

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

September 12, 1980

MEC M E M O R A N D U M
No. 183, s. 1980

ONE-DAY ORIENTATION CONFERENCE FOR MEC REGIONAL
BOOKKEEPERS/ACCOUNTANTS FOR POPULATION
EDUCATION REGIONALIZATION PROJECT

To: Regional Directors

1. In consonance with the implementation of the MEC Population Education Program's second country project entitled "Regionalization of Population Education," thirteen regional bookkeepers/accountants have been designated by the respective MEC regional directors to take charge of financial matters relative to this project.
2. A one-day orientation conference for said regional bookkeepers/accountants is scheduled on September 30, 1980 at the Planning Service Conference Room, Ministry of Education and Culture, Arroceros St., Manila. The conference is jointly sponsored by the Population Education Program and the United Nations Fund for Population Activities (UNFPA).
3. The objectives and program of activities for the orientation seminar are inclosed.
4. Traveling expenses and training stipends of participants shall be chargeable against PEP-UNFPA funds.
5. Immediate dissemination of this Memorandum is desired.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incl.:

As stated

Reference:

N o n e

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

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

BUREAUS & OFFICES
CONFERENCE
EXPENSES

FUNDS
PROJECTS

(Inclosure to MEC Memorandum No. 183, s. 1980)

ONE-DAY ORIENTATION CONFERENCE FOR MEC REGIONAL
BOOKKEEPERS/ACCOUNTANTS FOR POPULATION
EDUCATION REGIONALIZATION PROJECT

Date: September 30, 1980

Place: MEC Planning Service Conference Room

Objectives:

1. Explain UNFPA instructions for the preparation of a project document.
2. Discuss budget preparation per UNFPA format.
3. Explain financial procedure for the execution of UNFPA projects.
4. Study the forms relative to UNFPA reporting system.

TENTATIVE PROGRAM OF ACTIVITIES

- 8:00- 8:30 A.M. - Registration
- 8:30- 9:00 A.M. - Opening Program
- 9:00- 9:30 A.M. - Lecture Discussion: Preparation of Project Document
- 9:30-10:00 A.M. - Lecture Discussion: Budget Preparation
- 10:00-10:30 A.M. - Coffee Break
- 10:30-11:00 A.M. - Lecture Discussion: Allocation of Funds
- 11:00-12:00 Noon - Open Forum
- 12:00- 1:00 P.M. - Lunch Break
- 1:00- 2:00 P.M. - Lecture Discussion: Financial Procedures for the Execution of UNFPA Projects
- 2:00- 2:30 P.M. - Lecture Discussion: PEP/MEC Financial Procedures for UNFPA Project
- 2:30- 3:30 P.M. - Open Forum
- 3:30- 4:30 P.M. - Administrative Matters

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