



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



*Sama-Sama
sa DECS*

*Tanggapan ng Kalihim
Office of the Secretary*

September 14, 2000

DECS MEMORANDUM
No. 419, s. 2000

**NATIONAL CONSULTATIVE CONFERENCE-WORKSHOP
ON THE FINALIZATION OF THE DECS MASTER PLAN
FOR TRAINING AND DEVELOPMENT**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Department of Education, Culture and Sports, through the National Educators Academy of the Philippines and the Staff Development Division-HRDS, in collaboration with the Third Elementary Education Project (TEEP) and the Secondary Education Development and Improvement Project (SEDIP), will conduct a 3-Day Consultative Conference on the Finalization of the DECS Master Plan for Training and Development on October 17-19, 2000 at the Mercure Grand Hotel, Davao City.

2. The conference aims to:

- a. review and discuss the 5-year plans for training and development of the regional offices and the central office bureaus and centers;
- b. integrate and finalize all training plans to ensure focus and continuity of training efforts; and
- c. identify priority training and development areas, target clientele and offices responsible for the provision of training programs.

3. Participants to the conference-workshop are the regional directors or assistant regional directors (or their authorized representatives); chiefs or assistant chiefs of elementary, secondary and nonformal education divisions; and one (1) HRMO III or Education Supervisor II in charge of training or the Regional Planning Officer. The participants from the Central Office are: Undersecretary and/or Assistant Secretary for Programs, Projects and Regional Operations; Assistant Secretary for Planning and Development; TEEP Project Manager and five (5) other TEEP INSET staff; three (3) SEDIP project management staff; chiefs or assistant chiefs of the Staff Development Divisions of the bureaus, services and centers/units. (Please see enclosure for specific names and distribution details).

5. Regional participants are advised to bring to the conference the 5-year Regional Training and Development Plans (RTDPs) which were due for submission last January 2000. As agreed upon in the October 1999 Cebu consultation, it is expected that regionwide, multi-level needs assessments have been administered and that the RTDPs have integrated the school/district/division needs-based training plans. Similarly, Central Office bureaus and centers are enjoined to bring their indicative 5-year training and development agenda.

6. All participants are requested to report to the venue in the morning of Day 1, October 17 for registration and opening activities.

7. Travel expenses of participants including allowable per diems shall be charged against their respective regional/division office INSET funds. Board and lodging of participants, travel expenses of the workshop staff, cost of supplies and materials and other training-related expenses shall be drawn from TEEP funds. NEAP-SDD shall provide funds for authorized extra essential services of management and support staff. All expenditures relative to the conduct of this consultative conference shall be subject to existing accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum to all concerned is enjoined.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Encl.:
As stated

Reference:
None

Allotment: 1—(D.O. 50-97)

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

~~CONFERENCES~~
~~OFFICIALS~~
~~WORKSHOPS~~

DISTRIBUTION/LIST OF PARTICIPANTS

A. *Central Office*

Undersecretary Ramon C. Bacani	1	
Assistant Secretary Fe A. Hidalgo	1	
Assistant Secretary Lourdes de Vera	1	
Dr. Lidinila Luis-Santos, TEEP Project Manager	1	
- Other TEEP staff	5	
Ms. Merl Belicario, SEDIP Project Manager	1	
- Other SEDIP staff	2	
Director, NEAP	1	
Assistant Director, NEAP	1	
Chief or Assistant Chief, SDD-HRDS	1	
Chief or Assistant Chief, SDD-BEE	1	
Chief or Assistant Chief, SDD-BSE	1	
Chief or Assistant Chief, SDD-BNFE	1	
SDD-NETRC	1	
SDD-SHNC	1	
SDD-IMC	1	
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Total for CO		21

B. *Regional Offices*

Regional Director or Asst. Reg. Director	1	
Chief or Assistant Chief, EDD	1	
SED	1	
NFE	1	
HRMO III for Training or ES II Or Regional Planning Officer (RPO)	1	
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Total per region	5	
Total for 15 regions		75
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Total # of participants		97
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		4
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Grand Total		100

C. *Workshop Staff*