



REPUBLIKA NG PILIPINAS
 Republic of the Philippines
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
 DepEd Complex, Meralco Ave. Pasig City



Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

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JAN 28 2010

DepED MEMORANDUM
 No. **35** s. 2010

**EDUCATION, TRAINING AND INFORMATION PROGRAM
 FOR COOPERATIVES**

To : Undersecretaries
 Assistant Secretaries
 Bureau Directors
 Regional Directors
 Schools Division Superintendents
 Elementary/Secondary School Administrators
 Duly Registered Teachers' Cooperatives

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 education, training and information program for January and February 2010.
2. The program is in support to the thrust to strengthen cooperatives in the Department of Education by professionalizing their operations. The education, training and information program is geared to provide orientation on the organization and management of cooperatives at the division level and skills development, professionalization and good governance.
3. Participants to the PFTEC training programs are cooperative officials, managers and staff and members as indicated in the enclosed training calendar and training design. School officials are enjoined to allow the officers and members of duly registered teachers' cooperatives to participate in the training programs, on official time only, pursuant to Chapter III, Article 28 of RA 6938.
4. The cost of registration fees, travel and other related expenses of cooperative officials and members 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.

5. All expenses incurred including registration fees to 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. Training fees may be deposited on-line at PFTEC SA No. 153-0079940. Banco de Oro, Capitol Branch, Pasig City or directly at the PFTEC office at Rooms 307-308, Dorm E Bldg., DepED Complex, Meralco Avenue, Pasig City.
7. Immediate dissemination of this Memorandum to all concerned is desired.



JESUS G. GALVAN

Assistant Secretary

OIC Undersecretary for Finance and Administration

Encl.:

As stated

Reference:

DepED Memorandum: No. 369, s. 2008

Allotment: 1—(D.O. 50-97)

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

COOPERATIVES
TRAINING PROGRAM

PFTEC COOPERATIVE EDUCATION, TRAINING & INFORMATION

COURSE TITLE	BRIEF DESCRIPTION	WHO SHOULD ATTEND	DATE/VENUE/REGISTRATION FEE
Basic Financial Management for Non-Finance/Non-Accountants	Standard bookkeeping and accounting system for non-accountants, the use of standard chart of accounts for coops as prescribed by the Cooperative Development Authority; reading and understanding financial reports	Treasurer, Bookkeepers, Managers in NCR, Region CAR, I,	January 8-9, 2010 Crisanta's Place Agunaldo Highway, Tagaytay City Fee: P2,200 includes board and lodging, materials, and certificate
Strategic Planning	Basic strategic direction setting for coops, unity and solidarity of coops through the federation system	Board of Directors, Managers from Regions III, IV(a & b), V, NCR	January 22-23, 2010 (live-in session) Montevista Hotspring & Conference Resort Pansol, Calamba, Laguna Fee: P3,000 includes board and lodging, materials, certificate, and swimming facilities in the resort
Cooperative Forum in Strengthening Coops at DepED Division-Wide	Cooperative Best Practices, Cooperative Values & Principles	DepED Schools Division Superintendents, Administrators In Laguna, Cavite, Batangas, Occidental Mindoro, Oriental Mindoro, Romblon, Marinduque	February 3- 4, 2010 Montevista Hotspring & Conference Center Pansol, Calamba, Laguna Fee: P3,00.00 includes board & lodgings, Video Material in CD/DVD form, certificates, and swimming facilities in the resort
		DepED Schools Division Superintendents, Administrators in NCR, Region CAR, I,	January 11-12, 2010 Crisanta's Place Agunaldo Highway, Tagaytay City Fee: P2,200 includes board and lodging, materials, and certificate

<p>Modular Training on Coop Ethics & Governance</p>	<p>All coops, regardless of type, are expected to comply with these basic standards of transparency, auditing and financial reporting. Credit unions should comply with the International Credit Union Safety and Soundness Principles and their national legal and regulatory frameworks.</p>	<p>Cooperative Board of Directors, Audit Committee in NCR From Regions IV, V</p>	<p>February 18-19, 2010 (live-in session) GEMS Hotel & Conference Center, Antipolo City;</p> <p>Fee: P2500 includes board and lodging, materials in CD's, certificates, and swimming facilities in the resort</p>
		<p>Cooperative Board of Directors, Audit Committee in Regions I, II, III</p>	<p>February 26-27, 2010 (live-in session) FVR Center, Upper Session Road, Baguio City</p> <p>Fee: P2,500 includes one full board and lodging, materials in CD's, certificates, and tour</p>
<p>Coop Manager's Development Program</p>	<p>Professionalize cooperative managers in cooperative in accordance with best cooperative operations practices</p>	<p>Managers, Senior staff in coops NCR, Region III, Region IV, V</p>	<p>February 5-6, 2010 (live-in session) Montevista Hotspring & Conference Center Pansol, Calamba, Laguna</p> <p>Fee: P3,000 includes board and lodging, materials in CD's, certificates and swimming facilities in the resort</p>

Basic Financial Management for Non-Finance/Non-Accountants

January 8-9, 2010

Crisanta's Place

Agunaldo Highway, Tagaytay City

TENTATIVE SCHEDULE OF ACTIVITIES

BASIC FINANCIAL MANAGEMENT FOR NON- FINANCE/NON-ACCOUNTANTS	Day 1	Day 2
Time		
7:00 a.m.		Breakfast
7:45 a.m.		Management Team Report
8:00 a.m.		Reporting
9:00 a.m.		Reading & Understanding Financial Report
10:00 a.m.		Break
10:30 a.m.		Financial Analysis using PESOS financial performance standards
12:00 noon		Lunch
1:00 p.m.	Arrival, registration of participants	Action Commitment
2:00 p.m.	Opening, Briefing Needs & Expectations	Evaluation/Closing/Departure
3:00 p.m.	Break	
3:30 p.m.	Basic Concepts on the Nature & Business of Cooperatives	
4:30 p.m.	Basic Concepts on Accounting & Bookkeeping	
6:00 p.m.	Standard Chart of Accounts for Coops	
7:00 p.m.	Dinner	
8:00 p.m.	Hands-on Practice set in preparation of financial report	

STRATEGIC PLANNING**January 22-23, 2010****(live-in session)****Montevista Hotspring & Conference Resort****Pansol, Calamba, Laguna****TENTATIVE SCHEDULE OF ACTIVITIES**

STRATEGIC PLANNING	Day 1	Day 2
Time		
7:00 a.m.		Breakfast
7:45 a.m.		Management Team Report
8:00 a.m.		Reporting
9:00 a.m.		Identification of Gaps of Coops in DepED & PFTEC
10:00 a.m.		Break
10:30 a.m.		Strategic Direction Setting of Coops in DepED & PFTEC
12:00 noon		Lunch
1:00 p.m.	Arrival, registration of participants	Action Commitment
2:00 p.m.	Opening, Briefing Needs & Expectations	Evaluation/Closing/Departure
3:00 p.m.	Break	
3:30 p.m.	Strategic Framework & Process	
5:00 p.m.	External Environment Analysis (Identification of Opportunities & Threats)	
6:30 p.m.	Internal Environment Analysis (Identification of Strengths and Weaknesses of Cooperatives in the Department of Education)	
7:30 p.m.	Dinner	

COOPERATIVE FORUM IN STRENGTHENING COOPS AT DEPED DIVISION-WIDE

1) February 3-4, 2010

**Montevista Hotspring & Conference Center
Pansol, Calamba, Laguna**

2) January 11-12, 2010

**Crisanta's Place
Agunaldo Highway, Tagaytay City**

TENTATIVE SCHEDULE OF ACTIVITIES

COOPERATIVE FORUM IN STRENGTHENING COOPS AT DEPED DIVISION-WIDE	Day 1	Day 2
Time		
7:00 a.m.	Arrival, registration of participants	Breakfast
8:00 a.m.	Opening, Briefing & Expectations	Management Team Report
9:00 a.m.	State of the Teachers' Cooperatives in DepED	Reporting
10:00 a.m.	Break	Identification of Gaps of Coops in DepED & PFTEC
10:30 a.m.	International Cooperative Identity Statements, Values, & Principles	Break
12:00 noon	Lunch	Lunch
1:00 p.m.	Best Practices of Cooperatives	Strategic Direction Setting of Coops in DepED & PFTEC
2:00 p.m.	Workshop: Strategies to Strengthen Cooperatives in the Department of Education Division-Wide	Action Commitment Evaluation/Closing/Departure
3:00 p.m.	Break	
3:30 p.m.	Plenary	
4:00 p.m.	Open Forum	
4:30 p.m.		
7:00 p.m.	Dinner	

COOP MANAGER'S DEVELOPMENT PROGRAM**February 5-6, 2010 (live-in session)****Montevista Hotspring & Conference Center****Pansol, Calamba, Laguna****TENTATIVE SCHEDULE OF ACTIVITIES**

COOP MANAGER'S DEVELOPMENT PROGRAM	February 5, 2010	February 6, 2010
Time		
7:00 a.m.		Breakfast
7:45 a.m.		Management Team Report
8:00 a.m.		Safety & Soundness Principles Guide to Effective Management
9:00 a.m.		Challenges Faced by Managers in the Cooperative & Strategic Direction to Address the Challenges in Managing Coops
10:00 a.m.		Break
10:30 a.m.		Development Program for Coop Managers
12:00 noon		Lunch
1:00 p.m.	Arrival, registration of participants	Action Commitment
2:00 p.m.	Opening, Briefing Needs & Expectations	Evaluation/Closing/Departure
3:00 p.m.	Break	
3:30 p.m.	Review Cooperative Values & Principles in Relation to Coop Management	
5:00 p.m.	Management Review (Roles & Functions)	
6:30 p.m.	Management Review (Roles & Functions)	
7:30 p.m.	Dinner	

Modular Training on Coop Ethics & Governance
February 18-19, 2010 (live-in session)
GEMS Hotel & Conference Center, Antipolo City;

TENTATIVE SCHEDULE OF ACTIVITIES

MODULAR TRAINING ON COOP ETHICS & GOVERNANCE	Day 1	Day 2
Time		
7:00 a.m.		Breakfast
7:45 a.m.		Management Team Report
8:00 a.m.		Reporting
9:00 a.m.		Individual Governance Principles
10:00 a.m.		Break
10:30 a.m.		Strategic Direction to Comply with Coop Ethics & Governance
12:00 noon		Lunch
1:00 p.m.	Arrival, registration of participants	Action Commitment
2:00 p.m.	Opening, Briefing Needs & Expectations	Evaluation/Closing/Departure
3:00 p.m.	Break	
3:30 p.m.	Review Cooperative Values & Principles in Relation to Coop Ethics, Governance	
5:00 p.m.	External Governance Principles	
6:30 p.m.	Internal Governance Principles)	
7:30 p.m.	Dinner	