

Republic of the Philippines  
DEPARTMENT OF EDUCATION AND CULTURE  
BUREAU OF HIGHER EDUCATION  
MANILA

March 23, 1976

DEPARTMENT MEMORANDUM  
No. 85, s. 1976

SEMINAR ON FUNCTIONAL MANAGEMENT

To the: Bureau Directors  
Regional Directors  
Chiefs of Services and Units of Units  
Superintendents, State Colleges and Universities  
School Superintendents

1. A Seminar on Functional Management, primarily designed for officials of the Bureau of Higher Education, the regional offices and private institutions of higher learning will be conducted under the joint auspices of the College of Business Administration and the College of Education of the University of the Philippines System and the Bureau of Higher Education from April 5 to May 10, 1976 at the UP College of Education, Diliman, Quezon City.

2. The holding of the seminar is in accordance with the aim of the Department of Education and Culture, through the Bureau of Higher Education, "to develop, formulate and evaluate programs of higher education and services as well as develop and establish standards for all universities, colleges, and other post-secondary institutions of learning" as well as with Presidential Decree No. 2-A, otherwise known as the "Educational Development Decree of 1972," which requires a continuous professional development of officials of educational institutions. Successful completion of the program is equivalent to six (6) units of academic study in educational administration, distributed as follows: (1) 3 units, Theory of Educational Administration and (2) 3 units, Fiscal Management in Education or Organization and Management of Educational Institutions.

3. The training schedule will be as follows:

Session I (Theory of Educational Administration)  
8:15-12:00 noon; Monday and Wednesday

Session II (Management Control of Educational Institutions)  
8:15-12:00 noon; Tuesday and Thursday

4. Registration will be from March 20 to April 2, 1966. Classes begin on April 7 and end on May 14. Each participant shall be charged five hundred pesos (P500) to cover training expenses. Admission of qualified participants will be on a first-come, first-served basis.

5. In view of the vital positions that officials of the three institutionalized agencies in the planning, formulation and implementation of innovative programs in higher education and the role they play in the attainment of the development goals of the Philippine educational system, it is desired that officers/institutions concerned send a reasonable number of participants to the seminar on official time.

(S.D.) JOSE L. MAÑUEL  
Secretary of Education and Culture

Referencé:

None

Allotment: ~~1-9-64~~ (D.O. 1-73)

To be indexed in the Formal Index  
under the following subjects:

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- COLLEGES and ~~UNIVERSITIES~~
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