



Office of the Secretary

NOV 15 2006

DepED MEMORANDUM
No. 395, s. 2006

CREATION OF A TECHNICAL COMMITTEE AND TECHNICAL WORKING GROUP
(TWG) FOR THE PREPARATION OF INSTRUCTIONAL MATERIALS
IN ROAD SAFETY EDUCATION

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

1. In the Department's effort to increase the level of awareness on road safety, particularly among school children, a Technical Committee and Technical Working Group (TWG) for the preparation of Instructional Module Materials in Road Safety are hereby created with the following composition:

TECHNICAL COMMITTEE

Chairman	- Usec Ramon C. Bacani Undersecretary for Regional Operations
Vice-Chairman	- Asec Vilma L. Labrador Asst. Secretary for Programs and Projects
Project Manager	- Dir. Maximo C. Aljibe, Ph.D., CESO IV Director III, Administrative Service
Project Officer/TWG Coordinator	- Ms. Zenaida M. De Vera Administrative Officer V Administrative Service
Module Development Coordinator	- Ms. Corazon Echano OIC, Curriculum Development Division Bureau of Secondary Education
Assistant Module Dev't. Coordinator	- Mr. Jose Tuguinayo, Jr. Bureau of Secondary Education

The Technical Working Group (TWG) is composed of ten (10) field curriculum/technical writers selected by the Technical Committee Module Development Coordinator upon recommendation of the Assistant Module Development Coordinator, shall be in-charge for the preparation of Instructional Module Materials in Road Safety Education.

2. The first drafting of the said materials shall be conducted on December 1-10, 2006 at the RELC-NCR, Marikina City. The Technical Committee shall then conduct validation of the module materials in selected regions covering Luzon, Visayas and Mindanao. A review of the validated materials shall be done by the TWG for finalization.

3. The Secretariat, composed of the following staff from the different offices in the DepED Central Office, shall provide assistance to the technical writers and act as staff of the group:

Encoder/Laptop Operator	- Randy Lactaoen - Records Division
Encoder/Laptop Operator	- Edgar Balbin - Property Division
Encoder	- Jocelyn Bautista - Administrative Service
Disbursing Officer	- Zenaida Mendoza - Cash, Division
Accounting Division	- Regina Sangrones
Administrative Assistant Aid	- Erlinda de Guzman - GSD
Utility Worker	- Vincent Reyes - Administrative Service

4. All expenses incurred by the Technical Committee, Technical Working Group (TWG) and the Secretariat like board and lodging, honoraria, payment for extra essential services, supplies and materials, other incidental expenses and traveling expenses of the Technical Committee Members, TWG and the Secretariat shall be charged against the Special Road Safety Fund (DepED Trust Deployed Account No. 0672-1017-78 with the Land Bank of the Philippines), subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of this Memorandum is desired.

K. J. Lapus
For: **JESLI A. LAPUS**
Secretary

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

COMMITTEES

OFFICIALS

SAFETY EDUCATION