

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

November 27, 1979

MEMORANDUM
No. 293, s. 1979

REGIONAL WORK CONFERENCE OF SCHOOL ADMINISTRATIVE OFFICERS

To: Bureau Directors
Cultural Agency Directors
Regional Directors
Chiefs of Services and Heads of Units
School Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The Ministry of Education and Culture jointly with the National Association of Administrative Officers (NASAO) will conduct a series of regional work conferences as one of its projects to be held as follows:

Zamboanga City	- Regions IX, X, XI and XII	- Jan. 6-12, 1980
Cebu City	- Regions VI, VII and VIII	- Jan. 20-26, 1980
Baguio City	- Regions I, II and III	- Feb. 17-23, 1980
Manila City	- Regions IV (NCR), IV-A and V	- Mar. 16-22, 1980

Other details about this conference may be found in the enclosed training worksheet.

2. This conference aims at further upgrading and updating knowledge and competencies of school administrative officers in line with worthwhile innovations on personnel management and development, fiscal management, supply management, records management, and other changes in the Ministry.

3. In view of the laudable objectives of the 1979-1980 administrative officers regional conferences, it is requested that school administrative officers, school administrative assistants or in the absence of one, the personnel performing the functions of a school administrative assistant, be sent to participate in the said conference to be held in the regional center nearest the station of the participants.

4. The conference fee will be one hundred eighty pesos (P180) for each participant. Such fee will cover expenses for conference kits, materials, and snacks and other incidental expenses.

Reasonable transportation allowance as well as per diem may be charged against local funds subject to the usual accounting and auditing regulations.

5. The cooperation of all those concerned is earnestly requested.

(SGD.) GONDORE E. CORPUZ
Minister of Education and Culture

Incl.:
As stated

Reference:

Department Memorandum No. 127, s. 1978

Allotment: 1-2-3-4--(D.C. 1-76)

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

~~CONFERENCE~~
~~OFFICIALS~~
~~SOCIETY or ASSOCIATIONS~~

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TRAINING WORKSHEET

REGIONAL WORK CONFERENCE OF SCHOOL ADMINISTRATIVE
OFFICERS AND ADMINISTRATIVE ASSISTANTS

Rationale

School administrative officers and administrative assistants play a very important role in the Ministry, most especially in the regional offices. They exercise administrative supervision over all the facilitative personnel in the division office. They act as overseers of reports and communication. They act as "little Superintendents" in the absence of the division superintendents. They prepare appointment papers, plantilla, and payroll of national-municipal teachers and other school personnel in the division.

The significance of the built-in functions in their position necessitates continual development and training that will make them perform their tasks more efficiently, economically, and effectively. Their knowledge and competencies need to be upgraded and updated in the light of worthwhile changes and innovations. Hence, this regional work conference.

Objectives

After completion of the six-day regional work conference at least 75% of the participants shall be able to:

1. further realize the role and importance of the school administrative officers;
2. apply the innovations learned in personnel management and development, fiscal management, supply management and records management with at least 75% acceptability by the immediate superior; and
3. familiarize themselves with some changes on the top level management structure of the Ministry.

Course Content

1. The School Administrative Officer's Role and Commitment.
2. Personnel Management and Development
 - a. Personnel Program Planning and Development
 - b. Innovations in Appointment Procedures and Other Personnel Actions
 - c. New Thrusts in Performance Appraisal System
 - d. Procedures Under the Merit System Board
 - e. Selection and Promotion Board Procedures
 - f. Personnel Discipline

3. Innovations in Supply Management
Procurement System
4. Innovations in Records Management
5. Innovations in Fiscal Management
 - a. Salary Management
 - b. Budget Management
 - c. Auditing and Accounting Essentials

Participants

This seminar-workshop is intended for school administrative officers, school administrative assistants and/or personnel performing the functions of school administrative assistant, in the absence of one, as well as the NASAO officials.

The training management staff shall consist of a conference coordinator and seven members who shall compose the secretariat.

Payment of Registration Fees

The amount of one hundred eighty pesos (P180) for registration fee either in cash or check should be addressed to:

NASAO Regional Work Conference Region IV, MEC Banawa St., Quezon City	or	Training Center, MEC Arroceros, Manila
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Training Strategy

The six-day regional work conference will start with official registration and opening program in the morning of the first day. Plenary sessions will be followed by an open forum, case study, practicum or workshop. Resource speakers who are experts in the topics that will be assigned to them will be invited. They will act as consultants, too. The over-all consultant shall be the regional director or his authorized representative. Conference Committees will evolve from the participants who shall select their chairpersons and co-chairpersons. The chairpersons and co-chairpersons shall take charge of each day's conference and workshop activities with the assistance of the day's consultant and the conference coordinator.

Evaluation and Follow-up

This work conference shall be evaluated at the reaction level, oral and written.



Two months after the work conference, a two-page report on how the ideas and insights gained have been applied in job performance shall be submitted to the Training Center, copy furnished the office where the participant comes from and the participant concerned.

Recognition

Certificates of training shall be awarded to participants who have satisfactorily participated in this work conference.

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