



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
Meralco Avenue, Pasig City



Office of the Undersecretary

FEB 26 2010

DepEd Memorandum  
No. **76**, s. 2010

TO : Undersecretaries and Assistant Secretaries  
Directors of Bureaus, Regions, Centers and Services  
Schools Division Superintendents  
Heads of Public and Private Secondary Schools  
Others Concerned

**SEMINAR-WORKSHOP FOR SCHOOL REGISTRARS,  
RECORDS OFFICERS AND BOOKKEEPERS, PART 2**

1. By virtue of popular demand, the National Association of Secondary Schools of the Philippines (NASSPHIL) and the Private Secondary School Administrators Association of the Philippines (PRISSAAP), in coordination with the Financial Management Service and the Office of Planning Service of DepEd Central Office, are holding Part 2 of the subject Seminar-Workshop on March 15-17, 2010, at the Emiramona Garden Hotel, Olivares, Tagaytay City.
2. The Seminar-Workshop aims to enable the participants to: a) understand the uses of data captured in DepEd's Basic Education Information System, and in the process, promote prompt submission of accurate school data; b) be apprised of principles and procedures for effective management of school records, including financial documents; and c) explore the possibilities and strategies for computerizing the grading system and providing the digital report card and Form 18-A.
3. Participants to this Seminar-Workshop are officials and staff from the DepEd central, regional and schools division offices, public schools and private schools, especially those participating under DepEd's ESC and EVS Programs who have not attended the first Seminar-Workshop held last February 15-17, 2010 in Iloilo City.
4. A registration fee of Three Thousand Five Hundred Pesos (P3,500.00) shall be collected from each participant to cover board and lodging, handouts and other incidental expenses. First meal and morning snacks start on March 15 and ends at lunch on March 17. Registration and traveling expenses to/from venue shall be charged against local funds, subject to accounting and auditing regulations.
5. For confirmation, please contact Dr. Exequiel F. Guanzon, President, NASSPHIL at CP 0917-806-4103, or the FMS-Accounting Division at telephone number (02) 631-7673, c/o Tess Guledew.
6. Immediate and wide dissemination of this Memorandum is desired.

**JESUS G. GALVAN**  
Assistant Secretary and  
OIC-Undersecretary for Finance & Administration

Reference:

DepEd Memorandum: No. 59, s. 2010

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

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

OFFICIALS  
SEMINARS  
SOCIETY or ASSOCIATIONS  
WORKSHOPS