



APR 14 2011

DepEd MEMORANDUM
No. **96**, s. 2011

**TRAINING-WORKSHOP ON THE DEVELOPMENT OF BUSINESS PLAN AND
UTILIZATION OF INTERVENTION FUND FOR THE HEADS
OF 282 PUBLIC SECONDARY VOCATIONAL SCHOOLS**

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Heads/Administrators, Vocational Schools
All Others Concerned


1. One of the major resource components/strategies, which supports the implementation of the Strengthened Technical-Vocational Education Program (STVEP) in the 282 public secondary vocational schools nationwide is the provision of an intervention fund. This funding assistance facilitates the provisions for tools and equipment, construction or renovation of laboratory or working shops and for competency assessment subsidy for the Year IV graduating students. Given these interventions/strategies, it is assumed that learnings acquired in the classrooms can be fully demonstrated, for the use of facilities is adequately distributed among the students. It is also expected that with the provision of the competency assessment subsidy, they are given the opportunities to be assessed and certified which may serve as their vehicle for employment or a venue into entrepreneurship.

2. In order to have a clear guidance on the utilization of the intervention fund a **business plan** is required as primary basis for the downloading of such funding assistance to attain the school's goal. To facilitate its preparation, the Department of Education (DepEd) Tech-Voc Education Task Force (TVTF) shall conduct the **Training-Workshop on the Development of Business Plan and Utilization of Intervention Funds for the Heads of the 282 Public Secondary Vocational Schools (PSVS)** in two clusters as detailed below:

Cluster	Region	No. of Pax (at 1 participant per PSVS)	Date	Venue
1	Regions VI, VII, VIII, IX, X, XI, XII and Caraga	148	May 11-12, 2011	TICC, Tagaytay City
2	Regions I, II, III, IV-CALABARZON, IV-MIMAROPA, V, Cordillera Administrative Region (CAR) and National Capital Region (NCR)	134	May 31 - June 1, 2011	Banaue Hotel and Youth Hostel, Ifugao



3. The activity is specifically designed to:
 - a. guide the school heads in managing the intervention fund based on the existing needs (in terms of student enrolment, capacity/location of the school, teacher items etc.);
 - b. determine the status of STVEP implementation using the intervention funds;
 - c. identify other critical school requirements and priority areas;
 - d. produce a complete school's program profile that incorporates enrolment data, teacher items, status of facilities, among others, as basis for planning/budgeting; and
 - e. develop a business plan as basis for downloading the intervention fund.
4. The participants are advised to bring with them the following:
 - a. Updated school profile from 2008-2011 including enrolment data, teacher plantilla items, inventory of existing facilities and financial status; and
 - b. Action Plan (for those schools which participated in the Benchmarking Exercise with Industry Exposure for Vocational Head Teachers held on March 17-18, 2011).
5. The participation of the school administrators is a must. The school administrator who is retiring this year may opt not to attend; however, he/she can send the head of the tech-voc department or the most senior tech-voc teacher who has the capacity to develop and implement the school's business plan.
6. The participants are expected to arrive at the training venue in the afternoon of Day 0 (prior to the scheduled date) and leave after breakfast on Day 3 (after the scheduled date).
7. The transportation and per diem of the participants to and from the venue shall be charged to local funds. Other expenses relative to the conduct of this training, such as, board and lodging, transportation and per diem of external resource persons and TVTF, supplies and materials, contingencies and honoraria of external resource persons shall be charged to OSEC Tech-Voc Fund, subject to the usual government accounting and auditing rules and regulations.
8. The confirmation of attendance of the participants should be submitted one (1) week before the scheduled training through Ms. Maria Cecilia O. Nayve of the Technical-Vocational Education Task Force (TVTF) Office, at telephone nos.: (02) 470-6628; fax no.: (02) 633-9346 or through e-mail address: depedtechvoc@yahoo.com.
9. Immediate dissemination of this Memorandum is desired.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference: N o n e

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

FUNDS
PROGRAMS
SCHOOLS
TECHNICAL EDUCATION

TRAININGS
VOCATIONAL EDUCATION
WORKSHOPS