



AUG 06 2008

DepED MEMORANDUM
No. **368**, s. 2008

EDUCATION, TRAINING AND INFORMATION PROGRAM FOR COOPERATIVES

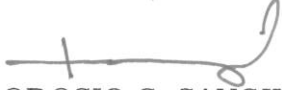
To: Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. The Philippine Federation of Teachers and Employees' Cooperatives (PFTEC), an umbrella organization of duly registered teachers' cooperatives and in cognizance of its complementary role in strengthening the registered teachers and employees' cooperatives in DepED, announces the schedule of its annual education, training and information program.
2. The program is intended to provide the needed cooperative education, training and information to elected cooperative leaders and officers, cooperative managers and staff. Its general purpose is to prepare the registered teachers' cooperatives to adhere to the Manual of Rules and Regulations (MORR) through mentoring, supervision and regulations provided by cooperative federations, such as PFTEC. Specific training courses are designed to professionalize elected officers that will empower the teachers' cooperatives as an emerging sector in the fight to improve the quality of life through cooperativism.
3. Enclosed are the annual education, training and information program, schedule of activities and enrollment form.
4. Participants to the PFTEC training programs are cooperative officials, managers and staff. School officials are enjoined to allow the officers of duly registered teachers' cooperatives to participate in the training programs, **on official time only**, pursuant to Chapter III, Article 28 of RA 6938.
5. The cost of registration fees, travel and other related expenses in attending the training programs shall be chargeable against the allocation for the "Due to Cooperative Education and Training Fund (CETF) - Local" of the respective registered teachers' cooperative. Expenses relative to participation in the PFTEC training programs shall not be chargeable against the funds of the Department of Education.
6. Interested participants can register on-line at pftec96@yahoo.com.ph. Training fees may be paid directly at the PFTEC Office at Rooms 307-308, Educators' Community Center Bldg. (formerly Dorm E), DepED Complex,

Meralco Avenue, Pasig City or through-on-line deposit at PFTEC-UTM account, CA#3342-1003-32, LBP DECS Extension Office Branch, Meralco Avenue, Pasig City. Only confirmed and paid participants are considered enrolled. Please send the validated duplicate copy of the deposit slip together with the enrollment form to the PFTEC Office at tel. no. (02) 635-3198.

7. For more details, please call Ms. Florence Monton, PFTEC Registration Committee, at cellphone no. 0915-8108-076 or the PFTEC designated officers/coordinators indicated in the enclosed training calendar.

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


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

Encls.:

As stated

Reference:

None

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

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

COOPERATIVES
SCHOOLS
TRAINING PROGRAMS

PFTEC EDUCATION, TRAINING, & INFORMATION PROGRAM SEPTEMBER 2008 – MARCH 2009

Education & Training Courses	Dates/Venue	To be Participated by Coops From	Registration Fees	Training Coordinator/ Contact Persons
<p>1. Professional Competency Program for Directors(PCPD) & a. PCPD Module 1: ASSESSMENT OF DIRECTORS' COMPETENCY IN CARRYING OUT RESPONSIBILITIES</p> <p>(Note: Arrival 1:30 p.m.)</p>	September 19-20, 2008 Days Hotel, Batangas City (Tentative venue)	Region 4-a, R4-b, Region 5; and NCR	P2,000/head; one full board, and handouts	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	October 10-11, 2008 Teachers Camp, Baguio City	Regions 1, 2, 3, CAR Coops	P2,000/head; one full board, and handouts	Florencio Cordero CP#: 09163472725 Fernando B. Eleponga CP#:
	October 17-18, 2008 Cebu Business Hotel, Cebu City	Regions 6, 7, 8 Coops	P2,000/head; one full board, and handouts	Reynold Montebon CP#: 09102399938
	October 24-25, 2009 RELC, Davao City	Regions 9, 10, 11, 12, CARAGA, ARMM	P2,000/head; one full board, and handouts	Leandro Lucero CP#: 09054224292
<p>2. Professional Competency Program for Directors (PCPD) b. PCPD MODULE 2 – FINANCIAL MANAGEMENT TOOLS c. PCPD MODULE 3 – STRATEGIC DIRECTION SETTING & DECISION-MAKING</p> <p>(Note: Arrival 1:30 p.m.)</p>	February 13 - 14, 2009 Baguio Benguet Community Credit Cooperative, Cooperative Road, Baguio City	Regions CAR, 1, 2, & 3	P2,000/head; one full board, and handouts	Florencio Cordero CP#: 09163472725 Fernando B. Eleponga CP#:
	February 20 - 21, 2009 Hotel Elena Davao City	Regions 9, 10, 11, 12, CARAGA, ARMM	P2,000/head; one full board, and handouts	Leandro Lucero CP#: 09054224292 Pedro Despi CP# 09193236962
	November 27 - 28, 2008 Coco Grand Hotel Dumaguete City	Regions 6, 7, 8 Coops	P2,000/head; one full board, and handouts	Reynold Montebon CP#: 09102399938 Antonio Ranit CP#09183355149
	December 5 - 6, 2008; Edsa Horizon Hotel, Corner Boni Ave, Edsa, Mandaluyong	National Capital Region, Regions 3, 4	P2,000/head; one full board, and handouts	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615

Note: Venue is subject to final confirmation

3. Professional Competency Program for Directors (PCPD) d. PCPD - MODULE 4: Changing Leadership Competencies e. PCPD MODULE 5: Cooperative Ethics (Note: Arrival 1:30 p.m.)	January 9 - 10, 2009 Bohol PSTEMPC Bldg, Tagbilaran City	Regions 6, 7, 8 Coops	P2,000/head; full board, handouts	one and	Reynold Montebon CP#: 09102399938 Antonio Ranit CP#09183355149
	January 23 - 24, 2009 Top Plaza Hotel Dipolog City	Regions 9, 10, 11, 12 Coops	P2,000/head; full board, handouts	one and	Leandro Lucero CP#: 09054224292 Pedro Despi CP# 09193236962
	January 30 - 31 2009; RELC, Iloilo City	Regions 6, 7, 8	P2,000/head; full board, handouts	one and	Reynold Montebon CP#: 09102399938 Antonio Ranit CP#09183355149
	February 27 - 28, 2009 Naga City (exact venue to be announced)	Regions NCR, 3, 4, 5	P2,000/head; full board, handouts	one and	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
4. Effective Credit & Collection Administration (Note: Arrival 1:30 p.m.)	September 26 - 27, 2008 Mandaya Royal Hotel, Davao City	Regions 9, 10, 11, 12, CARAGA	P2,000/head; full board, handouts	one and	Leandro Lucero CP#: 09054224292 Pedro Despi CP# 09193236962
5. Accounting for Non-Accountants (Note: Arrival 1:30 p.m.)	October 3 - 4, 2008 Montevista Resort, Calamba, Laguna	National Capital Region, Regions 3, 4	P2,000/head; full board, handouts	one and	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
6. Basic Auditing (Note: Arrival 1:30 p.m.)	September 19 - 20, 2008, RELC, Tacloban City	Regions 6, 7, 8	P2,000/head; full board, handouts	one and	Reynold Montebon CP#: 09102399938 Antonio Ranit CP#09183355149
7. Coop Internal Control System	January 24-25, 2009 Butuan City (exact venue to be announced)	Regions 9, 10, 11, 12, CARAGA	P2,000/head; full board, handouts	one and	Leandro Lucero CP#: 09054224292 Pedro Despi CP# 09193236962

Note: Venue is subject to final confirmation

Training & Information Calendar	Dates/Venue	To be Participated by Coops From	Registration Fees	Training Coordinator/ Contact Persons
Seminar on DepED Order # 8: Revised Guidelines on the Management of School Canteens	September 19, 2008 Bulwagan, DepEd Central Office, Pasig City (8:30 a.m. – 4:00 p.m.)	National Capital Region & Region 3	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
Compliance on the Implementation of CDA's Manual of Rules & Regulations	September 20, 2008, Bulwagan, DepEd Central Office, Pasig City (8:30 a.m. – 4:00 p.m.)	National Capital Region & Region 3	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
Seminar on DepED Order # 8: Revised Guidelines on the Management of School Canteens	November 7, 2008 Bulwagan, DepEd Central Office, Pasig City (8:30 a.m. – 4:00 p.m.)	Regions CAR & 1	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
Compliance on the Implementation of CDA's Manual of Rules & Regulations	November 8, 2008 Bulwagan, DepEd Central Office, Pasig City (8:30 a.m. – 4:00 p.m.)	Regions CAR & 1	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
Ownership Meeting	December 13, 2008 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Regions 4, NCR	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	November 29, 2008 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex,	Regions 1, 2, 3	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615

Note: Venue is subject to final confirmation

	Meralco Avenue, Pasig City			
Investment Forum	January 9, 2009 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Regions 4, NCR	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	January 17, 2009 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Regions 1, 2, 3	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
Dovetail Project	October 23, 2008; PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	National Capital Region	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	September 27, 2008 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Regions 3 & 4	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	October 4, 2008 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Regions 1 & 2	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615
	October 25, 2008 PFTEC Conference Room, Rm 308, DORM-E, DepED Complex, Meralco Avenue, Pasig City	Region 5	P800.00/head to cover cost of meals and materials	Florencio Cordero CP#: 09163472725 Avelina Alea CP# : 09272284615

Note: Venue is subject to final confirmation



Philippine Federation of Teachers & Employees Cooperatives

PFTEC Training Enrollment Form

Education & Training Courses:

<input type="checkbox"/>	Professional Competency Program for Directors: <u>PCPD Module 1</u> : Assessment of Directors' Competency in Carrying out Responsibilities	<input type="checkbox"/>	Coop Internal Control System
<input type="checkbox"/>	Professional Competency Program for Directors: <u>PCPD Module 2</u> : Financial Management Tools and <u>PCPD Module 3</u> : Strategic Direction Setting & Decision Making	<input type="checkbox"/>	Seminar on DepED#8: Revised Guidelines on the Management of School Canteens
<input type="checkbox"/>	Professional Competency Program for Directors: <u>PCPD Module 4</u> : Leadership Competencies and <u>PCPD Module 5</u> : Cooperative Ethics	<input type="checkbox"/>	Compliance on the Implementation of CDA's Manual of Rules & Regulations
<input type="checkbox"/>	Effective Credit and Collection Administration	<input type="checkbox"/>	Ownership Meetings
<input type="checkbox"/>	Accounting for Non-Accountants	<input type="checkbox"/>	Investment Forum
<input type="checkbox"/>	Basic Auditing	<input type="checkbox"/>	Dovetail Project

NAME OF COOPERATIVE: _____

ADDRESS: _____

CONTACT PERSON: _____ CONTACT No.: _____

LIST OF PARTICIPANTS:

No. OF PAX	NAME	NICKNAME	POSITION IN COOP	POSITION IN DepED
1				
2				
3				

PLEASE SELECT AND FILL UP THE MONTHS AND DATES OF YOUR CHOICE:

MONTH	
<input type="checkbox"/>	September 2008
<input type="checkbox"/>	October 2008
<input type="checkbox"/>	November 2008
<input type="checkbox"/>	December 2008
<input type="checkbox"/>	January 2009
<input type="checkbox"/>	February 2009

DATE

APPROVED BY: _____ POSITION: _____ DATE: _____