

REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Meralco Avenue
Pasig City, Philippines



*Sama-Sama
sa DECS*

Office of the Secretary

August 18, 1997

DECS MEMORANDUM
No. 310, s. 1997


**1997 - NATIONAL SEMINAR ON
MANAGEMENT ENHANCEMENT PROGRAM
(for Principals and Head Teachers of Elementary & Secondary)**

**To : Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Elementary and Secondary Schools**

1. The IPG Professional Advancement and Business Center of the Philippines, a training institution duly accredited by the Civil Service Commission, is conducting a three-day-live-out seminar on "Management Enhancement Program for Principals and Head Teachers of Elementary and Secondary" at the Century Park Hotel, Vito Cruz, Manila on **September 11-13, 1997 from 8:00 a.m. to 5:00 p.m.**
2. The objectives of the national seminar are : (a) to describe and implement High Performance Re-engineering Paradigms, Systems and tasks (HPR-PST) model approach; (b) to explain and illustrate transformational leadership; (c) to select and apply effective approaches in management and supervision; (d) to evaluate academic programs correctly.
3. The Regional Directors may allow at their option on **official business** the participation of principals and head teachers.
4. Registration fee : P5,000.00 per participant. This fee is inclusive of the cost of training materials, snacks, lunches and certificates. Travel allowances and seminar fee can be charged against school local funds subject to its availability and the usual accounting and auditing procedures.
5. The deadline for reservation/registration is on **September 6**. All participants are requested to confirm their attendance through the office of the secretariat :

IPG Professional Advancement & Business Center of the Philippines
Suite 204 Kaimo Bldg. 101 Quezon Avenue, Quezon City 1100
(R.S.V.P.) Tel. 743-01-69; 743-0175; 743-01-72 or Fax 743-01-75

6. Immediate dissemination of this Memorandum is desired.


RICARDO T. GLORIA
Secretary

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

Course of Study, ELEMENTARY

Course of Study, SECONDARY

OFFICIALS

SEMINARS