

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

February 25, 1982

MEC M E M O R A N D U M
No. 64, s. 1982

NATIONAL LIVE-IN TRAINING WORKSHOP ON EDUCATIONAL
MANAGEMENT INFORMATION SYSTEM (EMIS)

To: Bureau Directors
Regional Directors

1. The ASEAN Development Education Project, in cooperation with MADEC-Philippines, College of Education, University of the Philippines and the Ministry of Education and Culture, will conduct a National Live-in Training Workshop on Educational Management Information System at the Benitez Memorial Center, Magsaysay Ave., U.P. Campus, Diliman, Quezon City, on April 13-27, 1982.

2. The sub-project on Educational Management Information System, which is also being conducted in the other ASEAN member countries, will help ASEAN nations develop their own capabilities for a more effective and efficient educational management information system.

3. The general objective of this training workshop is to develop/strengthen the capabilities of regional office information system personnel of the Ministry of Education and Culture. Specifically, it is aimed at:

- a. acquainting the participants with the demands for information brought about by the Ministry's thrusts and policies;
- b. developing their ability to ascertain the usefulness of data collected by the Regional Planning Units and the Planning Service;
- c. strengthening their skills in data collection, data storage, retrieval, analysis and utilization; and
- d. developing their skills to organize the regional, division and district EMIS.

4. Forty participants will be invited to this training workshop. To be invited are:

Regional Senior Planning Officers (PPU Heads) ... 13
Statisticians (one from each region) 13

Implementing Committee members of the Sub-Project on EMIS	6	
One representative each from the 3 bureaus (BHE, BSE and BEE)	3	
Representatives from the Planning Service	5	40

The names of the 2 participants from each region (1 Regional/Senior Planning Officer and 1 Statistician) should be sent by the regional director to Dean Paz G. Ramos, NADEC-Philippines Director, Diliman, Quezon City, on or before March 15, 1982.

5. In view of the significance of the Project and to make the training-workshop more fruitful, the participants are requested to bring the regional statistical bulletin and a status report on the Educational Management Information System (EMIS) in their respective regions, using the inclosed form (Inclosure No. 1).

6. After the training, the participants are expected to:

- a. organize/strengthen the regional EMIS;
- b. conduct echo workshops on EMIS in the region and division at local cost; and
- c. prepare a report on the organization and conduct of echo workshops to be submitted to the Planning Service, MEC

7. The regional directors are expected to provide financial and personnel support to the participants in the conduct of regional echo workshops where school division and school district office staff will participate.

8. Board and lodging will be provided to all the participants for the duration of the training-workshop by the ASEAN Project (ADEP).

9. Likewise, travelling expenses from the region and back will be charged against the funds of the ADEP. In case of official delegates from Regions II, V, VI, VII, IX, X, XI and XII, air tickets will be sent to regional directors upon receipt and confirmation of officially designated participants by NADEC-Philippines. However, in the case of delegates from the other regions, travel expenses will be reimbursed in Quezon City upon submission of tickets and/or receipts. In all cases these transactions will be subject to the usual accounting and auditing procedures.

10. Participants are expected to check in at the Penitez Memorial Center, Magsaysay Ave., U.P. Campus, Diliman, Quezon City, on April 12, 1982. A map showing the training site and a copy of the program of activities are also inclosed.

11. Immediate dissemination to all concerned and compliance with the contents of this Memorandum are desired.

(SGD.) FELICITA G. BERNARDINO
Acting Minister

Incls.:
As stated

Reference:
None

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

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

EXPENSES
FUNDS
OFFICIALS
REPORT
SOCIETY or ASSOCIATIONS
STATISTICS (Data)
TRAINING PROGRAM
WORKSHOP