



MAR 14 2008

DepED MEMORANDUM
No. 129, s. 2008

BASIC ADMINISTRATIVE SERVICE IMPROVEMENT COURSE I (BASIC)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. After the initial draft produced in 2007, the development of Basic Administrative Service Improvement Course I (BASIC) modules, the Staff Development Division, HRDS will undertake the following phases:

- Phase I - Pilot Testing of BASIC Manual
- Phase II - Finalization of BASIC Training Manual (based on Phase I)
- Phase III - Implementation of BASIC Course I


2. The objectives of the BASIC Pilot Testing are to:

- a. obtain meaningful/relevant feedback needed to enrich/improve the modules accordingly;
- b. assess the flexibility/suitability of the session guides based on the level of the target participants; and
- c. generate concrete solutions for the modification/revision of the session guides during the Finalization Phase.

The BASIC Course I aims to:

- a. enhance the SELF, as it relates to internal and external clients, linking personal vision to organizational goals; projecting the DepED image, emotional intelligence; coping with stress; building the team; communication process and job motivation;
- b. orient participants on their respective offices' mandates and functions including the processes and the outputs;
- c. present the strategic directions of the Department and current organizational processes such as performance evaluation and

- OPES, resource management and utilization. There will also be a forum for discussing office concerns and issues;
- d. provide working knowledge on two government thrusts: Gender and Development and Public Accountability and Graft Prevention.
3. Please refer to the enclosure for the schedule, venue, level and number of participants involved per region in each phase. The regional office shall determine the composition of the regional delegation to ensure that most divisions are represented.
 4. It is requested that the names of participants be submitted to Ms. Ma. Elena B. Deacosta/Ms. Mercelita Maranan of the SDD-HRDS at least two (2) weeks before the scheduled activity. For further inquiries, please contact telefax nos. (02) 633-7237 or (02) 638-8638.
 5. Participants are expected to be at the venue in the afternoon of Day 0 (a day before the training proper) for registration and orientation of the program. 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 persons and other incidental expenses of the training are chargeable against Training and Development Funds, subject to the usual accounting and auditing rules and regulations.
 8. Immediate dissemination of this Memorandum is desired.


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

Encl.:

As stated

Reference:

None

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

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

EMPLOYEES
OFFICIALS
TRAINING PROGRAMS

PHASE I – FIELD TESTING OF BASIC I

REGIONS	DATE	VENUE	LEVEL AND NO. OF PARTICIPANTS
I, II, III, CAR, IV-A, IV-B, V, VI, VII, VIII, NCR, CO	April 7-11, 2008	ECOTECH, Cebu City	Executive Assistants, Secretaries, Clerks and other technical and administrative staff 10 participants per region
IX, X, XI, XII, CARAGA, ARMM	April 21-25, 2008	Davao City	Chiefs & Assistant Chiefs (Planning Div., Budget Div., Information and Technical Div., FMS, HRDS, Administrative div.) 20 participants per region

PHASE II – FINALIZATION OF BASIC I SESSION GUIDES

DATE	VENUE	NO. OF WRITERS/ CRITIQUE/EDITORS
April 28-May 2, 2008	Tagaytay City	30

PHASE III – IMPLEMENTATION OF THE PROGRAM (TRAINING PROPER)

REGIONS	DATE	VENUE	LEVEL AND NO. OF PARTICIPANTS
I, II III, CAR, IV-A, IV-B, V, VI, VIII, NCR, CO	June 16-20, 2008	Tagaytay City	Chiefs & Assistant Chiefs (Planning Div., Budget Div., Information and Technical Div., FMS, HRDS, Administrative div.) 10 participants per region
VII, IX, X, XI, XII, CARAGA, ARMM	July 14-18, 2008	Zamboanga City	Chiefs & Assistant Chiefs (Planning Div., Budget Div., Information and Technical Div., FMS, HRDS, Administrative div.) 15 participants per region
I, II, III, CAR, IV-A, IV-B	July 28-August 1, 2008	Pagsanjan, Laguna	Executive Assistants, Secretaries, Clerks and other technical and administrative staff 20 participants per region
NCR, V, VI, VII, VIII, CO	August 11-15, 2008	ECOTECH, Cebu City	Executive Assistants, Secretaries, Clerks and other technical and administrative staff 20 participants per region
IX, X, XI, XII, CARAGA, ARMM	August 25-29, 2008	Davao City	Executive Assistants, Secretaries, Clerks and other technical and administrative staff 20 participants per region