



*Tanggapan ng Kalihim
Office of the Secretary*

April 10, 2000

DECS MEMORANDUM
No 176, s 2000

**TRAINING ON THE DECS TAO PERSONNEL MIS APPLICATION SOFTWARE
AND ORIENTATION ON THE PERSONNEL PROCESSES
AND PROCEDURES MANUAL**

To Undersecretaries
Assistant Secretaries
Regional Directors
Regional Secretary, DECS ARMM

1 The Senate Committee on Education, Arts and Culture recently turned over to the Department the result of the Project TAO Survey. It included the databases of teachers by region/schools division and a software application called DECS TAO Personnel MIS.

2 The Department has agreed to adopt the said software and the baseline data generated from the survey as its system for keeping track of personnel, particularly the teachers.

3 In connection with this, the Senate Committee has commissioned SEAMEO INNOTECH to manage the deployment of the said Personnel MIS to the regions and the divisions. This includes handling the concomitant training for the various region and division staff on the software application and the orientation on the corresponding processes and procedures relevant to the maintenance and operation of the computerized Personnel MIS as announced through DECS Memorandum No 95, s 2000.

4 SEAMEO INNOTECH has coordinated with the Research and Statistics Division and the Personnel Division of the Central Office, in the preparation of the process and procedures handbook that shall govern the updating of the personnel data to be managed through the said Personnel MIS.

5 Related to this, regional directors are hereby advised to send their respective regional planning and personnel/HRM officers to SEAMEO INNOTECH on April 17-18, 2000 for a two-day orientation and training program on the DECS TAO Personnel MIS.

6 Travel, transportation and per diems of participants at allowable rates are authorized to be charged to local funds subject to its availability. Accommodation and meals for the two-day activity will be provided by SEAMEO INNOTECH.

7 Wide dissemination of and strict compliance with this Memorandum is desired.

Andrew Conzalez
ANDREW CONZALEZ, FSC
Secretary

Reference DECS Memorandum (No 95, s 2000)

*

Allotment 1--(D O 50 97)

To be indicated in the Perpetual Index
under the following subjects

~~PROJECTS~~
~~TEACHERS~~
~~TRAINING PROGRAMS~~

1

*