

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

September 18, 1997

DECS MEMORANDUM  
No. 367, s. 1997


1997 NATIONAL SEMINAR ON CAREER ADVANCEMENT FOR GUIDANCE  
COUNSELLORS TOWARDS SERVICE EXCELLENCE

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 two-day-live-out seminar on "Career Advancement for Guidance Counsellors towards Service Excellence" at the **Century Park Hotel, Vito Cruz, Manila on October 27-28, 1997 from 8:00 a.m. to 5:00 p.m.**
2. The objectives of the national seminar are : (a) to be aware of the newest developments in the field; (b) to be more knowledgeable in determining the best strategy in guidance and counselling; (c) to be able to analyze and clarify the manner of effective and efficient counselling; (d) to upgrade the counsellor's skills in interviewing, referral and testing; (e) to enhance value formation for excellent professional service; (f) to revitalize the role of guidance counsellors in the implementation of an effective school program.
3. The Regional Directors may allow at their option on **official business** the participation of guidance counsellors/coordinators.
4. Registration fee : P 3,500.00 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 **October 22**. All participants are requested to confirm their attendance through the office of the secretariat.

IPG Professional Advancement & Business Center of the Philippines  
Suite 33, 3J Heights Condominium, 35 Visayas Avenue Quezon City 1100  
(R.S.V.P.) Tel. 924-50-07; 924-72-55;  
927-91-46 local 33; 929-15-97 local 33; 929-34-16 local 33; or Fax 743-01-75

6. Immediate dissemination of this Memorandum is desired.

  
RICARDO T. GLORIA  
Secretary

E-Mail Address:  
OSEC@SKYINET.NET

"Quality Education Towards Philippines 2000"

98.10.97  
Tel. # 02-633-7228 or 7208  
Fax # 02-632-0805

**Reference:**

**N o n e**

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

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

**OFFICIALS  
SEMINARS**