



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Kalihim
Office of the Secretary

Trunkline: 632-1361 to 70
E-Mail: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

SEP 09 2003

DepED MEMORANDUM
No. **329** s. 2003

**PERSONAL AND PROFESSIONAL ENHANCEMENT PROGRAM (PPEP)
FOR ADMINISTRATION PERSONNEL (4 BATCHES)**

To: Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
All Others Concerned

1. In compliance with DepED Order No. 51, s. 2003 on the need to orient teaching and non-teaching personnel of the Department of Education on the Public Sector Unionism, the Staff Development Division, Human Resource Development Service (SDD, HRDS) will conduct a Personal and Professional Enhancement Program (PPEP) for administrative personnel on the following schedules and venues:

<u>Dates</u>	<u>Venues</u>	<u>Regions</u>
September 23-25, 2003	Ecotech, Cebu City	Regions V – VIII
November 11-13, 2003	Grand Regal Hotel Davao City	Regions IX – XII and CARAGA
January 28-30, 2004	Legenda, Subic Olongapo City	Regions I, II and CAR (Including Teachers Camp)
February 11-13, 2004	Tagaytay Country Hotel	Regions III, IV and NCR

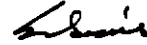
2. The training is intended to provide the participants with a working knowledge on unionism and how it best translates to improve professional competence to become productive, to renew commitment to public service, to develop responsible action as well as personal competence and to build teamwork. Moreover, the training aims to foster harmonious and symbolic relationship among the participants and the DepED Management Team.

3. Participants to this training are union officers, non-teaching personnel, administrative officers and HRMOs in charge of employees welfare and personnel matters. Please see enclosure for the number of participants per region.

4. Kindly submit the names of participants to Ms. Ma Elenea B. Deacosta, SDD-HRDS with tel. no. 638-86-38 and fax no. 633-72-37 before the scheduled dates. ↻

5. Travel expenses and per diem of participants are chargeable against local funds, while board and lodging of participants and staff, travel expenses, per diem, overtime pay of the project staff/ facilitators, honoraria of external resource speakers and other incidental expenses are chargeable against HRDS Training and Development Funds, subject to usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Maricar/dm-PPEP for Administration Personnel
07-15-03
computer used: madel

Encl.:

As stated

Reference: DepEd Order: (No. 51, s. 2003)

Allotment: 1- -(D.O. 50-97)

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

OFFICIALS
TRAINING PROGRAMS

NO. OF PARTICIPANTS PER REGION

VENUE	DATE	REGION	NO. OF PAX
Ecotech, Cebu City	Sept. 23-25, 2003	V	2 (Reg'l. Office) 26 (AO & HRMOs-div. level)
		VI	2 (Reg'l. Office) 34 (AO & HRMOs-div. level)
		VII	2 (Reg'l. Office) 28 (AO & HRMOs-div. level)
		VIII	2 (Reg'l. Office) 18 (AO & HRMOs-div. level)
		Union Officers	9 Officers
		Personnel Div. CO	1 (Chief)
		Project Staff	8 Staff
		TOTAL	132

VENUE	DATE	REGION	NO. OF PAX
Grand Regal Hotel, Davao City	Nov. 11-13, 2003	IX	2 (Reg'l. Office) 18 (AO & HRMOs-div. level)
		X	2 (Reg'l. Office) 18 (AO & HRMOs-div. level)
		XI	2 (Reg'l. Office) 16 (AO & HRMOs-div. level)
		XII	2 (Reg'l. Office) 16 (AO & HRMOs-div. level)
		CARAGA	2 (Reg'l. Office) 16 (AO & HRMOs-div. level)
		Union Officers	9 Officers
		Personnel Div. CO	1 (Asst. Chief)
		Project Staff	8 Staff
		TOTAL	112

VENUE	DATE	REGION	NO. OF PAX
Legenda, Subic Bay, Olongapo City	January 28-30, 2004	I	2 (Reg'l. Office) 18 (AO & HRMOs-div. level)
		II	2 (Reg'l. Office) 12 (AO & HRMOs-div. level)
		CAR	2 (Reg'l. Office) 14 (AO & HRMOs-div. level)
		EWBD, CO	1 (Chief)
		Project Staff	8 Staff
		TOTAL	59

VENUE	DATE	REGION	NO. OF PAX
Tagaytay Country Hotel	February 11-13, 2004	III	2 (Reg'l. Office) 28 (AO & HRMOs-div. level)
		IV – A	2 (Reg'l. Office) 24 (AO & HRMOs-div. level)
		IV – B	2 (Reg'l. Office) 14 (AO & HRMOs-div. level)
		NCR	2 (Reg'l. Office) 28 (AO & HRMOs-div. level)
		Tchrs. Camp	2 Personnel
		Union Officers	9 Officers
		TOTAL	113