



Republic of the Philippines
Department of Education



FEB 0 8 2008

DepED MEMORANDUM

No. 61, s. 2008

PERSONAL AND PROFESSIONAL ENHANCEMENT PROGRAM (PPEP)
FOR NON-TEACHING PERSONNEL

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services/Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 4-day Personal and Professional Enhancement Program (PPEP) for Non-Teaching Personnel on the following dates and venues:

REGIONS	DATES	VENUES
I, II, V	April 15-18, 2008	Tagaytay City
CO, NCR, VIII	May 6-9, 2008	Tacloban City
IV-A, CAR, III	May 20-23, 2008	Pagsanjan, Laguna
IV-B, VI, VII	June 3-6, 2008	ECOTECH, Cebu City
IX, XII, ARMM	September 9-12, 2008	Zamboanga City
X, XI, CARAGA	September 23-26, 2008	Davao City


2. The Program aims to achieve the following objectives:
 - a. enhance professional/personal image of DepED employees;
 - b. improve communication skills;
 - c. simplify work procedures and office management;
 - d. identify ways of facilitating the flow of communication in accordance with; and
 - e. reorient participants on office procedures in accordance with Civil Service rules and regulations.

3. Participants of this program are non-teaching personnel of the Department, which include HRMOs, secretaries, clerks, administrative assistants, and other technical staff who perform secretarial, coordinating and administrative functions. Each region will send 35 participants to ensure that all divisions are represented. Please submit the names of participants to Ms. Ma. Elena B. Deacosta/Ms. Mercelita Maranan of the SDD-HRDS. For further inquiries, please contact telefax nos. (02) 633-7237/ (02) 638-8638.

4. 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. Check out will be in the morning, a day after the training proper.

5. 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 and staff as well as transportation, per diem (before and after the training), extra duty allowance of the training staff and facilitators and honoraria of external resource speakers and other incidental expenses of the training are chargeable against Training and Development funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this Memorandum to all concerned is desired.



JESLI A. LAPUS
Secretary

Reference: None

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
PROGRAMS
SEMINARS
WORKSHOPS

Reformatted by: Sally - PPEP
December 27, 2007