



Tanggapan ng Kalihim
Office of the Secretary

FEB 10 2005

DepED MEMORANDUM
No. **40**, s. 2005

PERSONAL AND PROFESSIONAL ENHANCEMENT PROGRAM (PPEP)
FOR ADMINISTRATIVE STAFF

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

1. The Staff Development Division-Human Resource Development Service (SDD-HRDS) will conduct a 4-day Personal and Professional Enhancement Program (PPEP) for Administrative Staff on the following dates, venues and corresponding number of participants:


| Region | Date | Venue | No. of Pax |
|---|--------------------------|--|---|
| I, II and III | March 8-11, 2005 | Tagaytay Haven, Tagaytay City | 3 (regional office) 3 (per division level) |
| Union Officers-Central Office and National Level, NCR | May 3-6, 2005 | Tagaytay Haven, Tagaytay City | 17 Officers (CO) 3 (per national level Union Officers) 3 (regional office) 3 (per division level) |
| IV-A, IV-B, V and CAR | May 17-20, 2005 | Legenda Hotel, Subic, Olongapo City | 3 (regional office) 3 (per division level) |
| VI, VII, VIII | July 12-15, 2005 | Saroza Hotel, Cebu City | 3 (regional office) 3 (per division level) |
| XI, CARAGA, ARMM, and Central Office | August 9-12, 2005 | Apo View Hotel, Davao City | 3 (regional office) 3 (per division level) 2 (per Office at Central Office) |
| IX, X, XII | September 13-16, 2005 | Astoria Hotel, Zamboanga City | 3 (regional office) 3 (per division level) |

2. The program aims to reorient participants on office procedures relevant to Civil Service rules and regulations, identify ways of facilitating the flow of communication, simplifying work procedures and office management, and improve communication skills and professional/ personal image of DepED employees.

3. Participants to the program are administrative staff which include secretaries, clerks and other technical staff personnel who perform secretarial, coordinating and administrative functions. Please refer to the table for the number of participants per region ensuring that most divisions are represented. Please submit the names of participants to **Ms. Ma. Elena B. Deacosta** of the SDD-HRDS. For further inquiries, please contact telefax nos. 633-72-27/638-86-38.

4. Travel expenses and per diem (before and after the training) of participants are chargeable against local funds, while board and lodging of participants and staff and travel expenses, per diem (before and after the training), extra duty allowance of the project staff and facilitators and honoraria of external resource speakers and other incidental expenses of the training are chargeable against Training and Development Funds subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.


FLORENCIO B. ABAD
Secretary

Reference:

DepED Memorandum: No. 329, s. 2003

Allotment: 1—(D.O. 50-97)

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

EMPLOYEES
OFFICIALS
TRAINING PROGRAMS

Madel:c:ppep
12-07-04