



DepEd MEMORANDUM
No. **59**, s. 2010

FEB 11 2010


TO : Undersecretaries and Assistant Secretaries
Directors of Bureaus, Regions, Centers and Services
Schools Division Superintendents
Heads of Public and Private Secondary Schools
Others Concerned

**SEMINAR-WORKSHOP FOR SCHOOL REGISTRARS,
RECORDS OFFICERS AND BOOKKEEPERS**

1. The National Association of Secondary Schools of the Philippines (NASSPHIL), in coordination with the Financial Management Service and the Office of the Planning Service of DepEd Central Office, announces the above-cited Seminar-Workshop on February 15-17, 2010 at the Sarabia Manor Hotel, Iloilo City.
2. The Seminar-Workshop aims to enable the participants to: a) understand the uses of data captured in DepEd's Basic Education Information System and in the process, promote prompt submission of accurate school data; b) be apprised of principles and procedures for effective management of school records, including financial records; and c) explore the possibilities and strategies on the computerization of the grading system and providing the digital report card and Form 18-A.
3. Participants to this Seminar-Workshop are officials and staff from the DepEd Central, Regional and Schools Division Offices, private and public schools. A Registration Fee of Three Thousand Two Hundred Pesos (P3,200.00) shall be charged each participant to cover board and lodging, handouts and other incidental expenses. First meal and morning snacks start at February 15 and ends at lunch of February 17. Traveling expenses and registration fee shall be charged to local school funds, subject to the usual accounting and auditing rules and regulations.
4. Participants are expected to arrive in the venue in the morning of February 15, 2010 and to check out in the afternoon of February 17, 2010. Those coming from private schools are urged to arrive at the Seminar-Workshop venue at the scheduled dates.
5. For confirmation and/or more information, please contact Dr. Exequiel F. Guanzon, President, NASSPHIL at CP no. 09178064103, or NASSPHIL Office at telephone number (02) 470-3190, c/o Ms. Zenaida G. Mendoza.
6. Immediate and wide dissemination of the Memorandum is desired.

Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
SEMINARS
WORKSHOPS


JESUS G. GALVAN
Assistant Secretary and
OIC-Undersecretary for Finance &
Administration