

REPUBLIKA NG PILIPINAS
Republic of the Philippines
KAGABAHAN NG EDUKASYON AT KULTURA
Department of Education and Culture
MANILA
Manila

MAR 16 1975

SECRET

TANGAPANG NG KALIHIM
Office of the Secretary

March 14, 1975

DEPARTMENT MEMORANDUM
No. 33, s. 1975

SEMINAR COURSE IN EDUCATIONAL PLANNING AND ADMINISTRATION

To: THE DIRECTOR OF PUBLIC SCHOOLS,
THE DIRECTOR OF PRIVATE SCHOOLS,
THE DIRECTOR OF VOCATIONAL EDUCATION, and
THE COORDINATOR OF THE STATE COLLEGES AND UNIVERSITIES:

1. As part of the staff development program of the Department of Education and Culture, a seminar course in Educational Planning and Administration will be held in Manila and Cebu City on the following dates:

For participants coming from Regions IV and V:

Centro Escolar University..... May 5 to 15, 1975
Manila

For participants coming from Regions VI, VII and VIII:

Cebu Normal School..... July 7 to 17, 1975
Cebu City

2. This seminar course is intended to upgrade the educational planning competencies of division supervisors of research, evaluation and guidance; vocational school principals and/or heads of teacher education department; private school district area supervisors; and research personnel of state colleges and universities.

3. The distribution of participants by bureau and/or office is given below:

- (a) Bureau of Public Schools - All division supervisors of research evaluation and guidance in the regions concerned.
- (b) Bureau of Vocational Education - One (1) vocational school principal and/or head of teacher education department for every vocational school in the regions concerned.

- (c) Bureau of Private Schools - One (1) area supervisor for every district office of the Bureau in the regions concerned.
- (d) State Colleges and Universities - One (1) member of the research staff of the college and/or university in the regions concerned.

In the absence of the above mentioned school personnel, one with solid foundation in mathematics should be selected to represent the office and/or school.

4. The following areas of concern will be taken up during the seminar course:

- (a) Concepts and Practices in Educational Planning and Administration
- (b) The Mechanics of the Reorganization Plan of the Department of Education and Culture
- (c) School Map as an Approach to Educational Planning
- (d) Systems Analysis as Applied to Education
- (e) Planning and Management Tools
- (f) Basic Statistical Tools
- (g) Demography, and
- (h) Projecting School Enrollment

5. The following officials will constitute the training staff of the seminar course:

Dr. Mariano I. Santos	- Training Officer
Mr. Rene B. Galdo	- Member
Dr. Inelara G. Pascualivagan	- Member
Dr. Juana S. Guerrero	- Member
Plus selected lecturers	

Secretariats:

Mrs. Eudora T. Abella	- Chairman
Mrs. Mercedes Alzona	- Member
Miss Luz Magallanes	- Member

6. The training schedule will cover a period of ten (10) days with six hours daily from Monday to Saturday, or a total of 60 hours for the course. Each participant will be credited with three graduate units upon completion of the course.

7. A registration fee of P100 will be collected from each participant to cover the operational expenses of the seminar course.

8. Expenses incident to the attendance in this seminar course shall be charged against the local school funds of the officer concerned, subject to proper accounting and auditing regulations.

9. Immediate dissemination hereof is enjoined.

(SGD.) JUAN D. MARCEL
Secretary