



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DFCS Complex, Meralco Avenue  
Pasig City, Philippines



*Sama Sama*  
sa DECS

*Tanggapan ng Kalihim*  
*Office of the Secretary*

April 21 1999

DECS MEMORANDUM  
No 177 1999

**TRAINING ON MANAGEMENT INFORMATION PACKAGING AND REPACKAGING  
SKILLS OF REGIONAL AND DIVISIONAL POPEd  
COORDINATORS AND PEP STAFF**

To Bureau Directors  
Regional Directors  
School Superintendents

1 The Population Education Program Bureau of Secondary Education this Department will conduct a one week Training on Management Information Packaging and Repackaging Skills for the Regional and Divisional PopEd Coordinators from DECS CHED and TESDA on July 28 30 1999 at Teachers Camp Baguio City

2 The training aims to


- a enhance skills and capabilities of regional divisional PopEd coordinators and PEP Staff in the management of PopEd programs and projects
- b develop knowledge and skills of participants in information processing analysis and repackaging and
- c update the participants knowledge based on the findings of research studies that can serve as inputs into the design and implementation of policies plans and programs

3 Authorized to attend are the Regional PopEd Coordinators from DECS CHED and TESDA Division PopEd Coordinators and the PEP BSE staff Participants are expected to register in the afternoon of July 25 at the training venue Inclosed is the Program of Activities

4 A registration fee of Four Thousand Five Hundred Pesos (P4 500 00) will be charged to cover board and lodging training kits handouts modules rental of facilities/equipment payment for extra essential services and other training requirements

5 PEP BSE staff shall charge their registration fee travel and per diem to PEP BSE funds On the other hand participants from CHED TESDA and DECS Division Pop Ed Coordinators shall charge their registration fee transportation and per diem to their regional/divisional funds However registration fee of DECS PopEd Regional Coordinators shall be borne by the PEP BSE funds while their transportation and per diem shall be charged to their local funds subject to the usual accounting and auditing rules and regulations

6 Full cooperation and participation of all concerned and wide dissemination of this Memorandum is desired

  
**NILO L. ROSAS**  
Undesecretary  
Officer In Charge

Incl As stated  
Reference None  
Allotment 1—(D O 50 97)  
To be indicated in the Perpetual Index under the following subjects

POPULATION EDUCATION

TRAINING PROGRAMS

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**TRAINING ON MANAGEMENT INFORMATION PACKAGING  
AND REPACKAGING SKILLS OF PEP STAFF REGIONAL  
AND DIVISION PEPED COORDINATORS**  
July 26-30, 1999  
Teachers Camp Saguo City

**SCHEDULE OF ACTIVITIES**

DATE/TIME	DAY 0	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6	
8:00 AM		Opening Program New Dimensions for Supervisors in Management of Programs and projects	Unfreezing State of Research and Information on Population and Management	Unfreezing Compiling Scattered information into packages	Unfreezing Transforming data into charts, tables and graphs	Unfreezing Finalization of Project Exercises	Departure for Manila	
10:00	B	R	E	A	K			
10:15		Program/Project Planning and Design	Theories of Principles and Techniques for information consolidation re structuring and repackaging	Reducing and transform ing information into news press releases and execution services	Practical Exercises	Presentation and Critiquing of Outputs		
12:00 Noon	L	U	N	C	H			
1:00 PM	Arrival Setting Down Registration	Practical Exercises and Feedback	Analyzing and Transforming Socio- economic information network by policy-making	Simplifying Technical Writing and Scaling to audience and editing	Selection of Project and Project Exercises			
2:00	↖	↖	↖	↖	↖	↖	↖	
3:00	B	R	E	A	K			
3:15	↖	Program Management and Control	Practical Exercises and Feedback	Practical Exercises and Feedback		↖		
4:00	↖	Effective Programs and Projects Implementation	Analyzing Synthesizing and culling out lessons learned from demographic and Reproductive Health/ Family Planning network	Formating and Layouting		↖		
4:30	↖	Program Evaluation and Follow-up	Practical Exercise and Feedback	Practical Exercise and Feedback		↖	Cleaning House Closing Program	
6:00	E		N	N	E	R		
7:00	FELLOWSHIP							
9:00								