



Republic of the Philippines
Department of Education



Tanggapan ng Kalihim
Office of the Secretary

AUG 03 2005

DepED MEMORANDUM
No. 220, s. 2005

ATTENDANCE AT THE COOPERATIVE TRAINING PROGRAM
OF THE PHILIPPINE FEDERATION OF TEACHERS
AND EMPLOYEES COOPERATIVES

To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. In line with the thrust and program of the Department of Education (DepED) to strengthen the management, accounting and transparency of the registered teachers cooperatives, and in particular, in the regions, the Philippine Federation of Teachers and Employees Cooperatives (PFTEC) is organizing a continuous education and training program.

2. The training programs to be offered, dates/venues and registration fees are as follows:

Cooperative Training Program	Date and Venue		Registration Fee
	Date/Venue	Participation From	
"Installation of Accounting and Internal Control System"	August 12-13, 2005 (live-in session) OK Pension House, St. Rosa Street, Dumaguete City	Regions VI, VII, VIII, and Dipolog City	PhP3,500.00/head (covers cost of board and lodging, materials and supplies)
	August 26 - 27, 2005 (live-in session) Makiling Highlands Resort, Laguna	Regions IV-A, IV-B, V, and NCR	PhP3,500.00/head (covers cost of board and lodging, materials and supplies)
	September 16-17, 2005 (live-out session) Camelot Hotel, Mother Ignacia Street, Quezon City	Regions I, II, III and NCR, CAR,	PhP2,500/head (covers cost of meals for two days, materials and supplies)
	October 28-29, 2005 (live-in session) Grand Regal Hotel, Davao City	Regions IX, X, XI, XII, and XIII	PhP3,500.00/head (covers cost of board and lodging, materials and supplies)
"Management Development Program for Cooperative Managers"	July 29-30, 2005 (live-in session) RACSOS, Guimbal, Iloilo	Regions VI and VII	PhP3,500.00/head (covers cost of board and lodging, materials and supplies)
	September 2-3, 2005 (live-in session) Villa Cristina Resort, Antipolo City	Regions III, IV-A, IV-B, and NCR	PhP3,500.00/head (covers cost of board and lodging, materials and supplies)
	September 23-24, 2005 (live-out session) Camelot Hotel, Mother Ignacia Street, Quezon City	Regions I, II, III, NCR and CAR	PhP2,500/head (covers cost meals for two days, materials and supplies)


3. The duly appointed regional/division/city cooperative coordinators of the DepED and the board of directors, committee members, managers, bookkeepers, and key appointed officers of the cooperative should attend on official time only.

4. A registration fee of Three Thousand Five Hundred Pesos (PhP3,500.00) for live-in sessions or Two Thousand Five Hundred Pesos (PhP2,500.00) for live-out session training to be held at *Camelot Hotel*, and transportation expenses of above referred DepED officials shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations. Likewise, participants from the cooperative sector shall pay the same amount of registration fee and be charged to their local "Due to CETF". The cost of registration fee covers cost of board and lodging, materials and supplies. Participants shall register at 8:30 a.m. on the first day.

5. Participants shall send the filled-up registration form and make "on-line payment" to the account of PFTEC AC#3342-1003-32, LBP DepED Extension Office Branch to confirm participation on or before **August 15, 2005**. For further details, please contact Ms. Florence Monton at 687-4246 (DL), and 632-1361 local 2185 (TL).

6. Enclosed are the brief training information, schedule of activities, and registration form.

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


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls.: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
SOCIETY or ASSOCIATIONS
TEACHERS
TRAINING PROGRAMS

PFTEC ETD Services

Training Module on the "Installation of Accounting & Internal Control System"

Course Title: "Installation of Accounting & Internal Control System"

Invited to Attend: Board of Directors, Audit Committee, Manager, and Bookkeeper, Credit Committee, & Other Management Staff

Course Objective:

This training is designed to develop accounting and internal control policies that will facilitate in the installation of adequate accounting system and internal control system. At the end of this training, participants should be able to:

1. Enumerate the distinct characteristics, nature and business operation of a cooperative;
2. Illustrate cooperative's major transaction cycle and set up books of accounts;
3. Explain the standard chart of accounts for credit cooperatives and other types of cooperatives with savings and loaning operations; and,
4. Develop accounting and internal control policies.

Topics to be discussed:

1. Review on the Nature & Business of a Cooperative
2. Coop's Major Transaction Cycle & Setting up of Books of Accounts
3. Standard Chart of Accounts
4. Developing Accounting & Internal Control Policies

Schedule of Activities

Date/Time	Day 1	Day 2
8:30 a.m.	Arrival & Registration	Workshop on SCA
9:30 a.m.	Briefing & Orientation	Workshop
10:00 a.m.	Coffee Break	Coffee Break
10:30 a.m.	Review on the Nature & Business of a Cooperative	Presentation of Output
12:00 p.m.	Lunch Break	Lunch Break
1:30 p.m.	Coop's Major Transaction Cycle & Setting up of Books	Developing Accounting & Internal Control Policies
3:00 p.m.	Coffee Break	Coffee Break
3:30 p.m.	Standard Chart of Accounts for Credit & Other Types with Savings & Credit Services	Developing... continued
6:00 p.m.	Open Forum	Evaluation/Closing

Financial Requirements:

Participants shall pay a registration fee of Three Thousand Five Hundred Pesos only (P3,500.00) which includes cost of meals for two (2) days, overnight accommodation, handouts (in soft copy), and training materials/supplies.

PFTEC members are entitled to a training subsidy if "Due to CETF" remittance has been paid from March 1, 2005 to February 28, 2006 up to half (50%) of the amount remitted and shall be applied as registration fee to this training. For example:

Amount of Due to CETF Payment to PFTEC	Number of Participants Entitled to a Free Training Subsidy from PFTEC
7,000.00	One (1) pax
15,000.00	Two (2) pax
21,000.00	Three (3) pax

Registration & Confirmation of Participants:

Please fill up the registration form and deposit on-line payment to confirm your participation to the account of PFTEC #3342-1003-32 at LBP, DepED Extension Office Branch.

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PFTEC ETD Services
Training Module
Management Development Course

Course Title: "Management Development Program for Cooperative Managers"

Invited to Attend: Coop Manager, Key Staff or Appointive Key Officers in the Cooperative

Course Objective:

To develop skills of coop managers along with successful practices and application of sound management principles and in accordance with the ICA - International Cooperative Identity Statements (ICIS). Specifically, at the end of this program participants should be able to:

- ↓ Identify needs of managers in managing cooperatives and inherent problems faced by managers
- ↓ Describe the development of management theories
- ↓ List down functions of management and relate them directly to the practices of management
- ↓ Review cooperative philosophy and culture in relation to cooperative management

Topics to be Discussed:

ICA-ICIS
Organizational and Functional Structure
CHALLENGES FACED BY COOPS
MANAGEMENT THEORIES & ITS NATURE
PLANNING PROCESS & STRATEGIC APPROACH
LEADERSHIP & MOTIVATION
GUIDE TO COOPERATIVE POLICY DEVELOPMENT

Schedule of Activities:

Day 1 –
8:00 a.m. - Arrival & Registration
10:00 a.m. - Break
10:30 a.m. - Opening & Briefing

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- 11:00 a.m. - Review of ICA-International Coop Identity Statements
- 12:30 p.m. - Lunch Break
- 1:30 p.m. - Organizational and Functional Structure
- 3:00 p.m. - Break
- 3:30 p.m. - Challenges Faced by Coops
- 5:00 p.m. - Management Theories & its Nature
- 7:00 p.m. - Dinner

Day 2 –

- 6:30 a.m. - Breakfast
- 7:45 a.m. - Management Team Report
- 8:00 a.m. - Planning Process & Strategic Approach
- 11:00 a.m. - Leadership & Motivation
- 12:00 noon - Lunch Break
- 1:30 p.m. - Guide to Cooperative Policy Development
- 4:00 p.m. - Evaluation & Closing
- 4:30 p.m. - Departure

Financial Requirements:

Participants shall pay a registration fee of Three Thousand Five Hundred Pesos only (P3,500.00) which includes cost of meals for two days, one (1) night accommodation, handouts (in soft copy), and training materials/supplies.

PFTEC members are entitled to a training subsidy if "Due to CETF" remittance has been paid from March 1, 2005 to February 28, 2006 up to half (50%) of the amount remitted and shall be applied as registration fee to this training. For example:

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RESERVATION FORM

Fax to:
(632) 687-42-46

TO: PFTEC Training Secretariat

We wish to enroll at PFTEC's Training Programs

"Management Development Program for Coop Managers"

Please reserve for the following participants:

Susbsidized Fees for Due to CETF Remittance

<u>Name/s</u>	<u>Position</u>	<u>Contact Nos.</u>	
1. _____	_____	_____	Due to CETF Remittance: P7,000
2. _____	_____	_____	Due to CETF Remittance: P15,000
3. _____	_____	_____	Due to CETF Remittance: P21,000
4. _____	_____	_____	Due to CETF Remittance: P28,000

FROM: _____
 (Name/Signature) (Position) (Contact Tel/Fax/CP#/Email)



RESERVATION FORM

Fax to:
(632) 687-42-46

TO: PFTEC Training Secretariat

We wish to enroll at PFTEC's Training Programs

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Please reserve for the following participants:

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1. _____	_____	_____	Due to CETF Remittance: P7,000
2. _____	_____	_____	Due to CETF Remittance: P15,000
3. _____	_____	_____	Due to CETF Remittance: P21,000
4. _____	_____	_____	Due to CETF Remittance: P28,000

FROM: _____
 (Name/Signature) (Position) (Contact Tel/Fax/CP#/Email)

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