



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION

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342-2

Tanggapan ng Pangalawang Kalihim
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DepED MEMORANDUM

No. 372, s. 2006

**Conduct of the National Workshop for an Integrated Evaluation and Audit
of All Personnel Records and Other Issues and Concerns in the Department of Education**

**To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division Superintendents**


1. The Central Office will conduct a three-day live-in National Workshop for an Integrated Evaluation and Audit of All Personnel Issues and Concerns in the Department of Education.
2. The national workshop aims to:
 - a. present the HRM Plan as a long-term institutional strategy for sustained education improvement and for DepED to have better human resource practices prevailing within all its units;
 - b. discuss issues and concerns and reconcile records pertaining to all planning, personnel, budget and finance, property and other administrative matters.
 - c. discuss matters related to GSIS issues and concerns
 - d. validate data reported in the Basic Education Information System (BEIS); and
 - e. finalize the personnel database/profiles for teachers and non-teaching personnel.
3. In this connection, authorized to attend said workshop from the regional and division offices are the Administrative Officers and one (1) head/in-charge from each of the following units: Personnel, Planning, Accounting/Budget, Payroll and Property which shall be grouped into four (4) clusters on the date indicated. Clusters C and D for La Union and NCR, respectively, shall be conducted in the early part of CY 2007:

Cluster A: Regions X, XI, XII, CARAGA and ARMM
Davao – November 16-18, 2006

Cluster B: Regions VI, VII, VIII and IX
Cebu – November 20-22, 2006

Cluster C: Regions I, II, III and CAR
La Union – (schedule to be announced later)

Cluster D: Regions NCR, IV-A, IV-B, and V
NCR – (schedule to be announced later)
4. The Regional Offices identified as workshop venues are hereby authorized to charge appropriate registration fees to cover expenses such as board and lodging, supplies and material and other allowable expenses necessary for the workshop.
5. Registration fee and traveling expenses of participants shall be charged to their respective local funds and subject to the usual accounting rules and regulations. Participants and committee members from the Central Office shall charge registration fees, traveling and other incidental expenses to OSEC funds.
6. For inquiries, please contact the Officer-In-Charge of the Personnel Division at telephone numbers 633-6682, 633-9345 and 636-6546.
7. Immediate and wide dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-In-Charge

Reference:

None

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

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

OFFICIALS

WORKSHOPS