



MAR 11 2010

DepEd MEMORANDUM
No. **113**, s. 2010

TRAINING OF TRAINORS (TOT) ON BASIC ADMINISTRATIVE SERVICE
IMPROVEMENT COURSE I (BASIC I)

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

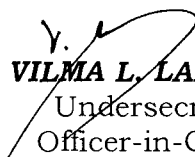
1. The Department of Education (DepEd) through the Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a **5-day Training of Trainors (TOT) on Basic Administrative Service Improvement Course I (BASIC I)** by cluster on the following dates and venues:

Regions	Dates	Venues/Number of Participants
I, II, III, IV-A, IV-B and CAR	July 12-16, 2010	<u>Pagsanjan, Laguna</u> One (1) each regional HRMO/AO, Planning Officer, Budget Officer, Information Officer, GAD Trainer/Coordinator One (1) Division Trainer
V, VI, VII, VIII and NCR	July 26-30, 2010	<u>Tacloban City</u> One (1) each regional HRMO/AO, Planning Officer, Budget Officer, Information Officer, GAD Trainer/Coordinator One (1) Division Trainer
IX, X, XI, XII, CARAGA and CO	August 9-13, 2010	<u>Davao City</u> One (1) each regional HRMO/AO, Planning Officer, Budget Officer, Information Officer, GAD Trainer/Coordinator One (1) Division Trainer Fifteen (15) potential Trainors from the Central Office

2. The training program aims to:
- enhance the SELF, as it relates to internal and external clients, linking personal vision to organizational goals, projecting the Department's image, emotional intelligence, coping with stress, building the team, communication process and job motivation;
 - orient participants/trainors on the respective office's mandates and functions including the processes and outputs;



- c. present the strategic directions of the Department and current organizational processes such as performance evaluation, resource management and utilization;
 - d. provide working knowledge on two government thrusts: Gender and Development and Public Accountability and Graft and Corruption; and
 - e. decentralize the training program to the regional level.
3. The participants to this activity are HRMOs/AOs, Planning Officers, Budget Officers, Information Officers and Trainor of the region and one (1) potential trainor of each division.
4. Division/School-level orientation shall be monitored by designated Central Office representatives using a process observation/monitoring instrument. Reports on the orientation are to be submitted to the Office of the Assistant Secretary for Programs and Projects. Schedules and venues and training mechanisms will be finalized in the re-entry plans during the trainors training. Guidelines on the allocation and utilization of funds for the school level orientation will follow as soon as consolidated plan on the school level orientation is completed.
5. All concerned are requested to submit the names of participants one (1) week before the training proper, addressed to Ms. Nerissa L. Losaria, Assistant Chief, Officer-in-Charge, SDD-HRDS, DepEd Central Office, Meralco Avenue, Pasig City. For further inquiries, please contact Ms. Ma. Elena B. Deacosta at telefax nos.: (02) 633-7237/638-8638.
6. Participants are expected to be at the venue at 5:00 p.m. on Day 0 (a day before the training proper). First meal will be dinner of Day 0.
7. 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, resource persons, facilitators and project staff as well as transportation, per diem (before and after the training), honoraria of resource persons, project staff and facilitators, contingency funds during the trainors training and division/school level orientation and other incidental expenses of the training are chargeable against Human Resource Training and Development (HRTD) Funds, subject to the usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.


VILMA L. LABRADOR
Undersecretary
Officer-in-Charge

Reference: N o n e
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
TRAINING PROGRAMS