



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepEd MEMORANDUM
No. 226, s. 2003

**BASIC SCHOOL MANAGEMENT COURSE (BSMC) FOR MASTER TEACHERS
SHIFTING TO ADMINISTRATIVE TRACK**

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. Pursuant to DECS Order No. 82, s. 1997 entitled "Revised Guidelines on Shifting from Master Teacher Position to Administrative Position and Vice Versa" and DECS Memorandum No.115, s. 1998 on the "Basic School Management Course for Master Teachers Shifting to Administrative Track", the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, Human Resource Development Service (SDD, HRDS) of this Department announce the conduct of the Basic School Management Course for Master Teachers Shifting to Administrative Track on the following dates and venues:

BATCHES	TRAINING DATES	TRAINING VENUES
Bach XV	July 23-August 1, 2003	NEAP, Teachers Camp, Baguio City
Batch XVI	August 13-22, 2003	NEAP, Teachers Camp, Baguio City
Batch XVII	October 15-24, 2003	ECOTECH, Lahug Cebu City
Bach XVIII	November 12-21, 2003	RELC XI, Davao City
Bach XIX	December 3-12, 2003	NEAP, Teachers Camp, Baguio City

2. This course aims to provide the Master Teacher participants with varied opportunities to develop their managerial competence and apply their leadership skills deemed necessary in their new role as principals or school heads in line with the provisions of R.A. 9155. *A*

3. The course shall be offered regularly as stated on the said schedules and venues. Moreover, other requests for special batches from the different regions shall be accommodated. Schedules and venues of these sessions shall be announced in later issuances.
4. Participants to this course shall be those who are officially indorsed in advance to the NEAP and the SDD, HRDS by their Regional Directors.
5. Each participant will be charged a registration fee of Six Thousand Five Hundred Pesos (PhP6,500.00) to defray expenses for board, handouts and reference materials, professional fee of resource persons, overtime pay of facilitators and staff, supplies and materials and other related training expenses while expenses for the lodging of the participants, facilitators, staff and resource persons as well as the board of resource persons, facilitators and staff, course kits, rental of function room, transportation and per diems of resource persons, facilitators and staff shall be drawn from the SDD, HRDS Training and Development Funds. All expenses incidental to this course shall be subject to the usual accounting and auditing rules and regulations.
6. The participants are allowed to attend on **official business**, hence their registration fee and travel expenses including per diems one day before and after the course shall be charged against **local/school board funds**.
7. Participants should report to the training venue in the afternoon of the day before the start of the course for registration, orientation and initial assessment, otherwise they **shall not be allowed** to proceed with the course.
8. Immediate dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Sally/dm-bsmc for masterteacher
06-24-03

References:

- DECS Order: (No. 82, s. 1997)
- DECS Memorandum: (No. 115, s. 1998)
- Allotment: 1- -(D.O. 50-97)
- To be indicated in the Perpetual Index
under the following subjects:

PROMOTIONS
QUALIFICATIONS

TEACHERS
TRAINING PROGRAMS