

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

March 5, 1976

DEPARTMENT MEMORANDUM  
No. 64, s. 1976

SEMINAR COURSES IN EDUCATIONAL PLANNING  
AND ADMINISTRATION FOR REGIONAL  
OFFICE STAFF

To the: Regional Directors

1. Seminar courses in Educational Planning will be offered at the Baguio Vacation Normal School, Teachers Camp, Baguio City from April 19 to May 1, 1976, as part of the staff development program of the Department of Education and Culture. This is in consonance with the increasing emphasis on regional development planning in the country.
2. These courses are intended to upgrade the educational planning competencies of the staff of the Ad Hoc Planning Units in the regional offices.
3. The courses to be offered are: (1) Educational Planning Statistics, (2) Educational Planning and Development, and (3) Project Development and Evaluation. Each participant can be enrolled only in one of the three courses and will be credited with three (3) graduate units upon completion of the course.
4. Regional Directors are enjoined to send a team of nine (9) qualified officials from the regional office composed of:
  - 3 - Statisticians or personnel assigned to handle statistical work in the respective office.
  - 3 - Officials directly involved in educational planning and programming.
  - 3 - Officials directly involved in project development and evaluation.
5. A registration fee of P120 will be collected from each participant to cover the operational expenses

6. Expenses incident to the attendance in the seminar courses shall be charged against the local travel allotment of the region, subject to proper accounting and auditing regulations.

7. Regional Directors are enjoined to send the names and designations of the recommended participants to the Planning Service, Department of Education and Culture, on or before March 30, 1976.

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

Reference:

N c n a

Allotment: 1 -- (D.O. 1-76)

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

OFFICIALS  
PROJECTS  
SEMINARS