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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

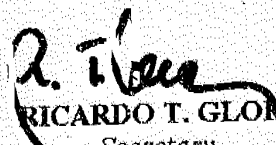
October 2, 1997

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**