



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
UL Complex, Meralco Avenue  
Pasig, Metro Manila



*Sama-Sama  
sa DECS*

August 25, 1997

DECS MEMORANDUM  
No. 333, s. 1997

NATIONAL SEMINAR ON EXCELLENCE IN MANAGEMENT

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Private Elementary and Secondary School Principals

1. The Center for Professional Advancement and Development (CAD) will conduct a two-day non-residence seminar on Excellence in Management at the Sulo Hotel, Matalino Road, Diliman, Quezon City on September 29-30.
2. The seminar aims to develop management competencies among school administrators in order to enhance job performance. More specifically, participants are to understand and recognize managerial competencies and assess one's own competencies against the identified competencies and be able to apply these in job related situations.
3. The participants to this national seminar are schools superintendents, supervisors, school administrators, principals, department heads, and registrars. At the option of regional directors and schools superintendents, they may send participants depending on their own assessed training needs.
4. A registration fee of two thousand eight hundred pesos (P2,800.00) will be charged each participant to cover expenses for snacks, meals, seminar kits and certificates. Transportation and other expenses incident thereto will be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. List of participants should be submitted to the Secretariat, CAD office, Telefax No. 948-84-49 for registration and confirmation.

6. Immediate and wide dissemination of this Memorandum is desired.

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**ERLINDA C. PEFIANCO** *g/15*  
Undersecretary  
Officer-In-Charge

Reference:  
None

Allotment: 1--(D.O. 50-97)

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

OFFICIALS  
SEMINARS