



REPUBLIKA NG PILIPINAS
 REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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Tanggapan ng Pangalawang Kalihim
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DepEd MEMORANDUM
 No. **153**, s. 2002

AUG 21 2002

NATIONAL FOUNDATION FOR TEACHERS' DEVELOPMENT (NAFTED)
 NATIONAL SEMINAR-WORKSHOP

To: Bureau Directors
 Regional Directors
 Schools Division/City Superintendents
 District Supervisors

1. The National Foundation for Teachers' Development (NAFTED) Inc., a SEC-registered, PRC-accredited continuing professional education provider and a regular resource teachers' organization of both the Senate and the House of Representatives' Education Committees will be conducting a National Seminar-Workshop on Leadership and Human Rights Education on August 28-30, 2002 at the Quirino Hall, Teachers Camp, Baguio City.
2. The seminar-workshop aims to upgrade the participants' social analysis, leadership capabilities and organizational management skills in such areas as grievance presentation and handling, negotiation and conflict resolution.
3. Participants to this activity are public school teachers and personnel who are officers of their organizations, clubs or cooperatives in the school, district and division levels whose attendance shall be on official business as per CSC Announcement No. 2, s. 2002, copy enclosed.
4. A registration fee of two thousand pesos (P2,000.00) shall be charged each participant to cover food and accommodation, kit, certificates, speakers' honoraria and other administrative expenses of the three-day training chargeable against local or organizational funds.
5. For purposes of manageability, the number of participants is limited to 80. They shall be required to pre-register by filling up the proper reservation slip and sending the same to NAFTED Secretariat, 2nd Floor, Philippine Cooperative Center Bldg., 90 Balete Drive Ext., Brgy. Kristong Hari, Quezon City or call up Ms. Jenith de Guzman, PNU Center for Linkages and Extension Services at tel. no. 527-03-67, Mrs. Zeny Perez at tel. no. 455-27-38 or Mrs. Poti Guarina at tel. no. 645-27-51. The program of activities and the reservation slip are enclosed.
6. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
 RAMON C. BACANI
 Undersecretary

Encls.:

As stated

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

SEMINARS
SOCIETY or ASSOCIATIONS
TEACHERS
WORKSHOPS



Republic of the Philippines
Civil Service Commission
Constitution Hills, Batasang Pambansa Complex, Diliman 1126 Quezon City

100 Years of Service,
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Manayman Muna

Announcement No. 2, s. 2002

ANNOUNCEMENT

TO : ALL HEADS OF DEPARTMENTS, BUREAUS AND AGENCIES OF THE NATIONAL AND LOCAL GOVERNMENTS, INCLUDING GOVERNMENT-OWNED AND CONTROLLED CORPORATIONS, AND STATE UNIVERSITIES AND COLLEGES

SUBJECT : Series of Seminar-Workshops on "National Leadership and Human Rights Education"

The National Foundation for Teachers' Development (NAFTED), Inc., a SEC-registered, PRC-accredited continuing professional education provider and a regular resource teachers' organization of both the Senate and House Committees on Education and Culture, will be conducting a series of seminar-workshops on February 7-9; April 17-19; and May 2-4, 2002 at the Teachers' Camp, Baguio City. Each seminar-workshop aims to upgrade the participants' tool analysis, leadership capabilities and organizational management skills in such areas as grievance presentation and handling, negotiation and conflict-resolution.

Participants to these seminar-workshops are public school teachers who are officers of teachers' associations in their schools, districts or divisions and whose attendance will be considered on official time.

The registration fee of two thousand pesos (P2,000.00) shall cover food and lodging, seminar kit, certificate, honoraria of speakers and other administrative expenses of the three-day training.

To limit the participants to eighty (80) teachers per batch for purposes of manageability, a pre-registration with payment shall be required the participants by filling-up the proper reservation slip and sending the same to NAFTED Secretariat c/o Ms. Zenaida Perez, 2nd Floor, Philippine Cooperative Center, 90 Balete Drive Extension, Brgy. Kristong Hari, Quezon City with telephone no. 415-7610.

In this connection, heads of agencies are encouraged to send participants to said seminar-workshop, on official business, subject to the availability of funds.

A handwritten signature in black ink, appearing to read "Karina Constantino-David".

KARINA CONSTANTINO-DAVID
Chairman

PROGRAM

DAY ONE (AUGUST 28), Wed.

AM

12:00 - 5:00 Departure & Travel Time
 5:00 - 6:00 Arrival & Billeting
 6:00 - 7:00 Registration
 7:00 - 8:00 Breakfast
 8:00 - 9:00 Opening Ceremonies

- Invocation
- National Anthem
- Welcome Speech
- Keynote Address
- Solidarity Messages
- House Rules/Orientation
- Expectation Check
- Presentation of Participants

9:00 - 9:30 LEVELLING OFF

9:30 - 10:00 ACTIVITY 1
 "Blind Trust"

10:00 - 11:30 Input on Leadership

11:30 - 12:00 Open Forum

PM

12:00 - 1:00 LUNCH BREAK

1:00 - 1:30 ACTIVITY 2

"Identifying & Classifying Problems"

1:30 - 3:00 Input on Tool of Analysis

3:00 - 3:30 Open Forum

3:30 - 4:00 Merienda

4:00 - 4:30 ACTIVITY 3

4:30 - 6:00 Input on How to Make
 Effective Use of Meetings

6:00 - 6:30 Open Forum

6:30 - 7:30 Dinner

7:30 - 8:30 Night Out

DAY TWO (AUGUST 29) THURSDAY

6:00 - 7:00 Breakfast

8:00 - 8:30 Recap /Ice Breaker

8:30 - 9:30 ACTIVITY 4

"Building the Global Village"

9:00 - 10:30 Input on Human
 Rights

10:30 - 11:00 Merienda
 11:00 - 12:00 Open forum
 12:00 - 1:00 LUNCH BREAK
 1:00 - 1:30 ACTIVITY 5 "SKIT"
 1:30 - 2:30 Input on Paralegal
 Training
 2:30 - 3:30 Input on Legal
 Forms
 3:30 - 4:30 ACTIVITY 6
 "Simulation Activity"
 4:30 - 5:00 Merienda
 5:00 - 6:30 Input on Negotiation
 Tactics and Strategies
 6:30 - 7:00 Open Forum
 7:00 - 8:00 Dinner
 8:00 - 9:00 Rehearsal for the
 Solidarity Night
 9:00 - 10:00 Solidarity Ceremony

DAY THREE (AUGUST 30) FRIDAY

6:00 - 7:00 BREAKFAST
 7:30 - 8:00 Recap /Ice Breaker
 8:30 - 9:30 Input on The Theory
 and Practice of PSU
 9:30 - 10:00 Open Forum
 10:15 - 12:00 Grievance handling
 Arbitration / Mediation
 Conciliation
 12:00 - 1:00 LUNCH BREAK
 1:00 - 2:00 Closing Ceremonies
 Evaluation /Feedbacks
 Distribution of Certificate
 Acknowledgements
 Closing Remarks
 3:00 DEPARTURE

COMMITMENT AND RESERVATION SHEET

THE TREASURER
National Foundation For
Teachers Development, Inc.
2F Philippine Cooperative Center
90 Balete Drive Extension, Quezon City

Madam,

I am willing to sponsor _____ teacher-delegates from
(Number of delegates) _____
(City/Municipality) _____ Their names are listed below and opposite their respective batch.

	Name of Delegate	Name and Address of School	Batch
1.	_____	_____	AUGUST 28 - 30, 2002
2.	_____	_____	
3.	_____	_____	
4.	_____	_____	
5.	_____	_____	
6.	_____	_____	

(Please use additional sheet if necessary)

As proof of my commitment and to make the necessary reservation, please accept and acknowledge, by the issuance of an official receipt, my payment of _____ (amount in words) (PHP _____) as registration fee (s) in the form of:

- Check/cash I will have ready for picking up by your designated representative on _____
- Money Order
- Others (Please specify) _____

I understand that the organizers of the seminar-workshops have committed themselves to furnish this office with the summary report of the proceedings' highlights and evaluation results in due time. Please convey the following solidarity message and greetings to all participants and guests.

" _____ "

(To be read during the opening ceremonies and made part of the seminars' official documents)

SIGNATURE _____
PRINTED NAME _____
SPONSOR _____