



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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FEB 13 2004

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DepED MEMORANDUM
No. 66, s. 2004

NATIONAL TRAINING-WORKSHOP ON THE BASIC LITERACY PROGRAM (BLP)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Bureau of Nonformal Education (BNFE), through the Literacy Division will conduct the National Training-Workshop on the Basic Literacy Program (BLP) for the Basic Literacy Mobile Teachers (BLMT) at Teachers Camp, Baguio City on April 26-30, 2004.
2. The training aims to: (a) orient the participants on the Basic Literacy Program; (b) train the participants on the utilization of the literacy learning materials; (c) thresh out problems, issues and concerns in program implementation; and (d) raise the participants' morale and level of commitment to ensure the sustainability of the program.
3. This activity will focus on the Basic Literacy (BLP) of the BNFE which includes the Basic Literacy Mobile Teacher Project (BLMTP), Literacy Service Contracting Scheme Project (LSCSP), Family Basic Literacy Project (FBLP), Basic Literacy Resource Development and Utilization Project (BLRD-UP) and Adolescent Friendly Education Project (AFEP). However, other BNFE programs and projects will also be discussed for information of the participants.
4. The expected outputs of this activity include: (a) Basic Literacy Mobile Teacher (BLMT) reports of the Basic Literacy Program (BLP) implementation; (b) Instructional materials and sample session guide to be used in the learning sessions; (c) Program and Project Profiles; and (d) an organized structure to support professional concerns of the Basic Literacy Mobile Teachers.
5. The participants to the said Orientation Workshop are the 300 Basic Literacy Mobile Teachers designated to implement nonformal education programs and projects in the remotest, depressed and disadvantaged areas of the country. Likewise, BNFE Staff shall serve as facilitators and in managing the activity with the assistance of NFED, CAR. Enclosed is the list of participants.
6. The registration starts on April 25, 2004. Only dinner will be served on this day. Departure will be on May 1, 2004 after breakfast.
7. Expenses relative to this training such as travel, board and lodging of all the participants will be charged against BNFE funds for the BLMT Program. Traveling expenses of the participants can be reimbursed by submitting official receipts and tickets upon registration. All expenses relative to this training are subject to the usual accounting and auditing rules and regulations.

8. For more information, please contact Dr. Clarita B. Gamez, BNFE at telephone nos. 633-7226 or 632-1361 local 2080.

9. Immediate dissemination of this Memorandum to all concerned is desired.



EDILBERTO C. DE JESUS
Secretary

Yaba/mppd/blp
02/06/04

Encl.:
As stated

Reference:
DepEd Memorandum: No. 96, s. 2003

Allotment: 1—(D. O. 50-97)

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

NONFORMAL EDUCATION
TEACHERS
TRAINING PROGRAMS
WORKSHOPS

**National Training on the Basic Literacy Program (BLP)
Teacher's Camp, Baguio City – April 26-30, 2004**

LIST OF PARTICIPANTS

A. Personnel Involved		
1. Dr. Carolina S. Guerrero	-	Director IV
2. Dr. Rosie V. Saet	-	Director III
3. Dr. Clarita B. Gamez	-	Chief, LD
4. Dr. Carmelita P. Joble	-	Chief, CED
5. Dr. Rosalinda G. Capinpin	-	Chief, SDD
6. Dr. Milagros C. Valles	-	Asst. Chief, SDD
7. Ms. Cristina T. Morena	-	EPS II, LD
8. Ms. Carmelita S. Coronado	-	EPS II, LD
9. Ms. Jocelyn G. dela Fuente	-	EPS II, LD
10. Mr. Roberto L. Cervantes	-	EPS II, LD
11. Mr. Nestor L. Silubrico	-	EPS II, LD
12. Ms. Abigail C. Lanceta		EPS II, LD
13. Ms. Ma. Luisa B. Catalan		EPS II, LD
14. Ms. Ma. Melissa C. Dones		EPS II, LD
15. Mr. Lawrence D. Cruz	-	Clerk I, LD
16. Ms. Corazon Rocas	-	State Auditor
17. Mr. Catalino Fortes	-	Accountant III
18. Ms. Angelina A. de Guzman	-	Cashier I
19. Ms. Merle del Prado	-	Cashier III
20. Ms. Rachel Bagcal	-	Senior Bookkeeper
21. Mr. Alejandro Ocampo	-	Accounting Clerk III
22. Mr. Elmer M. Guizano	-	Creative Director
23. Mr. Oscar B. Cabel	-	Technical Director, EAVD
24. Mr. Jason S. del Rosario	-	VTR & Spinner, EAVD
25. Mr. Ramil V. Gabat	-	Photographer, EAVD
26. Alejandro Nunez		Chief Technician, EAVD
27. Ms. Edna A. Gulosino		SEPS, SDD
28. Ms. Georgia U. Usares		EPS II, SDD
29. Ms. Clarisa Toribio		EPS II, SDD
30. Dr. Helen P. Banez		SEPS, CED
31. Dr. Edel B. Carag		EPS II, CED
32. Ms. Judy N. Reyes		EPS II, CED
33. Ms. Marites C. Barrientos		AO-Admin. Office
34. Ms. Sharon B. Buti		Secretary-Office of the Director
35. Ms. Winette Blesilda G. Santos		Clerk I-Office of the Director
36. Mr. Roberto R. Santos		Driver-OSEC-Detailed
37. Mr. Richard Q. Ulep		Driver-GSD-Detailed

Budgetary Estimates

Participants

Basic Literacy Mobile Teachers	300
BNFE Staff	26
Accounting Staff	3
COA	1
Cash Division	2
Audio Visual Division	5
NFED Staff (CAR)	3
	340

TEV

Region I	18 pax X 2 ways	=	15,000.00
Region II	15 pax X 2 ways	=	30,000.00
Region III	24 pax X 2 ways	=	23,000.00
Region IV-A	22 pax X 2 ways	=	31,000.00
Region IV-B	16 pax X 2 ways	=	35,000.00
Region V	21 pax X 2 ways	=	80,000.00
Region VI	26 pax X 2 ways	=	154,000.00
Region VII	18 pax X 2 ways	=	137,000.00
Region VIII	22 pax X 2 ways	=	130,000.00
Region IX	11 pax X 2 ways	=	96,801.00
Region X	18 pax X 2 ways	=	163,178.00
Region XI	10 pax X 2 ways	=	89,050.00
Region XII	15 pax X 2 ways	=	131,109.00
Region Caraga	15 pax X 2 ways	=	139,299.00
Region ARMM	18 pax X 2 ways	=	159,257.00
Region CAR	19 pax X 2 ways	=	12,720.00
Region NCR	12 pax X 2 ways	=	18,600.00
Central Office	37 pax X 2 ways	=	57,350.00
CAR	3 pax X 2 ways	=	3,300.00
			1,502,664.00

Transpo

Supplies/Materials:

350	pcs.	Workshop kits @ P250.00	87,500.00
350	pcs.	Ballpens @ P10.00	3,500.00
350	pcs.	Pencils @ P5.00	1,750.00
340	pcs.	I.D. jackets @ P10.00	3,400.00
50	pcs.	Assorted colored cartolina @ P6.00	300.00
10	pcs.	Craypass crayons @ P30.00	300.00
600	pcs.	Manila paper @ P3.50	2,100.00
50	pcs.	Linen papers @ P30.00	1,500.00
340	pcs.	Candles @ P1.00	340.00
1	pc.	Big candle @ P100.00	100.00
1	box	Clear transparency @ P1,200.00	1,200.00

1	box	Colored transparency @ P1,900.00	1,900.00
3	big	Plastic rope @ P75.00	225.00
3	pcs.	Black printer ink @ P1,500.00	4,500.00
3	pcs.	Colored printer ink @ P1,700.00	5,100.00
50	pcs.	Black pentel pen @ P38.50	1,925.00
50	pcs.	Black white board marker @ P40.00	2,000.00
30	reams	Copy paper @ P190.00	5,700.00
30	reams	Bond paper @ P230.00	6,900.00
10	rolls	Packaging tape @ P50.00	500.00
10	pcs.	Rulers @ P30.00	300.00
10	pcs.	Scissors @ P28.50	285.00
2	pcs.	Big heavy duty NT hand cutter @ P180.00	360.00
10	pcs.	Spare blade for NT hand cutter @ P 25.00	250.00
6	pcs	Small stapler @ P48.50	291.00
15	pcs.	Small staple wires @ P10.00	150.00
10	boxes	Paper clips @ P15.00	150.00
2	pcs.	Heavy duty punchers @ P350.00	700.00
2	pcs.	Heavy duty sharpeners @ P550.00	1,100.00
2	pcs.	Riso ink @ P1,200.00	2,400.00
12	rolls	12 rolls film @ P160.00	1,920.00
12	rolls	Developing fee @ P270.00	3,240.00
2	pcs.	Album @ P500.00	1,000.00
30	pcs.	VHS tape @ P180.00	5,400.00
3	pcs.	V800 tape @ P300.00	900.00
24	pcs.	Batteries @ P28.50	684.00
3	pcs.	V900 batteries @ P200.00	600.00
4	pcs.	Clear books @ P50.00	200.00
2	pcs.	Streamers @ P2,000.00	4,000.00
		Backdrop	2,000.00
		Flowers and corsage	3,000.00
			159,266.50

Total Transportation		1,502,664.00
Dinner	340 pax @ P132.00	44,880.00
Meals	340 pax @ P440.00 X 5 days	748,000.00
Breakfast	340 pax @ P110.00	37,400.00
Lodging	334 pax @ P66.00 X 6 days	132,264.00
Cottage	P1,265 X 6 days	7,590.00
Socials	340 pax @ P198.00	67,320.00
Overhead Projector	660 X 5 days	3,300.00
Conference Room	4620 X 5 days	23,100.00
Supplies and Materials		159,226.00
Contingency		24,216.00

* **2,750,000.00**