



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



*Sama-Sama
sa DECS*

June 4, 1998

DECS MEMORANDUM
No. 228, s. 1998

**BASIC SCHOOL MANAGEMENT COURSE FOR MASTER TEACHERS
SHIFTING TO ADMINISTRATORS
(Second Series)**

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

1. The National Educators Academy of the Philippines and the Staff Development Division, HRDS will continue the series of Basic Management Course for Master Teachers on the following dates and venues:

<u>Regions</u>	<u>Date</u>	<u>Venue</u>
V-VIII, and CARAGA	July 6-15, 1998	ECOTECH, Cebu City
IX-XII, and ARMM	August 18-27, 1998	RELC, Davao City
I, III, IV, CAR and NCR	Oct. 20-29, 1998	NEAP, Baguio City

There will be separate training sessions for the Division of Pasay City (NCR) and the Division of Isabela (Region II) as requested. The schedules will be announced later.

2. The course is designed to assess, train and certify the capability of candidates intending to shift to the principal's track as required in DECS Order No. 82, s. 1997. The training will also serve as induction program for those about to be appointed.

3. The program is open to those who are now assigned to schools in an acting capacity and to those who will be shifting from the master teacher's track to the administrator's track. Participants are requested to submit the endorsement of the Regional Director to NEAP-SDD, UL Complex, Pasig City or call tel/fax 633-72-37. Participants are required to be at the venue on day 0 for registration in the afternoon, likewise, they are also requested to bring any Filipino attire for the centennial night.

4. Each participant is charged a registration fee of six thousand pesos (P6,000.00) to defray expenses for board and lodging of participants, function room rental, honoraria and incentive pay of resource persons and staff, training kits and other related expenses. The registration fee, travel expenses of participants and per diem (before and after the duration of the course) are chargeable against local funds. Other expenses including board and lodging and transportation of resource persons and project staff, supplies and materials and other incidental expenses are chargeable against HRDS Training and Development fund. All expenses are subject to the usual accounting and auditing rules and regulations.

5 Immediate dissemination of this Memorandum is desired.


ERLINDA C. PEFIANCO
Secretary

References:

DECS Order: (No. 82, s. 1997); and
DECS Memorandum: No. 115, s. 1998

Allotment: 1—(D.O. 50-97)

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

PROMOTIONS
QUALIFICATIONS
TEACHERS
TRAINING PROGRAMS