



JAN 09 2006

DepED MEMORANDUM
No. 4 s. 2006

BASIC SCHOOL MANAGEMENT COURSE (BSMC)

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


1. Pursuant to DepEd Order 85, s. 2003 entitled "Guidelines on the Selection, Promotion and Designation of School Heads", the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, Human Resource Development Service (SDD-HRDS) announce the conduct of the **Basic School Management Course** on the following dates and venues:

BATCHES	TRAINING DATES	TRAINING VENUES
Regular Batch	February 1-10, 2006	NEAP, Teachers Camp, Baguio City
Special Batch (Aklan)	March 1-10, 2006	Division of Aklan, Kalibo
Special Batch (Bulacan)	March 15-24, 2006	NEAP, Teachers Camp, Baguio City
Special Batch (Lanao del Norte)	April 5-14, 2006	MCC, Tobod, Lanao del Norte
Special Batch (Palawan)	April 19-28, 2006	Legend Hotel, Puerto Princesa City
Regular Batch	May 3-12, 2006	NEAP, Teachers Camp, Baguio City
Special Batch (Zambo del Norte)	May 17-26, 2006	Top Plaza Hotel, Dipolog City
Special Batch (Negros Occidental)	July 5-14, 2006	Am Rei Hotel, Bacolod City
Regular Batch	July 19-28, 2006	NEAP, Teachers Camp, Baguio City
Special Batch (Region VII)	August 2-11, 2006	ECOTECH Center, Lahug, Cebu City
Special Batch (Region VI)	August 16-25, 2006	Residence Hotel, Iloilo City
Special Batch (Region X)	September 6-15, 2006	RELC, Cagayan de Oro City
Regular Batch	September 20-29, 2006	NEAP, Teachers Camp, Baguio City
Special Batch (Region V)	October 4-13, 2006	RELC, Rawis, Legaspi City
Special Batch (Region XI)	November 8-17, 2006	RELC, Davao City
Special Batch (Region VIII)	Nov. 22-Dec. 1, 2006	RELC, Candahug, Palo, Leyte
Regular Batch	December 6-15, 2006	NEAP, Teachers Camp, Baguio City

2. The course aims to equip master teachers, head teachers, TICs and other aspirants with the personal and professional knowledge, skills and attitude and competencies in school management and instructional leadership in the context of R.A. No. 9155 and the Restructured Basic Education Curriculum.

3. The course shall be offered regularly as station on the above schedules and venues of this. However, other requests for special batches from the different divisions and regions shall be accommodated and schedules and venues of these sessions shall be announced in later Memoranda.

4. Participants in Special Batches are those whose names were officially indorsed in advance to the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, Human Resource Development Service (SDD-HRDS) by their Schools Division Superintendents and Regional Directors.
5. Each participant is charged a registration fee of Eight Thousand Pesos (P8,000.00) to defray expenses for board of the participants, supplies and materials, handout, references, materials, honoraria of resource persons, facilitators and staff, and other related training expenses. The requesting division or region shall source out funds through local school board, local government assistance, or local funds.
6. Expenses of the lodging of the participants, facilitators, staff and resource persons as well as the board, transportation and per diem of resource persons, facilitators and staff, course kits, supplies and materials and function room rentals shall be drawn from the Training and Development Funds of the Department of Education. All other expenses incidental to this course for regular and special batches shall be drawn from the Training and Development Funds of the Department of Education, subject to the usual accounting and auditing rules and regulations.
7. The participants are allowed to attends on official business, hence their registration fees and travel expenses including per diem one day before and after the course shall be charged against local/school board funds.
8. The participants should report to the training venue in the afternoon of the day before the start of the course for registration, orientation and initial assessment, otherwise they shall not be allowed to proceed with the course.
9. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-In-Charge

Reference:

DepED Order: (No. 85, s. 2003)

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

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

OFFICIALS
TEACHERS
TRAINING PROGRAMS