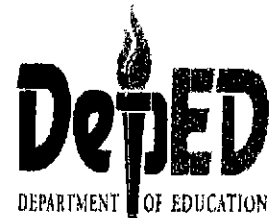




REPUBLICA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
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DepED MEMORANDUM  
No. 25, s. 2004

JAN 16 2004

PERSONAL AND PROFESSIONAL ENHANCEMENT PROGRAM (PPEP) FOR  
ADMINISTRATIVE STAFF

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

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) and the National Educators Academy of the Philippines (NEAP) will conduct a 3-day Personal and Professional Enhancement Program (PPEP) for Administrative Staff on the following dates and venues:

Region	Date	Venue
Teachers Camp, Central Office and NCR	March 9-11, 2004	Tagaytay Haven, Tagaytay City
Regions I, II, III and CAR	April 27-29, 2004	NEAP, Teachers Camp, Baguio City
Regions IV-A, IV-B and V	July 20-22, 2004	The Legend Hotel, Puerto Princesa, Palawan
Regions VI, VII and VIII	August 24-26, 2004	La Rica Hotel, Tacloban City
Regions IX, X and XI	September 21-23, 2004	Marco Polo Hotel, Davao City
Regions XII, CARAGA and ARMM	October 19-21, 2004	Estosan Hotel, Cotabato City

2. The program aims to reorient participants on office procedures relevant to Civil Service rules and regulations and solicit from participants ways of facilitating the flow of communication, simplifying work procedures in offices and enhance office management, communication skills and professional/personal image of DepED employees.

3. Participants to the program are administrative staff which include secretaries, clerks and other technical staff personnel who perform secretarial, coordinating and administrative functions. Please see enclosure for the number of participants per

region ensuring that most divisions are represented. Please submit the names of participants to Ms. Ma. Elena B. Deacosta of the SDD-HRDS. For further inquiries, please contact telefax nos. 633-72-37/638-86-38.

4. Travel expenses and per diem (before and after the training) of participants are chargeable against local funds, while board and lodging of participants and staff and travel expenses, per diem (before and after the training) extra duty allowance of the project staff and facilitators and honoraria of external resource speakers and other incidental expenses of the training are chargeable against Training and Development Funds subject to the usual accounting and auditing rules and regulations.

5. Immediate and wide dissemination of this Memorandum is desired.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Encl.: As stated

Reference: DepED Memorandum: (No. 329, s. 2003)

Allotment: 1—(D.O. 50-97)

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

OFFICIALS  
TRAINING PROGRAMS  
EMPLOYEES

(Enclosure to DepED Memorandum No. 25, s. 2004)

**NO. OF PARTICIPANTS PER REGION**

VENUE	DATE	REGION	NO. PAX
Tagaytay Haven, Tagaytay City	March 9-11, 2004	Teachers Camp	5 Personnel
		NCR	2 (Reg'l. Office) 28 (Division Level)
		Central Office	35 (2 per service)bureau/center/ OSEC/Project
		NEAP	2 Personnel
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>78</b>

VENUE	DATE	REGION	NO. PAX
NEAP, Teachers Camp, Baguio City	April 27-29, 2004	CAR	2 (Reg'l. Office) 14 (Division level)
		I	2 (Reg'l. Office) 18 (Division level)
		II	2 (Reg'l. Office) 12 (Division level)
		III	2 (Reg'l. Office) 14 (Division level)
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>72</b>

VENUE	DATE	REGION	NO. PAX
The Legend Hotel, Puerto Princesa, Palawan	July 20-22, 2004	IV-A	2 (Reg'l. Office) 28 (Division level)
		IV-B	2 (Reg'l. Office) 24 (Division level)
		V	2 (Reg'l. Office) 26 (Division level)
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>90</b>

VENUE	DATE	REGION	NO. PAX
La Rica Hotel, Tacloban City	August 24-26, 2004	VI	2 (Reg'l. Office) 34 (Division level)
		VII	2 (Reg'l. Office) 28 (Division level)
		VIII	2 (Reg'l. Office) 18 (Division level)
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>92</b>

VENUE	DATE	REGION	NO. PAX
Marco Polo Hotel, Davao City	September 21-23, 2004	IX	2 (reg'l. Office) 18 (Division level)
		X	2 (Reg'l. Office) 18 (Division level)
		XI	2 (reg'l. Office) 16 (Division level)
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>64</b>

VENUE	DATE	REGION	NO. PAX
Estosan Hotel, Cotabato City	October 19-21, 2004	XII	2 (Reg'l. Office) 16 (Division level)
		CARAGA	2 (Reg'l. Office) 16 (Division level)
		ARMM	2 (Reg'l. Office) 14 (Division level)
		Project Staff	6 Staff
		<b>TOTAL</b>	<b>58</b>