

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

September 30, 1997

OFFICE OF THE SECRETARY

DECS MEMORANDUM
No. 383, s. 1997

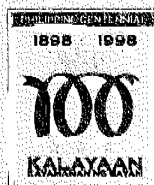
**CLUSTER TRAININGS FOR REGIONAL TASK FORCES ON TEXTBOOK
PROCUREMENT**

To: Undersecretaries/Assistant Secretaries
Regional Directors
Schools Division Superintendents
Resident Auditors
All Others Concerned

1. In preparation for textbook selection and ordering under textbook privatization as provided for in DECS Memorandum 340, s. 1997, Cluster Trainings for Regional Task Forces for Textbook Procurement are to be immediately conducted in the following venues:

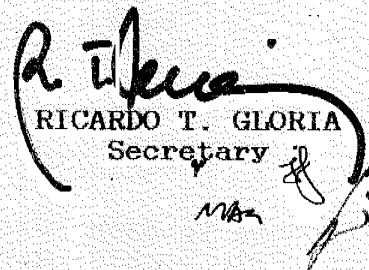
Cluster 1	Regions: V, VI, VII, VIII, IX Date : October 6-7 (Mon.-Tue.) Venue: Cebu City
Cluster 2	Regions: CAR, I, II, III, NCR and IV Date : October 9-10 (Thu.-Fri.) Venue: Baguio City
Cluster 3	Regions: X, XI, XII, XIII, ARMM Date : October 14-15 (Tue.-Wed.) Venue: Cagayan de Oro City

2. Participants to each Regional Cluster Training shall involve between 9-10 participants per region to include: Regional Director, Asst. Regional Director, Planning Officer, Supply Officer, Resident Auditor, EED and/or SED Chief, 1 Division Superintendent, 1 Division Supply Officer, and 1 Division Planning Officer (Regional Office to determine and notify the Division which will participate). In addition, about five (5) Central Office staff primarily from the DECS Instructional Materials Council Secretariat (IMCS) are expected to manage/conduct the two-day live-in training. Total number of participants is estimated to be between 50-60/training.



Tel. No. 6337208
Fax No. 6320805

3. DECS Regional Office CAR, VII, and X shall be responsible for making the necessary arrangements re. training venue, board and lodging accommodations of participants, collection of necessary registration fees from all participants, and provision of admin support during the training. Participants are expected to be at the training venue the night before the first day of the training. Departure will be the day after the second day of the training. DECS IMCS shall be responsible for providing the training kits/handouts to all participants.
4. DECS Regional Office CAR, VII, and X are requested to immediately relay to DECS IMCS the proposed venue and registration fee to be collected from each participant as well as other information such as names and tel. nos. of contact persons at the Regional Office who shall be assigned to coordinate logistics at your office. DECS IMCS shall then relay this information to all concerned DECS Regional Offices as soon as possible.
5. Necessary and allowable expenses for the conduct of this training such as for travel, payment of registration fees and other expenses of trainors and participants shall be chargeable against their respective Office's budget for INSET or other allowable source.
6. For any query or clarification on this matter please contact the DECS IMCS at 920-1894 or 922-9981 to 84 or at fax 920-1851.
7. For the information and guidance of all concerned.


RICARDO T. GLORIA
Secretary

Reference: DECS Memorandum: (No. 340, s. 1997)

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

To be indicated in Perpetual Index
under the following subjects:

FUNDS	TEXTBOOKS
MANUALS	TRAINING PROGRAMS
OFFICIALS	