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REPUBLICA 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

Tanggapan ng Kalihim  
Office of the Secretary

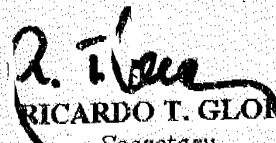
October 2, 1997

DECS MEMORANDUM  
No. 393, s. 1997

**SEMINAR - WORKSHOP ON REPUBLIC ACT No. 8291 AND ITS  
IMPLEMENTING GUIDELINES, RULES AND PROCEDURES**

To: Undersecretaries  
Assistant Secretaries  
Bureau/Service/Center Directors  
Regional Directors

1. The Department of Education, Culture and Sports (DECS), through the Accounting and Personnel Divisions, will conduct a three-day live-out Seminar-Workshop at Byron EDSA Hotel, Mandaluyong City on October 15 - 17, 1997.
2. The seminar-workshop aims to orient participants on the provisions of Republic Act No. 8291 and its implementing guidelines, rules and procedures, specifically on the processing and adjudication of applications for retirement under R.A. 1616 as amended and on the collection and remittance of contributions under said Republic Act. It also aims to further improve personnel and financial operations through an intensive and systematic discussion of relevant policies, issues and concerns.
3. Authorized to attend are DECS Central Office and Bureau/Service/Center Administrative Officers and Human Resource Management Officers; DECS Regional Office Administrative Officers, Finance Officers, Human Resource Management Officers, Accountants and other officers directly involved in the processing and adjudication of retirement claims and in the collection and remittance of GSIS contributions in their respective offices, but not to exceed three (3) participants per region.
4. Travel expenses, per diems and other allowable allowances of participants from the field shall be charged against local funds while travel expenses of participants from the Central Office and other expenses incident to the conduct of this seminar-workshop shall be charged against OSEC funds subject to its availability and the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum to all concerned is desired.

  
RICARDO T. GLORIA  
Secretary

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**Reference:**

**DECS Memorandum: No. 282, s. 1994**

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

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

**BUREAUS & OFFICES  
EMPLOYEES  
OFFICIALS  
RETIREMENT  
SEMINARS  
WORKSHOPS**