



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Avenue, Pasig City



DepED MEMORANDUM
No. 271, s. 2008

MAY 22 2008

CORRIGENDUM TO DEPED MEMORANDUM NO. 122, S. 2008
RE: CLUSTER ORIENTATION AND WORKSHOP ON THE DEPED
GENERAL SERVICES MANUAL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public and Private Elementary and Secondary Schools

1. The Administrative Service of DepED Central Office through the General Services Division (GSD) will conduct a five (5) Cluster Orientation and Workshop on the General Services Manual.
2. The aforementioned Manual will be presented to the DepED Field Officials and Employees for validation and improvement based on the comments and suggestions that will be gathered during the workshop, by cluster.

The following clusters/venues/dates are as follows:

Cluster I-A (I, II, III, CAR)	June 9-11, 2008	Teachers Camp, Baguio City
Cluster I-B (IV-A/B, V, NCR)	June 18-20, 2008	Development Academy of the Philippines (DAP), Tagaytay City
Cluster II (VI, VII, VIII)	June 26-28, 2008	ECOTECH, Lahug, Cebu City
Cluster III-A (X, XI, CARAGA)	July 6-8, 2008	Davao City
Cluster III-B (IX, XII, ARMM)	July 10-12, 2008	RELC, Zamboanga City


3. The participants in this orientation are the Superintendents, Assistant Superintendents, Chief Administrative Officers, Physical Facilities Coordinators, Supply Officers, Records Officers, School Heads, Radio Operators, Nurses/Dentists or their duly authorized representatives.
4. Attendance to this activity is on official business. A registration fee of Four Thousand Two Hundred Pesos (PhP4,200.00) will be charged each participant to cover expenses on kits, materials, supplies, food and accommodation and honoraria/extra duty allowance. Dinner will be served to those who will register in the afternoon of Day 0, the day before the 1st day of the actual orientation.

5. The members of the Working Committees and Secretariat shall be considered participants and shall pay the registration fee. They are authorized to travel one day before the opening of the orientation.

6. Travel expenses, per diem and other contingent expenses are authorized, chargeable against local funds, subject to the usual accounting and auditing rules and regulations.

7. For details and reservation, please send the enclosed confirmation of attendance form to the Secretariat at telefax no. (02) 633-7236 or call (02) 633-7223.

8. Immediate and wide dissemination of this Memorandum to all concerned is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary

Encl.:

As stated

Reference:

DepED Memorandum: (No. 122, s. 2008)

Allotment: 1—(D.O. 50-97)

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

CHANGE
COMMITTEES
SERVICE
RULES & REGULATIONS

Republic of the Philippines
Department of Education
Administrative Service
GENERAL SERVICES DIVISION
DepED Complex, Meralco Ave.
Pasig City

CONFIRMATION AND RESERVATION FORM

Fax message to: GSD Secretariat: Fax No. 633-7236
Administrative Service, DepED Complex, Pasig City

This is to confirm the attendance of the following Officers to the _____ *Cluster of the*
GENERAL SUPPORT SERVICES MANUAL ORIENTATION.

NAME/S	DESIGNATION	REGION/DIVISION

Approved by:

Printed Name and Signature of Head of Office

Designation_____

Office Address_____

Fax/Telephone Number_____