

Republika ng Pilipinas  
(Republic of the Philippines)  
KAGAWARAN NG EDUKASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Maynila

August 5, 1977

DEPARTMENT ORDER  
No. 37, s. 1977

REQUIRING PARTICIPANTS IN SEMINARS, WORKSHOPS,  
CONVENTIONS, CONFERENCES TO SUBMIT REPORTS  
ON THEIR PARTICIPATION

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
Heads of State Colleges and Universities  
Schools Superintendents

1. Quoted hereunder is Memorandum Circular No. 987, dated June 10, 1977, of the Office of the President of the Philippines relative to the submission of a report by an official or employee authorized to attend a seminar, workshop, convention or conference:

"Government officials and employees are being authorized to attend conferences, seminars, conventions, workshops and the like on official time with payment of fees and transportation expenses and sometimes with per diems and other expenses, with the expectation that they would acquire additional knowledge and skills that will better prepare them for the performance of their official duties.

"Participants are therefore hereby exhorted to be conscientious and diligent; they should attend all scheduled sessions and lectures and read all the prescribed materials and official handouts.

"Any government official or employee who has been so authorized, at least on official time, is hereby required to submit within thirty (30) days after the termination thereof, a complete report to his agency.







head on his attendance or participation, which shall include a summary of the discussions taken up, briefs of the lectures, prescribed materials and official handouts. He shall include in the report his recommendations, if any, for the improvement of the service being rendered by his office resulting from what he learned from his participation. Two copies of the report shall be furnished the Office of the President.

"Failure to submit such a report within the prescribed period shall render the official or employee concerned ineligible to attend any other or similar gathering and liable to the refund of all the expenses incurred by his office for his attendance, including his salary during the period thereof."

2. Regional directors and schools superintendents are requested to bring this matter to the attention of all teachers and school officials in their respective jurisdiction. Strict compliance with the above-quoted Memorandum Circular is desired.

(SGD.) JUAN L. MANUEL  
Secretary of Education and Culture

Reference:

- N o n e

Allotment: 1-2-3-4--(.0. 1-76)

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

BUREAUS & OFFICES  
CONFERENCE  
CONVENTION  
EMPLOYEES  
REPORTS  
RULES & REGULATIONS



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