

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG PANGUNAHANG AGENSIANG
(MINISTRY OF EDUCATION AND CULTURE)
Manila

July 11, 1978

MEMORANDUM
No. 188, s. 1978

SEMINAR-WORKSHOP ON EDUCATIONAL PLANNING AND MANAGEMENT
AT SUB-NATIONAL LEVELS

To: Regional Directors
Schools Superintendents

1. In view of the continuing need for trained personnel in educational planning and management at the sub-national levels, regional directors are requested to direct their assistant regional directors to organize and conduct appropriate seminar-workshops in this particular field in their respective regions.
2. These seminar-workshops should aim to upgrade the educational planning and management capabilities of the staff of the regional, division, district and institutional planning units. After the training, the participants should be able:
 - a. To prepare educational development plans (regional/division/district/institutional),
 - b. To collect, collate and interpret educational statistics and use them in educational planning; and
 - c. To use or apply the principles of project development, evaluation and monitoring; program budgeting; and processing and management of data in their respective assignments.
3. The participants to the seminar-workshops shall include the assistant schools division superintendent; division guidance and evaluation supervisors I; other division personnel at the option of the superintendent, and district supervisors.
4. The seminar-workshops may be conducted at the regional and division levels. At the regional level, the services of the Planning Service staff may be availed of in planning and implementing these training activities. Program for the seminar-workshop should be submitted to the Planning Service, MEC, Manila.

5. Expenses incident to the seminar-workshop should be charged against local funds subject to the usual accounting procedures.

(SGD.) JOAO L. MANUEL
Minister of Education and Culture

References:

Department Orders: Nos. 2 and 5, s. 1972

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

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

✓ OFFICIALS
✓ SEMINARS

✓ WORKSHOPS

