



Republic of the Philippines
DEPARTMENT OF EDUCATION
Caraga Administrative Region
Butuan City



October 2, 2018

REGIONAL MEMORANDUM

No. 546, s. 2018

19th CARASSA CONGRESS

To: Schools Division Superintendents
Asst. Schools Division Superintendents
DASSA Officers
School Heads of Public and Private Secondary Schools



1. The Caraga Regional Association of Secondary School Administrators (CARASSA) shall conduct the 19th CARASSA Congress on October 14 – 16, 2018 at Almont Hotels Resort and Convention Center, Butuan City with the theme, "Re-inventing School Leadership for the 21st Century."
2. The objectives of the Congress are to:
 - a. Enhance management skills of School Heads to cope with the demand of the 21st Century school managers;
 - b. Level up industry 4.0 towards educational transformation; and
 - c. Capacitate educational leaders with innovative outlook to increase school performance.
3. The participants of this Congress are the Public and Private Secondary School Heads, Head Teachers/Department Heads, and SHS Coordinators of the twelve (12) divisions of the region. The first meal shall be dinner of Day 1 (October 14, 2018) with afternoon snacks and the last meal shall be lunch of Day 3 (October 16, 2018). The registration of participants shall start at 1:00 o'clock in the afternoon on October 14, 2018 and the Opening Program shall immediately follow. Please see Enclosure No. 1 for the Matrix of Activities.
4. The registration fee of Four Thousand Five Hundred Pesos (P 4, 500. 00) shall be collected from each participant to cover expenses, such as: board and lodging, materials, transportation and honoraria of speakers, plaques and certificates. The registration fee, transportation expenses and per diem of participants shall be charged against the School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations. The registration fee of private secondary school heads shall be borne from their school funds or any other sources.
5. The presidents of the Division Association of Secondary School Administrators (DASSA) shall submit the list of participants based on the template which is found in Enclosure No. 2 to Dr. Teodoro N. Plaza, the CARASSA President on or before October 9, 2018 at deped_asnhs@yahoo.com for consolidation. The members of the Board of Directors shall travel one day before and one day after the Congress in preparing the venue, crafting the executive summary and paying the financial obligations to the hotel.
6. For any query, please contact Dr. Teodoro N. Plaza, the CARASSA President thru his cell phone number at 0999-8655545.
7. Wide dissemination of this memorandum to all concerned is highly desired.

FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

Encls.: As stated.
Reference: None.
Allotment: 2 – (D.O. 50-97)

To be indicated in the Perpetual Index under the following subjects:

CONFERENCES	CONGRESS
TRAINING	MEETINGS

clmd01/imb
10/2/18

19th CARASSA CONGRESS
 Almont Hotels Inland Resort and Convention Center, Butuan City
 October 14-16, 2018

Time	Day One (Oct. 14)	Day Two (Oct. 15)	Day Three (Oct. 16)
6:00 – 7:30	Arrival of Participants/ Registration	Breakfast	Breakfast
7:30 – 8:00		MOL	MOL
8:00 – 10:00		<u>Plenary Session 2</u> 21 st Century Leaders: Authentic Leadership in the Working Environment	<u>Plenary Session 6</u> Skilling Up for Industry 4.0
10:00- 12:00		<u>Plenary Session 3</u> Cultivating a Global Mindset of the 21 st Century Leader	<u>Plenary Session 7</u> Managing Organizational Policies -Closing Program
12:00 – 1:00		Lunch Break	Lunch Break
1:00 – 3:00	-Opening Program Keynote Speaker: RD Francis Cesar B. Bringas, CESO V - Induction of newly elected CARASSA Officers	<u>Plenary Session 4</u> 21 st Century: Our Digitized World-Done is Better than Perfect	Home ...Sweet...Home
3:00 – 5:00	<u>Plenary Session 1</u> Advance Citizenship Training Program Curriculum Guide	<u>Plenary Session 5</u> 21 st Century Leader: Living in a World of Radical Transparency with Speed and Quality of Communication	
5:00 – 6:00	Debriefing	Debriefing	
6:00 – 7:00	Dinner	Dinner	
Officers of the Day	CARASSA Officers	Butuan City, Agusan del Norte, Agusan del Sur, Bayugan City, Dinagat Islands, Siargao, Surigao City, Surigao del Norte	Cabadbaran City, Tandag City, Bislig City, Surigao del Sur

Enclosure No. 2 to Regional Memorandum No. _____, s. 2018

19th CARASSA CONGRESS
Almont Hotels Inland Resort and Convention Center, Butuan City
October 14-16, 2018

Template to be accomplished by the DASSA Presidents
(deadline: October 9, 2018 * accepts advance payment)

Division: _____

Public Secondary School Heads	T-shirt sizes	Department Heads/HTs	T-shirt sizes	SHS Coordinators	T-shirt sizes	Private Secondary School Heads	T-shirt sizes
1.		1.		1.		1.	
2.		2.		2.		2.	
3.		3.		3.		3.	
4.		4.		4.		4.	
5.		5.		5.		5.	
6.		6.		6.		6.	
7.		7.		7.		7.	
8.		8.		8.		8.	
9.		9.		9.		9.	
10.		10.		10.		10.	
11.		11.		11.		11.	
12.		12.		12.		12.	
13.		13.		13.		13.	
14.		14.		14.		14.	
15.		15.		15.		15.	
16.		16.		16.		16.	
17.		17.		17.		17.	
18.		18.		18.		18.	
19.		19.		19.		19.	
20.		20.		20.		20.	
21.		21.		21.		21.	
22.		22.		22.		22.	
23.		23.		23.		23.	
24.		24.		24.		24.	
25.		25.		25.		25.	
26.		26.		26.		26.	
27.		27.		27.		27.	
28.		28.		28.		28.	
29.		29.		29.		29.	
30.		30.		30.		30.	
Etc.		Etc.		Etc.		Etc.	

Prepared by:

DASSA President