



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT SPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
DECS Complex, Morong Avenue
Pasig City, Philippines



Same-Same
as DECS

Tanggapan ng Kaibini
Office of the Secretary

January 25, 1999

DECS ORDER
No. 8, s. 1999

EXPENSES FOR SEMINARS AND TRAINING WORKSHOPS

To: Undersecretaries
Assistant Secretaries
Bureau/Regional Directors
Directors for Services/Conferences and Heads of Units
Schools/Division Superintendents
Heads of Public/Private Elementary and Secondary Schools

1. Beginning this summer (1999), the Department of Education, Culture and Sports (DECS) with the National Educators Academy of the Philippines (NEAP) as the implementing arm, will hold a series of training workshops for different levels of administrators and for teachers at different centers.
2. These are officially sponsored workshops and training sessions that DECS is paying for from its human resource development and training budget. For many of the workshops, Regional Directors will take care of the transportation and per diems of participants and the registration fee taken from the 5% of the regional budget allocated for training and development.
3. Hence, we need to conserve our scarce training resources for these official workshops intended to improve the quality of the training of our teachers, especially subject specialists, so that the quality of teaching and delivery in our classrooms will be improved.
4. Beginning this year, therefore, except for workshops to which we have committed DECS, we shall no longer pay for teachers wishing to attend workshops and training sessions and seminars that are not within our direct sponsorship. Teachers and administrators are free to attend such workshops but with no funding from DECS or the Regional Office.
5. Hence, while this office will continue to endorse the efforts of different agencies to help in our massive faculty development effort, you will not be authorized to use "local funds" for these activities. We should conserve our resources for the DECS-sponsored official workshops that we shall be conducting.
6. Please be guided accordingly.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Reference: None

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

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

EXPENSES
POLICY
RULES & REGULATIONS
SEMINARS
TRAINING PROGRAMS


Republic of the Philippines
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

**GUIDELINES IN THE IMPLEMENTATION
OF ALL DECS TRAINING PROGRAMS**

1. The Department of Education, Culture and Sports envisions quality education for the Filipino students of the 21st century through:
 - (1) teachers' professional competence;
 - (2) administrators' and supervisors' excellence in leadership, supervision and management;
 - (4) non-teaching staffs' competence in delivering prompt, accurate and courteous frontline services.
 - (3) organizational efficiency and effectiveness through teamwork, positive work ethics, networking and shared commitment;
2. The training and development programs shall be premised on improved equity, efficiency, quality and effectiveness of training considering scarce resources.
3. The following are specific guidelines for approving all DECS training and development programs:

The training and development programs shall manifest the following characteristics:

- A. directly address the assessed training needs of the region and training priorities of DECS. Examples of the priority trainings are as follows:
 - (1) Enhancement of teaching competencies in identified areas of priorities such as:
 - (a) ● Science, Mathematics, Physics and Chemistry
 - English / Reading (Critical Thinking Skills)
 - Evaluation of the outcomes of learning
 - Economics
 - Values Formation
 - Multi-grade teaching
 - Special Education
 - Research, Evaluation and Utilization
 - Work Education
 - (b) Computer Literacy and the use of computers in enhancing classroom instructions.

(2) Enhancement of administrators and supervisors' competence in

- instructional supervision
- managing change
- negotiations and conflict resolution
- running and supervising cooperatives
- personnel management and organizational effectiveness
- fiscal management; crisis management; legal procedures

(3) Enhancement of non-teaching staff competencies in ensuring the delivery of

- prompt, accurate and courteous frontline services
- teamwork

(4) Organizational efficiency and effectiveness through teamwork, positive work ethics, networking and shared commitments.

B. contribute ultimately to the support and benefit of the students and teachers in the learning process evaluated against indicated expectations (i.e. targets);

C. training proposals should indicate the following:

- participative planning in designing the training
- involvement of experts or subject specialists among resource speakers
- promotion of the concept of regular and specific trainings to ensure the continuity of development of all teachers/ personnel within given time frames and intervals
- proximity of training venues to participants to assure their full/complete attendance
- maintenance of a training and development profile for the region/division/school in the pursuit of an equitable, efficient and effective training of all personnel;
- monitoring and evaluation scheme

D. reflect awareness of the modernization direction of DECS and considers modernization priorities.

- E. relevant to pedagogical concerns in the classrooms and content-updating in specific subject areas;
 - F. consider school-initiated and school-managed programs;
 - G. can be accredited towards teachers' continuing professional education and renewal of teacher licensure; and
 - H. enhance the teachers and administrative competence relevant to the participant's career path.
4. To augment existing scarce resources, planned programs for training should consider as much as possible resource sharing with proximate relevant agencies, e.g. The Centers of Excellence in Teacher Trainings (TEIs), Private HRDs, other agencies with human and material training resources.
5. All regions will submit locally-initiated and rationalized training plans to the DECS National Educators Academy of the Philippines (NEAP) at the beginning of the year a one (1) year training program for review. The submission will include the following suggested information:
- Title of Training Program
 - Output Objectives
 - Content
 - Mode of Training Delivery (and BY WHOM?)
 - Number of Participants (WHO and HOW MANY?)
 - Venue
 - Cost
 - Source of Funding
 - Nature of Training (residential or non-residential)
6. Setting aside five percent (5%) of the MOOE budget of the region/division for HRD trainings to assure the planning of realistic, result-oriented and relevant training proposals under the following considerations:
- need to maximize the use of existing human and material resources
 - need to optimize the use of the budget allocated for training
 - need to train prioritized target groups
 - need to share resources

7. To avoid wastage of scarce resource for HRD activities sourced from MOOE fund, management expenses should not exceed 10% of the total budget of such trainings; amounts (ranges) of expenditures for other items in the training must be reasonable.
8. Starting 1999, no DECS training will be conducted without approval of the training committee of the region or the division especially when registration fees are collected.
9. Training programs can only be conducted by duly accredited training service providers either by PRC or DECS.
10. Participants to any training program should be limited to fifty (50) unless syndicate groupings are provided under identified capable facilitators.
11. Discretion should be made in sending participants to training programs conducted by providers who do not have track record.
12. As much as possible, non-traditional alternatives for training deliveries should be explored, such as distance learning, on the job training or mentoring, multimedia assisted trainings, the use of validated training modules, the School Learning Action Cells (SLAC), the District Learning Action Cells, etc.
