



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



Same-Sama
as DECS

Tanggapan ng Kalihim
Office of the Secretary

July 19, 2000

DECS MEMORANDUM
No. 315, s. 2000

**TRAINING OF DECS OFFICIALS ON POLICIES, PROCUREMENT, AND MONITORING
PRODUCTION AND DELIVERY OF INSTRUCTIONAL MATERIALS**

To: **Undersecretaries**
Assistant Secretaries
Bureau, Service and Center Directors
Regional Directors
Regional SEMP Management Teams (RSMTs)
All Others Concerned

1. This pertains to the conduct of three 2-day trainings of selected DECS Central and Regional Officials aimed at orienting them on policies and procurement procedures involving instructional materials and equipping them with knowledge and skills to monitor production and delivery of instructional materials. The trainings shall involve lecture-discussions, workshops, and site visits to printing facilities where DECS-ordered textbooks are currently being printed.

2. The trainings are deemed relevant to the on-going efforts of DECS in providing public schools with textbooks and teacher's manuals under the Social Expenditure Management Project (SEMP), Third Elementary Education Project (TEEP), and Secondary Education Development and Improvement Project (SEDIP) for SY 2000-2001.

3. Each DECS regional office is requested to send two (2) participants, preferably members of their Regional SEMP Management Teams (e.g., accountant, supply officer, planning officer), to participate in the training. Representatives from various DECS Central Office units (e.g., BEE, BSE, IMCS, OPS, FMS, TEEP-PISU, SEDIP-PMO) shall also be requested to participate in the training(s) which shall be managed by DECS-IMCS.

4. The training shall be held at the DECS Central Office. Participants are requested to assemble at the Lobby, Rizal I Bldg. before 9:00 a.m. on the first day of the training. Sessions shall be from 9:00 a.m. to 5:00 p.m. The 3 trainings shall held on the following dates:

	Participants	Dates
Batch 1	DECSRO concerned units, DECSRO IV, and NCR	August 1-2, 2000
Batch 2	DECSROs I, II, III, V, VI, VII, and CAR	August 8-9, 2000
Batch 3	DECSROs VIII, IX, X, XI, XII CARAGA and ARMM	August 15-16, 2000

5. Expenses for travel and accommodations of participants shall be charged against local funds. Training expenses including supplies, snacks and lunch for all participants during training dates, extra essentials/fees of trainers/facilitators, transportation to/from printer's warehouse, and other necessary expenses shall be charged against DECS-IMCS funds.

6. DECS Regional and Concerned Central Offices are requested to confirm their participation to the aforementioned trainings with DECS-IMCS Procurement Monitoring Division (tel. 634-0901 c/o Ellen or Mila) prior to the scheduled training.

7. For the information and guidance of all concerned.

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:

PROCUREMENT
 TEXTBOOKS
 TRAINING PROGRAMS