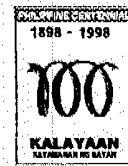


REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue, Pasig City



OFFICE OF THE SECRETARY

March 25, 1998

DECS MEMORANDUM
No. 116, s. 1998

1998 SUPERINTENDENT ELIGIBLES TRAINING PROGRAM (SETP)

To: Bureau Directors
Regional Directors
Schools Superintendents
Secretary, ARMM

1. The National Educators Academy of the Philippines and the Staff Development Division, Human Resource Development Service will conduct the 1998 Superintendent Eligibles Training Program in three waves on the dates indicated below at NEAP, Teachers Camp, Baguio City.

Batch I - April 21-30, 1998
Batch II - May 19-28, 1998
Batch III - June 23 - July 2, 1998

2. The program intends to achieve the following objectives:

- upgrade the managerial competencies and leadership skills of the eligibles;
- update participants on current educational issues, trends and policies
- re-examine the educational managers' professional values and re-orient them on ethical governance and
- raise the awareness level of participants on information technology in education.

✓ The theme of the training is "Managing the Teaching-Learning Environment in the 21st Century."

3. ✓ Participants in this training are those who passed the Superintendent's Examinations in 1996 and 1997. Please see attached list on the grouping of the trainees into batches.

4. ✓ Registration of participants will take place from 1:00 p.m. in the afternoon of the day (Day 0) before the opening of each batch and orientation will be conducted in the evening of the same day.

5. Participants are requested to bring with them data about their respective divisions for the strategic planning and resource management exercises as well as for their Management Project Plans for their re-entry programs. Likewise, they are advised to be ready with a centennial/Filipino attire and casual wear for the daily body toning in the morning. Participants are requested to undergo health check up before the training program.

6. A registration fee of seven thousand pesos (P7,000) will be charged each trainee to defray expenses for board and lodging of participants, function room rental, professional fee and incentive pay, reference materials, seminar kits, and other miscellaneous 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. Board and lodging, travel and per diems of staff and resource persons, supplies and materials and other training-related miscellaneous expenses shall be charged against SDD-HRDS Training and Development funds. All expenses incurred shall be subject to the usual accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is desired.


ERLINDA C. PEFIANCO
Secretary

Reference: None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
TRAINING PROGRAMS