



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

OFFICE OF THE SECRETARY

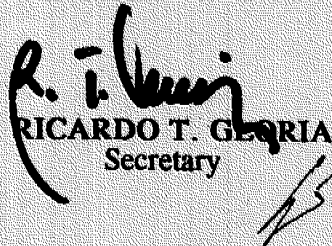
May 7, 1997

DECS MEMORANDUM  
No. 175, s. 1997

SECOND QUARTERLY CONFERENCE OF PLANNING AND FINANCE OFFICERS

To: Regional Directors

1. As provided in DECS Memorandum No. 6, s. 1997, a national workshop/meeting of regional planning and finance officers shall be conducted on a quarterly basis to strengthen the planning, programming and budgeting capabilities of DECS officials. The second quarterly conference will be held on May 14-17, 1997 at the Rizal Public School Teachers Association (RPSTA) Conference Room, Oranbo Drive, Pasig City. This will be attended by the planning and finance officers and one (1) Data Entry Machine Operator (DEMO) of the regional offices.
2. The objectives of the workshop are:
  - a. to attend a training on networking;
  - b. to discuss and prepare the data needs for the CY 1998 budget proposal taking into consideration the requirements for maintenance, expansion, modernization and pipeline projects;
  - c. to come up with a DECS PPBS format developed by planning/finance officers; and
  - d. to translate DBM standard budget preparation form into the DECS PPBS format.
3. Traveling and other expenses related to the attendance to the conference shall be charged to local funds, subject to its availability and the usual accounting and auditing rules and regulations. Inclosed is the program of activities for the three-day workshop.

  
RICARDO T. GEORIA  
Secretary

Incl.: As stated  
Reference: DECS Memorandum: (No. 6, s. 1997)  
Allotment: 1--(M.D. 1-67)  
To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES

OFFICIALS

WORKSHOPS

## PROGRAM OF ACTIVITIES

First Day (May 14, 1997)

### Morning

- 8:30 - 9:00 - Registration of Participants - - Ms. Adoris Esteban  
Ms. Estela Blanco
- 9:00 - 9:30 - Opening Program - - - - - Ms. Yolanda Mendoza
- Invocation
- Singing of the National Anthem
- Presentation of Participants
- 9:30 - 9:45 - Orientation - - - - - ASEC Josefina Nisperos
- 9:45 - 10:00 - BREAK
- 10:00 - 11:15 - Discussion of the  
PPBS Data Gathering Form - - - - ASEC Josefina Nisperos
- 11:15 - 12:00 - Open Forum

Noon Break

### Afternoon

- 1:30 - 2:30 - Releases of Fund Allotment for  
Regional Operations - - - - - Dir. Julieta dela Torre  
DBM - Budget and Finance  
Bureau "B"
- 2:30 - 3:00 - Open Forum
- 3:00 - 3:30 - Formulation of Guidelines/Standards  
on Allocation of Teachers - - - Dr. Godelia Palines
- 3:30 - 3:45 - BREAK
- 3:45 - 4:30 - Allocation for Classrooms/  
Schoolbuildings/Desks - - - - Mr. Alberto Bantugan
- Allocation for Textbooks - - - - Ms. Ester Dijamco
- 4:30 - 5:00 - Open Forum

Moderator/Facilitator - Mr. Dominador Capinpin

**Second Day (May 15, 1997)**

Morning

8:00 - 10:00 - Finalization of the new  
PPBS Form - - - - - Mr. Rene Cruz

10:00 - 10:15 - BREAK

10:15 - 12:00 - Translation of the DBM standard  
budget preparation form into the  
PPBS format

Noon Break

Afternoon

1:30 - 3:00 - Training on Networking - - - - - Ms. Lilia Roces  
and Mr. Deo Genito

3:00 - 3:15 - BREAK

3:15 - 5:00 - Continuation of Training

**Third Day (May 16, 1997)**

Morning

8:00 - 9:45 - Continuation of Training

9:45 - 10:00 - BREAK

10:00 - 12:00 - Continuation of Training

Noon Break

Afternoon

1:30 - 2:00 - Synthesis/Next Steps - - - - - Dr. Graduacion Acosta

2:00 - 3:00 - Distribution of Computer Sets

3:00 - 3:15 - BREAK

3:15 - 4:15 - Closing Program  
Distribution of Certificates