



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

OFFICE OF THE SECRETARY

April 28, 1999

DECS MEMORANDUM

No. 186, s. 1999

SEMINAR-WORKSHOPS FOR TEACHERS AND ADMINISTRATORS

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

1. The Center for Educators Formation of the Institucion Teresiana de Educacion y Cultura will be conducting Seminar-Workshops for Teachers and Administrators of Preschool, Elementary and High School at the Poveda Learning Center Complex (Across Robinsons Galleria), EDSA, Quezon City this summer.

2. The following are the Seminar-Workshops for Administrators  
(Principals/Coordinators):

- a) Seminar-Workshop on Conducting Observations and Providing Formative Feedback  
Date: May 4-5, 1999
- b) Seminar-Workshop on Organizational Functions of Teaching  
Date: May 6-7, 1999
- c) Seminar-Workshop on Conflict Management of Schools  
Date: May 11-12, 1999

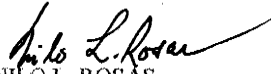
3. There are four (4) Seminar-Workshops for Teachers, as follows:

- a) Seminar-Workshop on Teaching-Coaching Wheels  
Date: May 13-14, 1999
- b) Seminar-Workshop on Instructional Modes  
Date: May 18-19, 1999
- c) Seminar-Workshop on Classroom Management for the Elementary  
Date: May 20-21, 1999
- d) Seminar-Workshop on Cooperative Learning  
Date: May 25-26, 1999

4. A registration fee of One Thousand Pesos (P1,000.00) will be charged each participant inclusive of handouts and snacks only. Attendance of participants in these seminar-workshops may be allowed depending on their needs, on official time only. Those coming from the private schools shall make arrangements with their respective schools.

5. For more information, call Ms. Jelly Villamor, Tel. Nos. 635-26-98 or 631-87-56  
Local 237; Fax: 635-26-96.

6. Immediate dissemination of this Memorandum is desired.

  
NILO L. ROSAS  
Undersecretary  
Officer-In-Charge.

Reference: None

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

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

SEMINARS  
SOCIETY or ASSOCIATIONS  
WORKSHOPS