



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

OFFICE OF THE SECRETARY

March 25, 1998

**DECS MEMORANDUM**

No. 115, s. 1998

**BASIC SCHOOL MANAGEMENT COURSE  
FOR MASTER TEACHER SHIFTING TO ADMINISTRATORS**

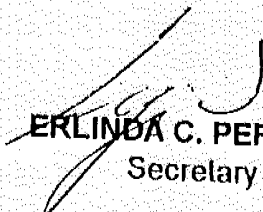
To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Secretary of Education, ARMM

1. Pursuant to DECS Order No. 82, s. 1997 entitled "Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice-Versa", the National Educators Academy of the Philippines (NEAP) and the Staff Development Division of the Human Resource Development Service announces the conduct of the Basic School Management Course for master teachers who are eligible for shifting to the administrative track.
2. The course is designed to assess and certify the candidates' personal and professional attitude, knowledge and potential skills and competencies in school management and instructional leadership. It will also serve as the induction program for the job of the principalship.
3. The course for the first batch of 80 participants will be conducted on April 20-29, 1998 at the NEAP, Teachers Camp, Baguio City. Every region is allotted 5 slots. Priority participants to this initial session are (1) applicants who have already passed the division/regional selection process and are now assigned to schools in acting or officer-in-charge capacity; and (2) those whose papers are presently being processed. Should there be more than 15 candidates in the region who qualify under this category, more batches may be conducted upon recommendation of the regional offices, to accommodate them until all applicants shall have taken the course.
4. Henceforth, the course shall also be offered regularly for other master teachers who may decide to shift to the administrative career line. This will ensure a steady pool of eligibles from which future candidates for shifting will be drawn as vacancies become available. The schedules and venues of these sessions shall be announced in later issuances.
5. Participants of the first batch are expected to report to the venue in the afternoon of Sunday, May 19, 1998 for the registration, initial assessment and pre-test. Participants who fail to report on this day may not allowed to proceed with the course.

6. Each participant is charged a registration fee of Six Thousand Pesos (P6,000.00) to defray expenses for board of the participants, function room rental, professional fee and incentive pay, reference material and other related training expenses. The registration fee and travel expenses of participants to Baguio City and back, including per diems one day before and after the course, shall be charged against local funds.

7. Expenses for the lodging of the participants, staff and resource persons, as well as the board, transportation and per diem of resource persons, training and support staff, and supplies and materials shall be drawn from the Training and Development funds of SDD-HRDS. All expenses incident to this course shall be subject to the usual accounting and auditing rules and regulations.

8. Dissemination of this Memorandum to all concerned is enjoined.

  
ERLINDA C. PEFIANCO  
Secretary

Reference:

DECS Order: (No. 82, s. 1997)

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

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

PROMOTIONS  
QUALIFICATIONS  
TEACHERS  
TRAINING PROGRAMS