



October 04, 2019

REGIONAL MEMORANDUM

No. 590, s. 2019

20th CARASSA CONGRESS



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

1. The Caraga Region Association of Secondary School Administrators (CARASSA) shall conduct the 20th CARASSA Congress on November 6-8, 2019 at Dotties Place, J.C. Aquino Avenue, Butuan City with the theme, "Showcasing Diversities in Schools Toward Achieving Total Quality Management."

2. The objectives of the Congress are to:

- Conduct review of the implementation of the different DepEd programs and projects of the secondary schools in the region;
- Communicate the state of other secondary schools highlighting their successes for the year; and
- Provide inputs on managing diversities in the context of school management.

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 (November 6, 2019) with afternoon snacks and the last meal shall be lunch of Day 3 (November 8, 2019). The registration of participants shall start at 1:00 o'clock in the afternoon on November 6, 2019 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. Leopoldo M. Pulido, the CARASSA President on or before October 22, 2019 at trentonatlhs@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.



2019-10-14959

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019





6. For any query, please contact Dr. Leopoldo M. Pulido, the CARASSA President thru his cell phone number @ 0918-7381321/09507589484.
7. Wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS
Assistant Regional Director
Officer-In-Charge
Office of the 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
10/04/19



2019-10-14959



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Enclosure No. 1 to Regional Memorandum No. 590, s. 2019

20th CARASSA CONGRESS
Dotties Place, J.C. Aquino Avenue, Butuan City
November 6-8, 2019

Matrix of Activities

Time	Day One (Nov. 6, 2019)	Day Two (Nov. 7, 2019)	Day Three (Nov. 8, 2019)
6:00 – 7:30	Arrival of Participants/ Registration	Breakfast	Breakfast
7:30 – 8:00		MOL	MOL
8:00 – 10:00		<u>Plenary Session 3</u> Philippine Public Standards for School Heads (PPSSH) <i>Host: Tandag City</i>	<u>Plenary Session 6</u> Greatful Leadership <i>Host: Siargao</i>
10:00- 12:00		<u>Plenary Session 4</u> Implementation of SHS and the K to 12 Promise <i>Host: Agusan del Norte</i>	-Closing Program <i>Host: Dinagat Islands</i>
12:00 – 1:00		Lunch Break	Lunch Break
1:00 – 2:00	Billeting/Accommodation	<u>Plenary Session 5</u>	Home ... Sweet...Home
2:00 – 3:00	-Opening Program <i>Host: Butuan City</i> <u>Plenary Session 1:</u> Updates on the Programs and Projects of DepEd <i>Host: CARASSA Officers</i>	Retirement Benefits <i>Host: Cabadbaran City</i>	
3:00 – 5:00	<u>Plenary Session 2</u> <i>On Leadership</i>	CARASSA Organizational Meeting and Presentation on the Amendments of the Constitution and By-Laws	
5:00 – 6:00	Debriefing		
6:00 – 8:00	Dinner/Socials Hosts: Surigao City & Surigao del Norte	Dinner	
Officers of the Day	CARASSA Officers	Tandag City, Agusan del Norte, Cabadbaran City	Siargao, Dinagat Islands, CARASSA Officers



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Enclosure No. 2 to Regional Memorandum No. 590, s. 2019

20th CARASSA CONGRESS
Dotties Place, J.C. Aquino Avenue, Butuan City
November 6-8, 2019

Template to be accomplished by the DASSA Presidents
(deadline: October 22, 2019 * 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.	
Etc.		Etc.		Etc.		Etc.	

Prepared by:

DASSA President



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