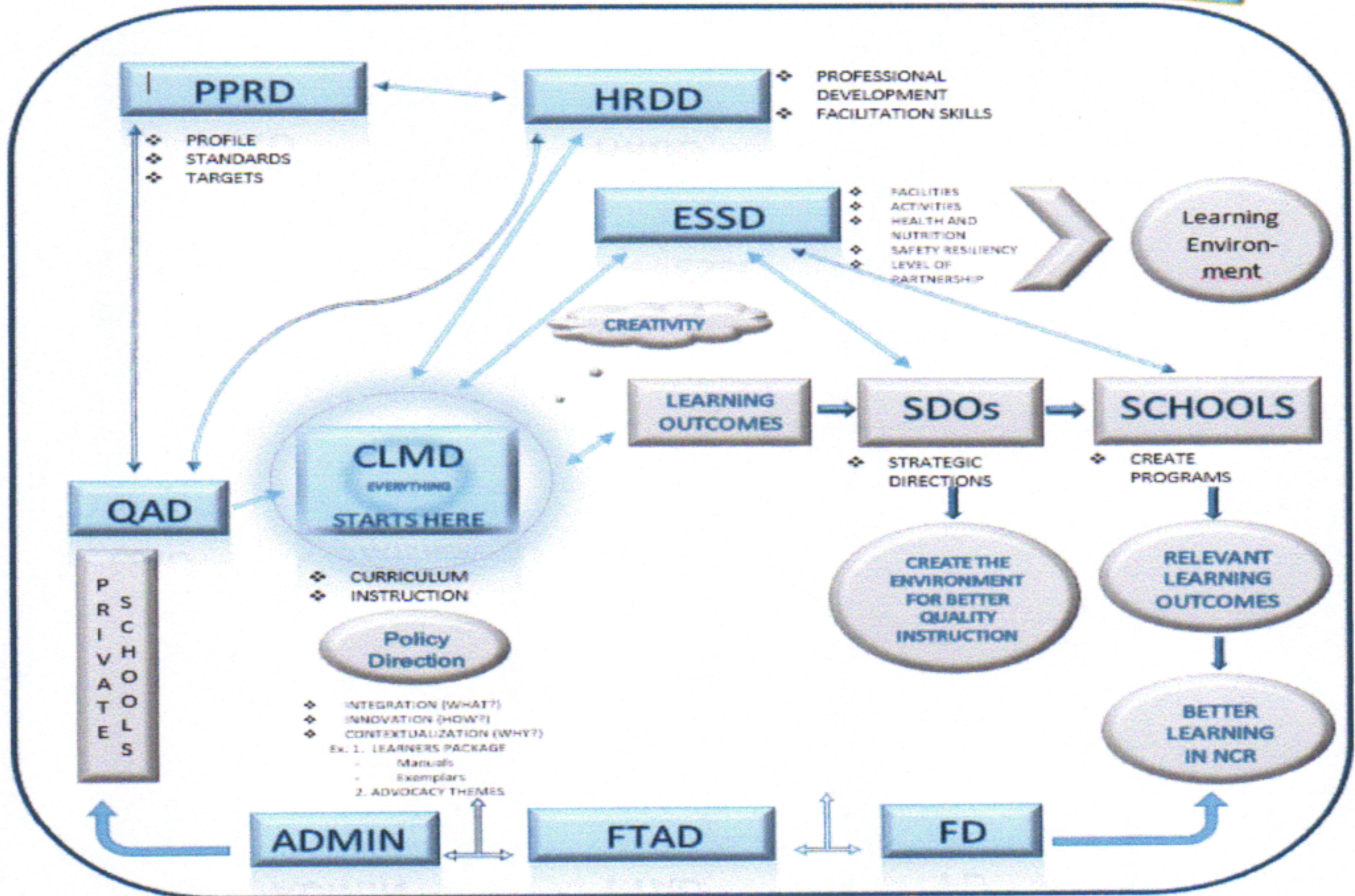
**Strategic Direction: Quality Education (Policy Direction)**

(K to 12 Policy)

K.I.T.E

Implement K to 12 Policy in the context of NCR

**RO - FDs SHARED RESPONSIBILITY DIAGRAM**



Illustrated by: Angelita Cornejo, PhD

Prepared by:

*[Signature]*  
**ANGBLITA CORNEJO**  
 EPS, PPRD

Noted:

*[Signature]*  
**WARREN A. RAMOS**  
 Chief, PPRD

**MALCOLM S. GARMA**  
 Director IV



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