



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
Meralco Avenue Pasig City

November 9, 1999

OFFICE OF THE SECRETARY

DECS MEMORANDUM
No 473, s 1999

CONDUCT OF ZONAL WORKSHOPS ON THE PROCUREMENT OF TEXTBOOKS
UNDER THE SOCIAL MANAGEMENT EXPENDITURE PROGRAM

To Undersecretaries and Assistant Secretaries
Bureau/Center/Regional Directors
All others concerned

- 1 In connection with the CY1999 and CY2000 procurement of textbooks under the Social Expenditure Management Program (SFMP), four (4) zonal workshops involving senior DECS Central, Regional, and Other Concerned Officials shall be held following this schedule

<u>ZONE</u>	<u>REGIONS</u>	<u>SCHEDULE</u>	<u>VENUE</u>
1	I, II, CAR, III	Nov 18-19	Baguio City
2	NCR, IV, V	Nov 22-23	Manila
3	VI, VII, VIII	Nov 24-25	Cebu City
4	IX, X, XI, XII, XIII	Dec 2-3	Cag de Oro

- 2 The zonal workshops are intended to clarify and delineate roles and responsibilities, particularly of the Regional Offices, in the procurement of textbooks under SEMP. Expected participants to each zonal workshop include

Central Office DECS Undersecretary or Asst Secretary for Finance, Officials from IMCS (3-4), FMS (2), SEMP PMO (2), and DBM Central Office (1-2)

Regional Office Regional Director or Assistant Regional Director, Planning Officer, Supply Officer, Budget and Finance Officer, Chief Accountant

Host Region Only 1 or 2 DECS Superintendents or Asst Superintendents with their Supply Officer, Planning Officer, and 1-2 District Supervisors, DBM Regional Office Director



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- 3 Host regional office for each zonal workshop shall be DECS CAR, NCR, VII, and X, respectively. The host regional office shall be responsible for identifying and communicating venue and accommodation arrangements and determination of registration fees to be paid by each participant for board and lodging expenses to the 2-day live in workshop. Participants are expected to be at the workshop venue by 9 00a m during the first day of the workshop. Departure time shall be after lunch during the second day of the workshop.
- 4 DECS IMCS shall be responsible for the workshop program and materials. All necessary and allowable expenses shall be chargeable against local funds subject to the usual accounting and auditing rules and regulations.
- 5 For any query or clarification re this matter please contact the DECS IMCS Procurement Monitoring Division (Attn Ms Mila Talinio or Ms Ellen Pelobello) at telefax 920-1887 or 922-9982 to 84.
- 6 For the information and guidance of all concerned.

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VICTOR ANDRFS C MANHIT
Officer-In-Charge and
Undersecretary

References: DECS Memorandum Nos 343 and 423, s 1999

Allotment 1 -(D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

PROCUREMENT
TEXTBOOKS
WORKSHOPS