



Tanggapan ng Kalihim
Office of the Secretary

June 4 1999

DECS MEMORANDUM
No 226 s 1999

CONSULTATIVE WORKSHOP ON THE DECS SERVICE MANUAL

To Undersecretaries
Assistant Secretaries
Bureau/Service Directors
Regional Directors

1 The development of the DECS Service Manual is now on its final phase. To further validate the material, copies have been sent to all DECS Bureau, Central/Regional Directors, the Undersecretaries and Assistant Secretaries to ensure that DECS policies in our various concerns are properly documented.

2 In order to provide a forum for discussing inputs to the material, a consultation workshop will be held at Richville Manston, Mandaluyong City on June 24, 1999 from 8:00 a.m. to 6:00 p.m.

3 Inclosed is the list of participants and support staff for the one-day workshop and the funding requirement of the activity including transportation, board and lodging, honoraria and other expenses. Transportation expenses of the participants/staff from the DECS Central office shall be charged against OSEC funds while those coming from the field shall be charged against local funds, subject to the usual accounting and auditing regulations.

4 Immediate dissemination of this Memorandum is desired.

Andrew B. Gonzalez
ANDREW B. GONZALEZ, FSC
Secretary

Incl: As stated

Reference: DECS Memorandum Nos. 446 s 1998 and DECS Memo No. 89, s 1999

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

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

MANUAL
WORKSHOPS

Participants

- | | |
|---|--------------------------------------|
| 1 Undersecretary Nilo L Rosas | 16 Dir Cirila Villegas DECS ROVIII |
| 2 Undersecretary Bartolome S Carale | 17 Dir Ibrahim Albar DECS ROIX |
| 3 Undersecretary Antonio A S Valdes | 18 Dir Dramar Kadon DECS ROX |
| 4 Undersecretary Victor Andres C Manhit | 19 Dir Susana Cabahug DECS ROXI |
| 5 Assistant Secretary Emmanuel Mariano | 20 Dir Estrella Babano DECS ROXII |
| 6 Assistant Secretary Fe A Hidalgo | 21 Dir Sol Matugas DECS CARAGA |
| 7 Assistant Secretary Ramon C Bacani | 22 Dir Pablo Antopina DECS NCR |
| 8 Assistant Secretary Ramon C Bacani | 23 Dir Tomas Ratum DECS CAR |
| 9 Dir Remedios Taguba - DECS ROI | 24 Dir Lidinila L Santos BEE |
| 10 Dir Teresita Domalanta DECS ROII | 25 Dir Alberto P Mendoza BSE |
| 11 Dir Stephen Capuyan - DECS ROIII | 26 Dir Rosario de Guzman BNTE |
| 12 Dir Esperanza Orlina DECS ROIV | 27 Dir Emma Lopez NETRC |
| 13 Dir Victoriano Tirol, Jr DECS ROV | 28 Dir Adelfo A Trinidad SHNC |
| 14 Dir Belen Magsino - DECS ROVI | 29 Dir Maximo C Aljibe Admin Service |
| 15 Dir Eladio Dioko DLCS RO VII | 30 Dir John Banquicio NEAP |

Support Staff

- 1 Mrs Salvacion U Ballestamon
- 2 Mrs Rosine C Rivera
- 3 Ms Melindre Egloria
- 4 Ms Jovita Cabiles
- 5 Ms Sheila Marie D Mercado
- 6 Mr Pio D Alcantara
- 7 Mr Renato A Batula
- 8 Mrs Luisa C Fernandez
- 9 Ms Mayumi Tomelden
- 10 Ms Mercy Portugal

Funding Requirements

Board and Lodging		
40 participants		P 78,800 00
Travel expenses (10)	-	P 4,000 00
Supplies and materials		P 25,000 00
Honoraria		P 80,000 00
Miscellaneous		P 5,000 00
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Total		<u><u>P192 800 00</u></u>