

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



DECS MEMORANDUM
No. 39, s. 1998

January 30, 1998

THE PROFESSIONAL TRAINORS COURSE

To: Regional Directors
Bureau/Service/Center Directors

1. The National Educators Academy of the Philippines and the Staff Development Division, HRDS will conduct a reorientation and updating course for trainors on April 2-3, 1998 at NEAP, Teachers Camp, Baguio City. The course will be conducted in coordination with the Management Plus Internationale.

2. The course is aimed at updating trainors on the learning processes, strategic planning in training, training methodologies, training needs analysis, designing and evaluating training programs and effective training management.

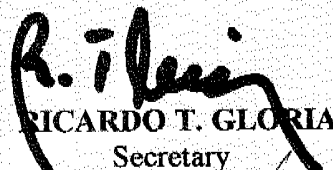
3. Participants to this course are human resource management officers or those implementing training programs in the central and regional offices. The breakdown of participants is as follows:

NEAP/SDD	- 13	BSE	- 2
BEE	- 2	BNFE	- 2
SHNC	- 1	BPSS	- 2
Regional Offices - 2 per region			

All participants are requested to be at the venue in the afternoon of April 1. For inquiries, please call 633-72-37 (SDD-NEAP).

4. A registration fee of P1,000 shall be charged each participant to cover part of the course fee, handouts and honorarium of project staff. Travel expenses, per diem and registration fee of participants are chargeable against local funds while board and lodging of participants and staff, 50% of the course fee, registration fee of SDD/NEAP participants, kits and supplies and travel expenses of NEAP-SDD participants and staff are chargeable against HRDS Training and Development fund, subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this memorandum is desired.


RICARDO T. GLORIA
Secretary

Reference:

None

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

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

OFFICIALS

TRAINING PROGRAMS