

Republika ng Pilipinas
(Republic of the Philippines)
KOMISYON NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

December 22, 1975

DEPARTMENT MEMORANDUM
No. 232, s. 1975

CONFERENCE WORKSHOP FOR TRAINING OFFICERS IN THE
INTEGATED STAFF DEVELOPMENT PROGRAM

To the:

Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units

1. In line with letter of Instructions No. 317 of His Excellency the President directing the Civil Service Commission to undertake an integrated staff development training program of all government personnel at all levels and, in accordance with a letter of the Acting CSC Chairman, Jacobo C. Clave dated December 3, 1975, the Department of Education and Culture has drawn up an integrated staff development training program.

2. For purposes of implementing this program, it is desired that each bureau director, regional director, chief of service or head of unit submit the names of their training officers or in the absence thereof, a training officer-designate, to the Chief, Administrative Service. In designating a unit training officer, care should be taken that the person designated should at least be a graduate of a 4-year course, not more than 50 years old and should possess the qualities of leadership, alertness, patience, industry, and instructional competence inasmuch as he shall help plan, prepare, and execute massive continuing training programs which shall include: 1) orientation/reorientation, 2) employee development, 3) professional/technical/scientific, 4) supervisory development, and 5) retirement counselling. He shall also submit a monthly in-service training completion report and other related reports that would be asked from time to time.

3. A conference workshop for all training officers and training officer-designates in the Department of Education and Culture and in Regional Offices is scheduled on January 5-9, 1976 at the DEC Operations

Center. Each training officer, training officer-designate should take with him a complete list of the names of personnel in the Office that he represents as well as the proposed calendar of in-service training activities for Fiscal Year 1975-1976. Mrs. Trinidad C. Leal, TEC Training Officer, has been designated to coordinate with the Civil Service Commission in the execution of this program. Bureau Directors, Regional Directors, chiefs of services, and heads of units are requested to inform the training officers in their respective offices accordingly. Expenses incident to attendance in this workshop are chargeable against local funds subject to the usual auditing and accounting regulations.

(SGD.) JUAN L. MANUEL
Secretary of Education and Culture

Republika ng Pilipinas
(Republic of the Philippines)
KAGABAHAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

December 19, 1975

DEPARTMENT MEMORANDUM
No. 281, s. 1975

PAP ESSAY-WRITING CONTEST

To the:

Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities

1. The Purchasing Association of the Philippines (PAP) is sponsoring an essay-writing contest in English on the theme "The Role of Materials Management and its Related Activities in the Realization of Company Objectives Under the New Society."
2. The contest is open to all bona-fide college students in Commerce or Business Administration in all schools and universities in the country, employees of member companies of PAP, Government Supply Officers' Association of the Philippines, Inc. (GSOAPT), and the Supply Accountable Officers' League-Philippine Army (SAOLA), working in the materials management and related departments.
3. The purpose of the contest is to promote awareness of the significance of purchasing and other related activities under materials management to business, industry and non-profit organizations.
4. Entries must be handwritten on 8-1/2" x 11" bond paper, not less than 2,500 and not more than 3,500 words. They should be sent to the PAP Secretariat in a sealed envelope postmarked on or before December 31, 1975. Only entries certified by the dean of the school where the student belongs or by the head of the department where the contestant works (in case of employees) will be honored.
5. Prizes to be awarded not later than January 31, 1976 are as follows:

<u>Student Group</u>		<u>Employee Group</u>	
1st Prize . . .	72,500	1st Prize . . .	53,000
2nd Prize . . .	1,500	2nd Prize . . .	2,000
3rd Prize . . .	1,000	3rd Prize . . .	1,500

Plaques

for the schools and
the organizers of
the winning contestants

6. For details of the contest, inquiries may be directed to:

PAP Secretariat
Suite 403-A, Corcoran Buena Vista
Tindalo St., Makati, Rizal
Tel. Nos. 80-47-11 & 88-71-02

7. It is desired that this contest be disseminated in all colleges and universities in the region.

(SGS) JUAN L. MANUEL
Secretary of Education and Culture