



*Tanggapan ng Kalihim  
Office of the Secretary*

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



*Sama-Sama  
sa DECS*

July 18, 2000

DECS MEMORANDUM  
No. 313, s. 2000

**COMPUTER TRAINING FOR REGIONAL DIRECTORS, SUPERINTENDENTS AND  
CENTRAL OFFICE OFFICIALS UNDER PROJECT TAO LEADS**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents  
Regional Secretary, ARMM

1. In line with the Department's thrusts to upgrade the computer skills and competencies of our field officials and personnel, the Department of Education, Culture and Sports (DECS) through the support and assistance of Senator Teresa Aquino Oreta, the PROJECT TAO Leadership in the Effective Administration of Schools (LEADS) has been launched.

2. The PROJECT TAO LEADS aims to equip the Regional Directors (RDs), Assistant Regional Directors (ARDs), Schools Division/City Superintendents (SDSs), and Assistant Division Superintendents (ASDSs) as well as the other Central Office personnel with basic computer skills which will help improve their system of communication, planning and decision-making. The project also aims to provide the participants with the necessary training on how to use the computer as an efficient tool for generating, accessing and processing information.

3. In this regard, the RDs, ARDs, SDSs, ASDSs together with some Central Office personnel will be group into 7 batches by region for a three-day live-in training at INNOTECH. The Central Office personnel are advised to join either of the first two batches of training.

- Batch 1 - July 18-20 - All the 16 RDs + Key staff from DECS Central Office = 27 persons
- Batch 2 - July 25-27 - All the 16 ARDs + Key staff from DECS Central Office = 27 persons
- Batch 3 - August 1-3 - All the SDSs from Regions I-VII = 74 persons
- Batch 4 - August 8-10 - All the SDSs from Regions VIII-XII, ARMM, CARAGA and NCR = 70 persons
- Batch 5 - August 15-17 - All the ASDSs from Regions I-V = 72 persons
- Batch 6 - August 28-30 - All ASDSs from Regions VI-X = 69 persons
- Batch 7 - September 5-7 - All the ASDSs from Regions XI and XII, ARMM, CAR, CARAGA and NCR = 61 persons

Total number of participants for the duration of the training 400 - persons

4. Travel, transportation and per diems of participants at allowable rates are authorized to be charged against local funds subject to their availability. Board and lodging at the INNOTECH International House for the 3-day activity will be provided by Project TAO LEADS.

5. Wide dissemination of and strict compliance with 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:

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