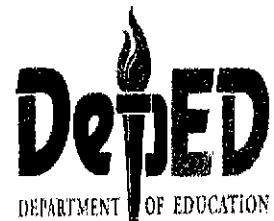




REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City



MAY 26 2004

DepED MEMORANDUM
No. 239, s. 2004

Trunkline : 632-1361
Fax: 633-7231
DETx: 0919-4560027
Website: <http://www.deped.gov.ph>

ATTENDANCE AT THE COOPERATIVE EDUCATION, TRAINING
AND INFORMATION PROGRAM OF PFTEC

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

1. The Philippine Federation of Teachers and Employees Cooperatives (PFTEC) recognizes its complementary role with the Department of Education (DepED) in strengthening the registered teachers and employees cooperatives in DepED.
2. Cooperatives provide education and training for their members, elected representatives, managers and employees so they can contribute effectively to the development of their cooperatives and keep the general public informed particularly young people and opinion leaders about the nature and benefits of cooperation.
3. Therefore, the PFTEC, as part of its mission offers a series of skills training programs from July 2004 to February 2005. Generally, it aims to enhance the financial management, operations, capacity and efficiency of these cooperatives; thus, adhering to the cooperative principles of the International Cooperative Alliance (ICA) and International Cooperative Identity Statements (ICIS).
4. The participants are cooperative officials and managers as indicated in the enclosed training calendar. Participation is on **official time only**.
5. The cost of registration fees indicated in the enclosure for live-in session seminars includes cost of one (1) night accommodation, one full board meals, and materials. For live-out session, meals (lunch and snacks only) and materials, is chargeable to their local Cooperative Education and Training Fund as provided for in R.A. nos. 6938 and 6939 and their cooperative by-laws.
6. Participants are advised to communicate with Ms. Grace Valera or Ms. Angie Ilano PFTEC at tel. no. (02) 687-42-46 for more details.
7. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated

Reference: None

Allotment: 1—(D. O. 50-97)

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

COOPERATIVE
EMPLOYEES
PROGRAMS
TEACHERS
TRAININGS

Rudy/mppd/cooperative pftc
5/25/04

2004 PFTEC TRAINING CALENDAR

Type of Training Programs (To be participated by)	Date/Registration Fee	Venue	To be Participated by DepEd Coops from Regions
Hands-On Skills Training on Accounting & Bookkeeping for Coops (Coop Bookkeepers, Audit Committee, Managers, & Treasurers)	1 st Batch, July 15-16 (live- out session) Fee: P1,500.00/head	3/F Rm. 307 Educators' Community Center Bldg. (Formerly Dorm E), DepEd Complex, Meralco Avenue, Pasig City	NCR and Northern Luzon Areas (Regions 1, 2, 3, CAR, & NCR)
	2 nd Batch, July 22-23 (live- out session) Fee: P1,500.00/head	3/F Rm. 307 Educators' Community Center Bldg. (Formerly Dorm E), DepEd Complex, Meralco Avenue, Pasig City	NCR and Northern Luzon Areas (Regions 1, 2, 3, CAR, & NCR)
	3 rd Batch, , October 28-29 (live-in session) Fee: P2,750.00/head	Business Inn Hotel, Bacolod City	Visayas & Mindanao Areas (Regions 6, 7, 8, 9, 10, 11, 12, 13 & ARMM)
	4 th Batch, January 12-13, 2005 (live-in session) Fee: P2,750/head	Batis ng Makiling, Calamba, Laguna	Southern Luzon Areas (Regions IV-A, IV- B, V)
Training of Trainers (TOT) on Membership Promotion, Savings Mobilization & Financial Integration (Coop Vice-Chairman, Education Committee & Manager)	1 st Batch, August 12-13 (live-in session) Fee: P2,750.00/head	Makiling Highland Resort Capt. Mamon Road, Pansol, Calamba, Laguna	Southern Luzon Area (Regions IV-A, IV- B, V)
	2 nd Batch, August 19-20 (live-in session) Fee: P2,750.00/head	RACSOS Woodland Guimbal, Iloilo	Visayas Area (Regions 6, 7, 8)
	3 rd Batch, August 26-27 (live-in session) Fee: P2,750.00/head	Villa Cristina Resort Antipolo City	NCR & Northern Luzon Areas (Regions 1, 2, 3, CAR, NCR)
	4 th Batch, September 2-3 (live-in session) P2,750.00	Grand Regal Hotel Km. 7, J.P. Laurel Avenue Davao City	Mindanao Area (Regions 9, 10, 11, 12, 13, ARMM)
Membership Forum	1 st Batch, September 10 (live-out session) Fee: P500/head	General Santos City	Mindanao Area (Regions 9, 10, 11, 12, 13, ARMM)

(Board of Directors, Education Committee, Manager)	2 nd Batch, September 17 (live-out session) Fee: P500/head	Sta. Monica Beach Resort Banilad, Dumaguete City	Visayas Area (Regions 9, 10, 11, 12, 13 & ARMM)
	3 rd Batch, September 24 (live-out session) Fee: P500/head	Camelot Hotel, Mother Ignacia Street, Quezon City	NCR & Northern Luzon Areas (Regions 1, 2, 3, CAR, NCR)
	4 th Batch, October 1 (live- out session) Fee: P500/head	Lagos del Sur Batangas City	Southern Luzon Area (Regions IV-A, IV- B, V)
Financial Performance Standards (COOP-PESOS) (BOD, Manager, Bookkeeper, Audit Committee)	1 st Batch, October 7-8 (live-in session) Fee: P2,750/head	Top Plaza Hotel Dipolog City	Mindanao Area (Regions 9, 10, 11, 12, 13 & ARMM)
	2 nd Batch, October 14-15 (live-in session) Fee: P2,750/head	RELC, DECS RO II Tuguegarao City	NCR & Northern Luzon Areas (Regions 1, 2, 3, CAR, NCR)
	3 rd Batch, October 21-22 (live-in session) Fee: P2,750/head	Monte Vista Hot springs & Conference Resort Pansol, Calamba, Laguna	Southern Luzon Area (Regions IV-A, IV- B, V)
Computerization Program for Coops (Vice-Chairman, Credit Committee, Manager, Management Staff)	1 st Batch, November 11-12 (live-in session) Fee: P2,750/head	Days Hotel, Tagaytay City	NCR & Northern Luzon Areas (Regions 1, 2, 3, CAR, NCR)
	2 nd Batch, November 18-19 (live-in session) Fee: P2,750/head	Metro Center Hotel, Tagbilaran City	Visayas & Mindanao Areas (Regions 6, 7, 8, 9, 10, 11, 12, 13 & ARMM)
	3 rd Batch, November 25- 26 (live-in session) Fee: P2,750/head	City Garden Suite, Ermita, Manila	Southern Luzon Area (Regions IV-A, IV- B, V)
Basic Auditing for Coops (Audit Committee, Treasurer, Manager)	1 st Batch, January 27-28, 2005 (live-in session) Fee: P2,750/head	Dynasty Court Cagayan de Oro City	Visayas & Mindanao Areas (Regions 6, 7, 8, 9, 10, 11, 12, 13 & ARMM)
	2 nd Batch, February 10-11, 2005 (live-in session) Fee: P2,750/head	Camelot Hotel Mother Ignacia St., Quezon City	Southern Luzon Area (Regions IV-A, IV- B, V)
	3 rd Batch, February 24-25, 2005 (live-in session) Fee: P2,750/head	Venus Hotel Burnham Park, Baguio City	NCR & Northern Luzon Areas (Regions 1, 2, 3, CAR, NCR)