



FEB 13 2009

DepED MEMORANDUM  
No. **61**, s. 2009

**BASIC ADMINISTRATIVE SERVICE IMPROVEMENT COURSE I AND II  
(BASIC I AND II)**

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Staff Development Division, Human Resource Development Service (SDD-HRDS) will conduct a 4-day and 3-day Training on Basic Administrative Service Improvement Course I and II (BASIC I and II), respectively, on the following dates and venues:

**BASIC I**

Regions	Dates	Venue
I, II, III, CAR, CO	June 9-12, 2009	Pagsanjan, Laguna
IV-A, IV-B, V, NCR	June 23-26, 2009	Tagaytay City
VI, VII, VIII, IX	July 13-17, 2009	Tacloban City
X, XI, XII, CARAGA, ARMM	July 21-24, 2009	Davao City

**BASIC II**

Regions	Dates	Venue
I, II, III, CAR, CO	July 14-16, 2009	Tagaytay City
IV-A, IV-B, V, NCR	July 28-30, 2009	Tagaytay City
VI, VII, VIII, IX	August 11-13, 2009	Ecotech Center, Cebu City
X, XI, XII, CARAGA	August 18-20, 2009	RELC, Davao City

2. The Basic Administrative Service Improvement Course I (BASIC I) aims to:

- a. 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;
- b. orient participants 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; and
- d. provide working knowledge on the two government thrusts namely: Gender and Development and Public Accountability and Anti Graft and Corruption.

3. The Basic Administrative Service Improvement Course II (BASIC II) aims to:

- a. offer leadership and management competencies, relationship and technical knowledge and skills sessions that would enable managers and technical staff to perform high order tasks and functions;
- b. clarify also the key result areas or areas of competencies of the Chief Administrative Officers and other Technical Staff.

4. The participants to the BASIC I are rank and file level of the non-teaching personnel of Department of Education. The BASIC II participants are chief administrative officers and other technical staff of the Department of Education. Participants should hold permanent appointments. Each region will send 20 participants to ensure that all divisions are represented.

5. List of confirmed participants per region must be submitted through fax one week before the start of each training to SDD-HRDS, DepED Central Office, Meralco Avenue, Pasig City addressed to Ms. Nerissa L. Losaria, Assistant Chief/OIC, Staff Development Division, HRDS. For clarifications and questions, please contact Ms. Mharell Deacosta for BASIC I and Mr. Ariel C. Dagar for BASIC II at the following tel. nos. (02) 633-7237/638-8638.

6. Participants are expected to be at the venue at 5:00 p.m. on Day O (a day before the training proper). **First meal will be dinner of Day O.**

7. Travel and per diem of participants are chargeable against local funds while board and lodging expenses, travel and per diem of facilitators and resource persons, training package cost, supplies, function room rental, honoraria of external resource persons and facilitators, project staff, and contingency funds are chargeable against Human Resources Training and Development (HRDT) Funds subject to the usual accounting and auditing rules and regulations.

8. Immediate and wide dissemination of this Memorandum is desired.

  
**TEODOSIO C. SANGIL, JR.**

Undersecretary  
Officer-in-Charge

Reference: DepED Memorandum: No. 129, s. 2008

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES

OFFICIALS

TRAINING PROGRAMS

Sally: basic administrative service (Basic I & II)  
February 11, 2009