



Tanggapan ng Kalihim
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DepED MEMORANDUM
No. 480 , s. 2003

CONTINUATION OF BASIC SCHOOL MANAGEMENT COURSE 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 and DepED Memorandum No. 226, s. 2003 on "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) announce the continuation of the Basic School Management Course for Master Teachers Shifting to Administrative Track on the following dates and venues:

Batches	Dates	Venues
Regular Batch	February 18-27, 2004	NEAP, Teachers Camp, Baguio City
Special Batch (Region X)	March 3-12, 2004	VIP Hotel, Cagayan de Oro City
Special Batch (Region V)	April 14-23, 2004	RELC, Rawis, Legaspi City
Special Batch (Region VII)	May 5-14, 2004	ECOTECH, Center, Lahug, Cebu City
Special Batch (Region XI)	May 19-28, 2004	RELC, Davao City
Special Batch (Region VIII)	June 16-25, 2004	RELC, Candahug, Palo, Leyte
Regular Batch	July 21-30, 2004	NEAP, Teachers Camp, Baguio City
Regular Batch	August 18-27, 2004	NEAP, Teachers Camp, Baguio City
Regular Batch	September 15-24, 2004	NEAP, Teachers Camp, Baguio City
Regular Batch	October 20-29, 2004	NEAP, Teachers Camp, Baguio City

2. The course is designed to ensure that the implementation of the Basic Education Curriculum is accompanied by the necessary training and development effort to equip master teachers with the personal and professional attitude, knowledge and skills and competencies in school management and instructional leadership in the context of R.A. 9155 and the BEC. Moreover, it will also serve as the induction program for Master Teachers Shifting to Administrative Track.

3. The course shall be offered regularly as stated in the above schedules and venues. However, other requests of the regions and divisions for special batches shall be accommodated and that the schedules and venues of these sessions shall be announced in later Memoranda. ☞

4. Participants in Special Batches are those who were officially endorsed in advance to the National Educators Academy of the Philippines (NEAP) and the Staff Development Division, Human Resource Development Service (SDD-HRDS) by their Schools Division Superintendents and Regional Directors.
5. Each participant will be charged a registration fee of Seven Thousand Pesos (PhP7,000.00) to defray expenses for board of participants, supplies and materials, handouts, honorarium of resource persons, facilitators and staff, and other related training expenses. The requesting division or region shall source out funds through local school board, local government assistance, or local funds.
6. Expenses for the lodging of the participants, facilitators, staff and resource persons, as well as the board, transportation and per diem of resource persons, facilitators and staff, course kits, reference materials, supplies and materials and function room rentals shall be drawn from the Training and Development Funds of SDD-HRDS. All expenses incidental to this course for regular and special batches shall be drawn from the Training and Development Funds of SDD-HRDS, subject to the usual accounting and auditing rules and regulations.
7. 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.
8. The 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.
9. Immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

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References: DECS Order No. 82, s. 1997 and DepED Memorandum No. 226, s. 2003

Allotment: 1—(D.O. 50-97)

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

SEMINARS
SOCIETY or ASSOCIATIONS
WORKSHOPS
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