



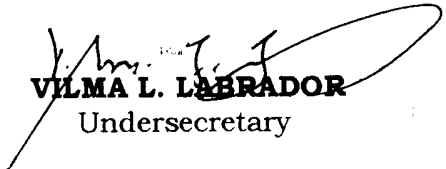
JUL 18 2007

DepED MEMORANDUM  
No. **274**, s. 2007

**TRAINING WORKSHOP FOR SECONDARY SCHOOL HEADS/PRINCIPALS  
ON MANAGING SPECIAL EDUCATION PROGRAM**

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

1. The Bureau of Secondary Education (BSE), this Department, shall conduct a Training Workshop on Managing Special Education Programs for secondary school heads/principals on September 17-21, 2007 at ECOTECH, Lahug, Cebu City.
2. The training workshop aims to train school principals/heads on managing special education programs in terms of planning, implementing and assessing program efficiency and effectiveness. The training shall include topics on networking, resource generation and mobilization and stakeholder analysis.
3. The participants shall be the school heads/principals of secondary schools offering or shall be offering Special Education programs.
4. A registration fee of Five Thousand Pesos (PhP5,000.00) shall be charged each participant to cover the cost for board and lodging, training kit and extra duty allowance of the BSE staff. Registration fee shall be payable in cash. Traveling expenses of the participants shall be charged against local funds. The board and lodging of training staff and resource persons, honoraria of resource persons, and other incidental expenses pertaining to the training workshop shall be charged against BSE project funds, subject to the usual accounting and auditing rules and regulations.
5. For confirmation of attendance and further information, please contact Ms. Ma. Elsie C. Esmer, BSE-SDD, DepED Central Office, Meralco Avenue, Pasig City at tel. no. (02) 632-75-86 on or before July 20, 2007.
6. Immediate dissemination of this Memorandum is desired.

  
**VILMA L. LABRADOR**  
Undersecretary

Reference: None  
Allotment: 1- -(D.O. 50-97)

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

PROGRAMS  
SECONDARY EDUCATION

SPECIAL EDUCATION  
WORKSHOPS