



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Merced Avenue, Pasig City

April 21, 1997

OFFICE OF THE SECRETARY
DECS MEMORANDUM
No. 148, s. 1997

ONE-DAY SEMINAR ON THE COMPUTATION/PAYMENT OF TERMINAL
LEAVE BENEFITS

To: Bureau Directors
Regional Directors
Vocational School Superintendents/Administrators

1. The Personnel Division and the Staff Development Divisions, Human Resource Development Service (HRDS), will hold a one-day seminar on the computation/payment of terminal leave benefits on May 2 at the YMCA International Hostel, 350 A. Villegas St., Ermita, Manila.
2. The participants to this workshop are personnel in the regional offices who are involved in leave administration (human resource management officers, administrative officers, etc.). Each region should send one participant only.
3. Per diems, travel expenses, board and lodging and other allowable allowances of participants from the field are chargeable against local funds. Expenses incident to the holding of this seminar are chargeable against OSEC funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate and wide dissemination of this Memorandum is desired.


RICARDO T. GLORIA
Secretary

Reference:
DECS Order: No. 67, s. 1994

Allotment: 1-2-3--(M.O. 1-87)

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

BUREAUS & OFFICES
EMPLOYEES
LEAVE

OFFICIALS
SEMINARS