



*Tanggapan ng Kalihim*  
*Office of the Secretary*

DepED MEMORANDUM  
No. 38, s. 2004

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Direct Line: 633-7208 / 7221  
Fax: 636-4876  
DETxt: 0919-4560027  
E-Mail Address: [psec@deped.gov.ph](mailto:psec@deped.gov.ph)  
Website: <http://www.deped.gov.ph>

**PROFESSIONAL DEVELOPMENT PROGRAMS FOR TEACHERS AND ADMINISTRATORS**

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

1. The Philippine Normal University Center for Continuing Education and Educational Leadership (PNU CCEEL) shall conduct the following Professional Development Programs at the main campus, Taft Avenue, Manila:

- The Art of Questioning in the classroom (February 21, 2004)
- Balanced Assessment: Improving Formative Tests and Summative Tests (March 6, 2004)
- Educational Leaders' Development Program (February 16-20, 2004)
  - February 16 : "Positioning Schools for Transformative Learning"
  - February 17 : "The Filipino Character and Management"
  - February 18 : "Executive EQ and Moral Imperatives of Management"
  - February 19 : "Mentoring Strategies for Faculty and Staff Development"
  - February 20 : "Systems Thinking in a Learning Organization"

2. The objectives of the programs are to: (a) raise awareness of in-service teachers and administrators on the changing realities of learning and school management; (b) stimulate professional growth and improve practice in implementing educational changes in their specific areas of concern; and (c) provide a venue for exploring new ways of managing the different learning areas, content, strategies and delivery modes to effect change among the learners.

3. Participants to the program are potential trainers/facilitators for school-based INSET: (a) subject area teachers; (b) master teachers; (c) department heads; (d) subject area supervisors; and (e) principals.

4. A registration fee of Seven Hundred Pesos (Php700.00) per participant shall be charged for one Saturday or Single-day program inclusive of handouts and certificates only. Moreover, a participant may opt to attend the 5-Day program with a registration fee of Three Thousand Pesos (Php3,000.00) inclusive of handouts and certificates only. Participants from public schools may charge their registration fee, accommodation and transportation expenses against local/school board funds for faculty development or other sources subject to the usual accounting auditing rules and regulations.

5. For reservation, please contact Dr. Twila G. Punzalan, Director, PNU CCEEL at tel. no. (02) 3027769/cell no. 0916-322-6062 or Ms. Melanie Alfiler at cell no. 0920-254-4810.

6. Immediate dissemination of this Memorandum is desired.

  
RAMON C. BACANI  
Undersecretary

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

~~OFFICIALS~~  
~~TEACHERS~~  
~~TRAINING PROGRAMS~~

Lilian/Professional dev. Prog. for teachers  
1-14-04