



MAR 12 2008

DepED MEMORANDUM
No. 124, s. 2008

WORKING WITH CHANGE: AN ENHANCEMENT PROGRAM
FOR NON-TEACHING PERSONNEL

To: Undersecretaries
Assistant Secretaries
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) will conduct a four-day program with the theme "Working With Change: An Enhancement Program for Non-Teaching Personnel". This will serve as a relevant reorientation program for government employees, specifically, this Department.
2. The program aims to achieve the following objectives:
 - a. deepen the participants' working knowledge and commitment to government service;
 - b. promote office productivity through a stress-free environment;
 - c. strengthen the intra and interpersonal relationship between and among personnel/employees;
 - d. provide the participants with situation that will strengthen their sense of values; and
 - e. develop one's self-confidence in performing his/her functions effectively.
3. Participants to the program are non-teaching personnel of the Department, which include secretaries, clerks, administrative assistants, and other technical staff who perform secretariat, coordinating and administrative functions. Please refer to the table for the number of participants per region to ensure that all divisions are represented. Please submit the names of participants to Ms. Ma. Elena B. Deacosta/Ms. Mercelita Maranan of the SDD-HRDS. For further inquiries, please contact telefax nos. (02) 633-7237/638-8638.

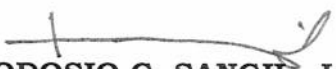
4. Stated below are the dates, venues and number of participants:

Region	Date	Venue	No. of Pax
CO, I, II, and V	August 18-21, 2008	Pagsanjan, Laguna	30 participants per region
III, IV-A, and IV-B	September 15-18, 2008	Palawan	30 participants per region
VI, VII, and VIII	October 13-16, 2008	Tacloban City	30 participants per region
X, XI, and CARAGA	November 11-14, 2008	Davao City	30 participants per region
IX, XII, and NCR	December 2-5, 2008	Zamboanga	30 participants per region

5. Participants are expected to be in the venue of Day 0 (a day before the training proper) at 5:00 pm. First meal will be dinner of day 0. Check out will be in the morning, a day after the training proper.

6. Transportation and per diem (before and after the training) and other allowable expenses of participants are chargeable against the funds of the office concerned or local funds. Board and lodging of participants and staff as well as transportation, per diem (before and after the training), extra duty allowance of the training 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.

7. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, Jr.
Undersecretary
Officer-in-Charge

Reference: None

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

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

EMPLOYEES
PROGRAMS
WORKSHOPS

Maricar/DM_Working with Change
12-27-07/02-23-08