



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

Morisco Avenue, Pasig City

OFFICE OF THE SECRETARY

February 10, 1997

DECS MEMORANDUM
No. 33, s. 1997

ORIENTATION-WORKSHOP FOR CHIEFS OF ELEMENTARY
AND SECONDARY EDUCATION DIVISIONS

To: Bureau Directors
Regional Directors
Directors of Services/Centers and Heads of Units

1. A National Training Program (NTP) was conducted by UP-ISMED under the Science and Mathematics Educational Package Cooperation. The said program trained leader trainers to conduct Regional Training Program (RTP) which is now the concern of DECS. In this connection, the Central Management Team of DECS Science and Mathematics Education under Package Cooperation will conduct an orientation-workshop on February 21, 8:00 a.m to 5:00 p.m. at the NCC, 5th floor, Bonifacio Building, UL Complex, Meralco Avenue, Pasig City.

2. The orientation-workshop aims to tackle the following:

- a. The Organizational structure of the CMT, Regional Management Team, Divisional Management Team and the School Management Team and its roles and functions;
- b. The development of Training Needs Assignment;
- c. The strategy and methodology to be utilized in the program; and
- d. The monitoring and evaluation procedures.

3. The participants to the orientation-workshop are the chiefs of the elementary and secondary education divisions of the regional offices.

4. Travel expenses, per diem (before and after the workshop) and other allowable expenses of participants are chargeable against local funds while food of all participants, consultants and staff are chargeable against training and development funds. All expenses are subject to the usual accounting and auditing rules and regulations.

5. Any inquiries regarding this orientation-workshop can be directed to Mrs. Zaida Talosig-Azcueta at telephone no. 633-72-37.

5. Immediate dissemination of this Memorandum is desired.

R. Gloria
RICARDO T. GLORIA
Secretary

Rec'd
2/17/97

Reference:
None

Allotment: 1--(M.O. 1-87)

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

TRAINING PROGRAMS
WORKSHOPS