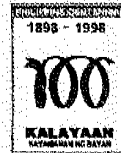


REPUBLIC OF THE PHILIPPINES
 DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
 UL Complex, Meralco Avenue, Pasig City



OFFICE OF THE SECRETARY

August 27, 1998

DECS MEMORANDUM

No. 357, s. 1998

ADDENDUM TO DECS MEMORANDUM NO. 115, S. 1998
 (Basic School Management Course for Master Teachers Shifting to
 Administrators)

To: Regional Directors) Regions I, II and NCR
 Schools Superintendents

1. A special batch of the Basic School Management Course will be conducted for master teachers of Regions I, II (Divisions of Cagayan and Isabela) and Pasay-NCR on September 8-17, 1998 at the National Educators Academy of the Philippines, Teachers Camp, Baguio City.

2. Priority should be given to master teachers who are presently handling schools in concurrent capacities and those who have already applied to shift to the administrative career track and whose papers are being processed. Master teachers who have signified their intentions to shift can also be considered. The breakdown of participants by regions follows:

Region I	-	20
Region II	- Cagayan	- 20
	Isabela	- 20
Pasay - NCR	-	20
Letran College	-	1

A report to this Office from each region on its number of expected participants on or before September 1, 1998 will be highly appreciated for management purposes.

3. Each participant is charged a registration fee of six thousand pesos (P 6,000). For provisions regarding travel expenses, training expenditures, fund source and other requirements, please refer to DECS Memorandum No. 115, s. 1998.

4. Participants are advised to report to NEAP, Baguio City in the afternoon of September 7 for registration, orientation and initial assessment.

5. Immediate dissemination of this memorandum is desired.

Andrew Gonzalez
 ANDREW GONZALEZ, FSC
 Secretary