



MAR 16 2006

DepED MEMORANDUM  
No. **97**, s. 2006

ATTENDANCE TO THE 4<sup>TH</sup> NATIONAL EDUCATORS' COOPERATIVE SUMMIT  
AND 8<sup>TH</sup> ANNUAL GENERAL ASSEMBLY OF THE PHILIPPINE FEDERATION  
OF TEACHERS AND EMPLOYEES COOPERATIVES (PFTEC)

To: 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) in partnership with the DepED Region XII, the DepED Divisions of General Santos City, Sarangani and South Cotabato Provinces, the DepED Employees Welfare and Benefits Division (EBWD), and the Cooperative Development Authority, Kidapawan Extension Office will conduct the 4<sup>th</sup> National Educators' Cooperative Summit on April 26-28, 2006 at the Sarangani Capitol Gym, Alabel, Sarangani Province. The summit will be followed by the conduct of PFTEC's 8<sup>th</sup> Annual General Assembly on April 29, 2006 at the same venue.

2. The theme of the summit and general assembly is "*Enchancing the Growth and Development of Authentic Cooperatives in DepED*". This is a follow through of the President's Executive Order No. 33, enjoining the DepED to institute anti-poverty program in the Department through savings and networking as the necessary tools. Enclosed are the schedule of activities and enrolment form.

3. The general purpose of this summit is to bring together the cooperative leaders and officials of the Department of Education to promote new forms of cooperation in the pursuit of quality education and teachers' welfare and benefits through cooperatives. The specific objectives of this year's summit are to:

- a. develop standard authentic policies on ICA identity, values and principles applied to the standard technologies and codified policies;
- b. describe what are authentic fair cooperative standard technologies in relation to effective regulation and supervision through standard rules and regulations;
- c. enhance performance standards of teachers' cooperatives through PFTEC's Dovetail Project; and
- d. serve as a forum for an exchange of information in promoting the concept of teachers' coops as technical service providers of cooperative experts within the cooperative movement.

The principal objective of Enhancing the Growth and Development of Authentic Cooperatives in DepED is anchored on Authentic International Cooperative Alliance (ICA) Identity Values and Principles and Authentic Fair Cooperative Policies on education and training, cooperative accounting rules and regulations, standard performance rating and standard cooperative audit system.

4. Participants to this live-in summit and assembly are the school administrators and the regional directors of the Department of Education who have the intention of assisting effectively in the restructuring of the national economy through cooperative and/or who are incumbent officials of their cooperatives in schools, division or region. Their attendance is on official business. The Chairman, Manager and other Directors, Committees and Key Officers/Management of the registered teachers and employees cooperatives shall attend on official time.

5. A registration fee of Four Thousand Pesos Only (PhP4,000.00) per head and transportation expenses of above referred DepED and Cooperative officials shall be charged to their respective local funds subject to the usual accounting and auditing rules and regulations. The registration fee includes the following:

- Three (3) nights room accommodation, quadruple room-sharing, air-conditioned cottages/hostel
- Meals consisting of three (3) dinners and breakfast; two (2) lunches; and five (5) snacks (to start with dinner on April 26, 2006 and last meal, morning snacks on April 29, 2006 (two full-board meals)
- Conference materials
- Motorcade/City Parade, Coop Visitation, and
- Transfer service from the airport/pier to the convention center, and lodging houses

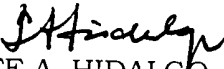
Host participants coming from General Santos City, and Sarangani Province shall pay a registration fee of Two Thousand Five Hundred Pesos only (PhP2,500.00) which includes the following costs:

- Meals to start with dinner on April 26, 2006, (no breakfast from April 27-29) and last meal, morning snacks on April 29, 2006
- Conference materials, and
- Motorcade/City Parade

6. The DepED Provincial Office of Sarangani, South Cotabato and General Santos City shall be the hosts of these events. The Employees Welfare and Benefits Division (EWBD), DepED Central Office, shall assist the hosts and PFTEC in providing the technical support in addressing issues and matters relating to the Cooperative Program of the agency as well as secretariat support (reporting issues and concerns that need action from the Office of the Secretary). Incidental expenses to be incurred by EWBD staff and other personnel of the Central Office who will provide the needed services shall be charged against the appropriation for the promotion of teachers cooperatives included in the DepED budget for FY 2006.

7. Participants can register online at [pftec96@yahoo.com](mailto:pftec96@yahoo.com) and pay directly to PFTEC office and check payable to PFTEC by filling up in advance the enrollment form. Payments can also be made through PFTEC Account Number 3342-1003-32 at Land Bank of the Philippines, DECS Extension Branch, Meralco Avenue, Pasig City. The payee should send the enrollment form together with the duplicate copy of the on-line deposit slip made directly to the Finance Committee (Attention: Ms. Florence Monton) at the PFTEC Office with tel. no. (02) 687-4246 or cellphone no. 0915-8108076. For more details, please contact Mrs. Virgie Vicena at Sarangani Division Office with cellphone no. 0918-2762168; Mrs. Norma Taghap at General Santos City Division Office with cellphone no. 0915-2026303 and Mrs. Jena Bugarin at EWBD, DepED Central Office at tel. no. (02) 635-3721.

8. Immediate and wide dissemination of this Memorandum is desired.

  
FE A. HIDALGO  
Undersecretary  
Officer-in-Charge

Encls.: As stated

Reference: DepED Memorandum: No. 48, s. 2005

Allotment: 1- -(D.O. 50-97)

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

CONFERENCES  
COOPERATIVE EDUCATION  
EMPLOYEES  
TEACHERS

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03-03-06

## Schedule of Activities:

4<sup>th</sup> NATIONAL EDUCATORS COOPERATIVE SUMMIT & 8<sup>TH</sup> PFTEC ANNUAL GENERAL  
ASSEMBLY**PROGRAM OF ACTIVITIES**

| Time      | April 26, 2006<br>(Wednesday)  | April 27, 2006<br>(Thursday)  | April 28, 2006<br>(Friday)  | April 29, 2006<br>(Saturday)  |
|-----------|--|---|---|---|
| 7:00 a.m  |  | Breakfast (Sarangani Provincial Gym)  | Breakfast (Sarangani Provincial Gym)  | Breakfast (Sarangani Provincial Gym)  |
| 8:30 a.m  | Arrival, Billeting & Registration of Participants (Sarangani Provincial Gym) | General Session I<br><br>National Educators' Cooperative Progress Report and Accomplishments (Dr. Metodio M. Gapasin, PFTEC Chairman) | General Session III<br><br>Plenary 3: Managing Deposits, Investments, Loans, Capital, and Borrowings of Cooperatives (CDA Representative)   | Election, Organizational Meeting of PFTEC & Installation of Officers<br><br>Eco Tour (Optional) Departure |
| 10:00 a.m |  | Snacks  | Snacks  | Packed Snacks   |
| 10:30 a.m | Motorcade/City Parade to General Santos City                                 | General Session II<br><br>Plenary 1: Development of Standard and Authentic ICA Policy on Coop Values & Principles                     | Breakout Sessions<br><ul style="list-style-type: none"> <li>➤ B1 - Adequacy and Operational Efficiency through Internal Control System of Teachers' Coops (CDA Representative)</li> <li>➤ B2 - Enhancing the Financial Management System of Teachers' Coops (DepED Representative)</li> <li>➤ B3- Standard Chart of Accounts and Transparency for Consumers Coops with Canteen and/or Catering Services (DepED Representative)</li> </ul> |   |

4<sup>th</sup> Summit & 8<sup>th</sup> PFTEC G.A  
Gen. Assembly, File ' 2006

|            |  |   |   |
|------------|--|---|---|
| 12:00 noon | Visit to General Santos City Teachers Division Credit Cooperative  | Lunch Break   | Lunch Break   |
| 1:30 p.m.  |  | Breakout Workshop Sessions # 1<br>➤ B1 - Promoting, Organizing Cooperatives in accordance with ICA-ICIS at the Division Wide-Level (CDA Representative)<br>➤ B2 - Development of Policies in accordance with ICA Identity (Fr. Benedicto A. Jayoma) | *Separate Session on Officers' Bearers Course for those who are interested to file their certificate of candidacy (PFTEC Election Committee & Council Vice-Chairman)<br><br>Part II - 8 <sup>th</sup> General Assembly of PFTEC Agenda -<br>➤ Call to Order/Quorum<br>Presentation of Election Rules & Candidates |
| 3:00 p.m   | Back to Sarangani Isla Parilla   | Snacks  | Snacks  |
| 3:30 p.m   |  | General Session Plenary 2:<br>Enhancing the Identity of Teachers' Cooperative Management through Standard Monitoring, Supervision, and Regulation (DOF/NCC/CPIP)  | ➤ Consideration & Approval of 7 <sup>th</sup> AGA Minutes of Meeting<br>➤ Reports<br>➤ New Business<br>➤ Election<br>➤ Bidding 5 <sup>th</sup> Summit & 9 <sup>th</sup> AGA   |
| 5:00 p.m   | Opening Ceremony, Symbolic Turnover of 3 <sup>rd</sup> National Educators' Cooperative Summit to 4 <sup>th</sup> Summit Host & Awarding (Sarangani Provincial Gym) | Breakouts Workshop Sessions # 2 -<br>➤ B1 - Developing, Energizing, Involving & Promoting Good Governance of Coop Directors (PFTEC Representative)<br>➤ B2 - Developing Coop Career of Managers & Staff (PFTEC Representative)                      | ➤ GA Continued<br>➤ Proclamation of Winners   |
| 7:00 p.m   | Dinner & Cultural Show   | Dinner & Coop Social Night  | Dinner & Closing Program  |



**ENROLLMENT FORM**  
**Attendance at the 4<sup>th</sup> National Educators' Cooperative Summit &**  
**8<sup>th</sup> PFTEC Annual General Assembly**  
Sarangani Provincial Capitol, Alabel, Sarangani  
April 26-28, 2006

Please check: ( ) As Official Voting Delegate at the 8<sup>th</sup> PFTEC Annual General Assembly  
( ) As Participant at the 4<sup>th</sup> National Educators' Cooperative Summit

|  |           |                       |                                      |                 |  |
|--|-----------|-----------------------|--------------------------------------|-----------------|--|
| <b>TO BE FILLED UP BY COOPERATIVE OFFICIALS</b>          |           | Telephone/Fax Number: |                                      | E-Mail Address: |  |
| Name of Participant:                                     |           | CP#:                  |                                      |                 |  |
| Nickname:  |           | Food Preference:      |                                      |                 |  |
| Position in the Coop:                                    |           |                       |                                      |                 |  |
| Cooperative Representing:                                |           |                       |                                      |                 |  |
| Complete Address of Cooperative:                         |           |                       | Contact Person In Case of Emergency: |                 |  |
| ( ) Please reserve plane booking                         | From - To | Date                  | ETD                                  | ETA             |  |
| <b>TO BE FILLED UP BY DepEd Officials/Participants</b>   |           |                       |                                      |                 |  |
| Name of Participant:                                     |           |                       | Position in DepEd:                   |                 |  |
| Nickname:  |           |                       |                                      |                 |  |
| Business Address:  |           |                       | Telephone Number/E-mail:             |                 |  |
| Region/Division:   |           |                       |                                      |                 |  |
| Contact Person In case of Emergency:                     |           |                       | CP#/E-Mail Address:                  |                 |  |
|  |           |                       | Food Preference:                     |                 |  |
| ( ) Please reserve plane booking                         | From-To   | Date                  | ETD                                  | ETA             |  |
| Enclosed herewith is our check payment in the amount of: |           |                       |                                      |                 |  |
| Check Number:  |           |                       |                                      |                 |  |

Signature of Participant: \_\_\_\_\_ Date Submitted: \_\_\_\_\_