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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Maralco Avenue, Pasig, Metro Manila

September 28, 1998

OFFICE OF THE SECRETARY

DECS MEMORANDUM

No. 397, s. 1998

NATIONAL SEMINAR ON EXCELLENCE IN MANAGEMENT-PART II

To: Bureau Directors
Regional Directors
Schools Division Superintendents
Heads of Private Elementary and Secondary Schools

1. The Center for Professional Advancement and Development (CAD) will conduct a two-day live-out National Seminar on Excellence in Management-Part II at the Manila Galleria Suites, Ortigas Center, Pasig City on November 30 - December 1, 1998 from 8:00 A.M. - 5:00 P.M.
2. Discussions in this seminar will revolve around timely issues affecting educational administration in the country. The sessions to be conducted include: Management of Information; Planning Effective Messages; Motivation and Persuasion; Staff Development Program and Its Impact on School Effectivity; Conducting Effective Meetings and Evaluation and Measurement of Learning.
3. Participants to this seminar are Schools Division Superintendents, School Administrators, Division Supervisors, Principals, Department Heads and Registrars. This seminar is applied for continuing education units at the Professional Regulations Commission.
4. At the option of the Regional Directors and Schools Superintendents, you may send participants depending on your assessed training needs.
5. A registration fee of Three Thousand Pesos (P3,000.00) will be charged each participant to cover expenses for 4 snacks, 2 lunches, seminar handouts, kit and certificates. Transportation and other expenses of participants may be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations.
6. Further inquiries may be directed to: The Secretariat, CAD Office, Tel. Nos. 913-63-51; 913-63-59.
7. Immediate dissemination of this Memorandum is desired

References:

DECS Memorandums No. 333 and 439, s. 1997

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

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

OFFICIALS
SEMINARS

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

National Seminar on

EXCELLENCE IN MANAGEMENT

Part II

DATE : Nov. 30 and Dec. 1, 1988

VENUE : Manila Galleria Suites, Ortigas Center, Pasig City
(Corner Ortigas and EDSA — near EDSA Shrine)

Confirmation of attendance is encouraged at the CAD secretariat at
Tel. No. 913 - 6359 / 913 - 6351 / 943 - 0086 Tel. Fax. 948-8449

PROGRAMME

DAY 1

- 7:30 AM - 8:30 AM — **REGISTRATION**
- 8:30 AM - 9:00 AM — **OPENING CEREMONIES**
Invocation
National Anthem
Welcome Address
Presentation of Participants
- 9:00 AM - 12:00 NN — **Management of Informations**
Information Flow in Organization / Information Overload /
Receiver Orientation / Effective Managerial Information
Techniques
- 12:00 NN - 1:00 PM — **LUNCH BREAK**
- 1:00 PM - 3:00 PM — **Planning Effective Messages**
Why, What and How ?
- 3:00 PM - 3:15 PM — **COFFEE BREAK**
- 3:15 PM - 5:00 PM — **Motivation and Persuasion**
Listening / Effective Supervision / Control /
Influencing Your Subordinates towards Productivity

DAY 2

- 8:30 AM - 10:00 AM — **Staff Development Program & Its Impact to
School Effectivity**
Role of the Administrator in Staff Development of teachers /
Training & Development in the Educational Organizations /
Programs and Activities)
- 10:00 AM - 10:15 AM — **COFFEE BREAK**
- 10:15 AM - 12:00 NN — **Planning Effective Meetings**
Plans, Formats & Procedures / Dealing with Disruptive
Individuals during Meetings)
- 12:00 NN - 1:00 PM — **LUNCH BREAK**
- 1:00 PM - 4:00 PM — **Evaluation and Measurement of Learning**
Why, What and How ?
- 4:00 PM - 5:00 PM — **CLOSING CEREMONIES**
Evaluation
Distribution of Certificates
Closing Remarks