

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

January 24, 1978

DEPARTMENT MEMORANDUM

No. 25, s. 1978

TRAINING PROGRAM FOR BUREAU/REGIONAL PERSONNEL
IN CARE OF TUITION FEE UNIT

To: Bureau Directors
Regional Directors

1. In line with the Integrated Reorganization Plan of the Department of Education and Culture, a training program for personnel of the Bureau of Elementary Education, Bureau of Secondary Education, and regional offices, who will be in charge of school fee matters will be held on February 6-10, 1978, at the Bureau of Higher Education, Manila.
2. The training program is designed to acquaint the personnel concerned with the provisions and requirements of the Revised Implementing Rules for Presidential Decree No. 451. It is also intended to familiarize and train these personnel with the procedures involved in the processing and evaluation of applications for increase and/or new charges in tuition and other school fees in order to attain or achieve desired standards of efficiency. Inclosed is the tentative schedule of activities of the training program.
3. Each bureau and regional office should send as training participant the personnel who will be assigned to take charge of school fee matters or to head the Bureau/Regional Tuition Fee Unit. Travel expenses and per diems incident to their attendance shall be charged against the funds of the offices concerned, subject to usual accounting and auditing requirements.
4. The Bureau of Higher Education will provide the personnel who will serve as trainers. Participants, however, are expected to share their knowledge and skills with the other members of the group. After the training, the participants shall be responsible for the organization of the unit and for the training of personnel assigned to perform functions related to school fee matters in each bureau/regional office and for the distribution of relevant information to the schools concerned.
5. The immediate dissemination of this Department Memorandum to all personnel concerned is desired.

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

Incl.:
As stated

Reference:
None

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

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

✓ BUREAUS & OFFICES
✓ FEES
✓ TRAINING PROGRAM

(Inclusive to Department Memorandum No. 25, S. 1976)

PRELIMINARY SCHEDULE OF ACTIVITIES
February 6-10, 1976

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00- 9:45	Overview	Revised Implementation - Step Rules	Supporting Documents	Organization and Department of Bureau/Regional Training Fee Unit	
9:15- 10:00		Supporting Lp			
10:30-12:00	Revised Implementation - Step Rules for P. 30 Box 451	Contents of Application	Delegation of Authority to the Regional Director	Practicum	Entry Pa
12:00- 1:30					
1:00- 2:45	Revised Implementation - Step Rules (continued)	Practicum Form I	Practicum	Practicum	entry Plans
2:45- 3:00					
3:30- 5:00	Revised Implementation - Step Rules (continued)	Practicum Form II	Practicum	Department Order No. 18, S. 19/76 Relationship between School Fees and Permits:	Social Group