



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

October 12, 1999

DECS MEMORANDUM

No. 444, s. 1999

**BUREAU OF SECONDARY EDUCATION (BSE) TRI-PROJECT ACTIVITY
(Project Performance Review, In-House Training and Professional Conference)**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors

1. The Bureau of Secondary Education (BSE) this Department will conduct a year-end tri-project activity covering Project Performance Review involving Secondary Education Division (SED) Chiefs and Assistant Chiefs, In-House Training and Professional Conference of BSE staff on December 15-17, 1999 at the Subic International Hotel in Subic, Zambales.
2. The theme of this year-end activity is "Achieving Peak Performance in the Workplace". It aims to sustain the Bureau's efforts at attaining peak performance in the workplace through team problem-solving and thereby produce a circle of quality technical and support staff that cuts across all functions in the Bureau. The year-end project will be conducted in parallel sessions for cost efficiency.
3. The participants in this activity are the fifteen (15) SED chiefs, fifteen (15) SED asst. chiefs from the DECS regions, the director and the asst. director of BSE, the technical and support staff, representatives from the DECS Accounting and Cash divisions and the Commission on Audit (COA).
4. A registration fee of Four Thousand Pesos (P4,000.00) to cover board and lodging, materials/handouts and the conference kit shall be charged the SED chiefs and their assistants. Their registration, travel and other incidental expenses shall be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations. The BSE staff's board, lodging and transportation expenses shall be charged against bureau funds.
5. SED chiefs and asst. chiefs are requested to bring a two-page status report on their regional project initiatives and on the implementation of BSE projects and programs.

6. Wide dissemination of this Memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Reference: None

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

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

CONFERENCES
PROJECTS
SECONDARY EDUCATION
TRAINING PROGRAMS