

(Republic of the Philippines)  
KAGABAHAN NG EDUCASYON, AKADEMIKA  
(DEPARTMENT OF EDUCATION AND SCIENCE)  
Manila

November 10, 1975

DEPARTMENT MEMORANDUM  
No. 193, s. 1975

SHORT COURSE IN PROJECT DESIGN AND EVALUATION

To the: Bureau Directors  
Regional Directors  
Coordinator, State Colleges  
and Universities

1. This Office is conducting a short course in Project Design and Evaluation to be held in Cebu City on January 12-16, 1976.

The objectives of the course are:

General: To provide key educators in the Region whose duties involve the design, management and evaluation of educational projects, with the skills and concepts required for efficient project designing and evaluation.

Specific: At the end of the course, each participant should be able to:

- a. Redesign a project he is familiar with by applying the Logical Framework Matrix.
  - b. Apply the Logical Framework Matrix in drawing up a new project when given the problem, the background, and other details and
  - c. Write a critical evaluation of a project design along the lines of the Logical Framework Matrix System, pointing out its strengths and weaknesses as well as suggestions for improvement.
2. The course will consist of lectures and discussions covering the techniques and skills required for effective project design and evaluation, followed immediately by practical applications of the same skills and techniques to actual edu-

3. Each participant should come to the Center, equipped with documentation, facts and other data on an educational project in which he is, or will be, actually involved as this will be the basis of the practical work.

The following outline for the paper is suggested:

- I. Name (or title) of Project
- II. Background - (Info should include the need or problem, the conditions and other facts that gave rise to the establishment of the project).
- III. Brief Description of the Project
- IV. Requirements of the Project (Amount and source of funding, personnel requirements, equipment, buildings, etc.).
- V. Expected Outcomes (What the project hopes to accomplish).

4. Each region shall be represented by the ~~assistant~~ regional director, and the chiefs of the elementary education division, the secondary education division, and the higher education division. No substitutes nor observers will be allowed.

5. A similar course will be conducted by the participants on the regional level involving personnel who are actually engaged in the direction and management of on-going educational projects/programs, or are expected to be involved in the management and direction of the educational projects scheduled to be launched in the near future.

6. A course fee of \$40 and a fee of \$20 a day for board and lodging will be charged each participant.

7. Funds for the course participants will be chargeable to local funds, subject to the usual accounting and auditing procedures. Attached is the tentative program of activities for the short course.

(SGS.) JAMES H. DANIEL  
Secretary of Education and Culture

Incl.:  
As stated

SHORT COURSE

IN

PROJECT DESIGN & EVALUATION

WEEK-END PROGRAM

Monday, 12 January 1976

9:00 - 10:15	Opening and Orientation
10:15 - 10:30	Break
10:30 - 12:00	Plenary Session 1 Lecture-Discussions  An Introduction to Project Design and Evaluation Concepts  Matrix Analysis  Application of the Matrix Analysis to Problem Solving
12:00 - 1:30	Lunch Break
1:30 - 2:30	Plenary Session 2 Lecture-Discussions (continued)
2:30 - 2:45	Break
2:45 - 4:00	Division into Regional Groups Practicum No. 1 (Application of the Matrix analysis to participants' own projects.)

Tuesday, 13 January 1976

8:30 - 9:30	Plenary Session 3 Topic: Approaches to Problem Solving in SEA
9:30 - 12:00	Practicum No. 1 (continued)

- 12:00 - 1:30 Lunch break
- 1:30 - 4:00 Division into Multi-Regional Groups  
Practitioner No. 2 (App. location of the matrix analysis of an entire year project.)

Wednesday, 14 January 1976

- 8:30 - 12:00 Practitioner No. 2 (continued)
- 12:00 - 1:30 Lunch break
- 1:30 - 4:00 Project Evaluation (Use of Performance  
Work Sheets; etc.)

Thursday, 15 January 1976

- 8:30 - 12:00 Practitioner No. 3 - Creative Problem  
Solving (Application of the matrix  
analysis to an identified problem.  
This is individual work wherein  
the participant will identify a  
problem to which he will apply the  
matrix analysis.)
- 12:00 - 1:30 Lunch break
- 1:30 - 4:00 Recap session
- 8:00 - 9:30 p.m. Planning Session for the  
Regional Level Short Course

Friday, 16 January 1976

- 8:30 - 10:00 Utilization of SPM in Project  
Implementation
- 10:00 - 12:00 Course Determining
- 3:00 CERTIFICATE AWARDS CEREMONY

SCHEDULE OF WORK EXPERIENCES AND RELATED INFORMATION

WORK EXPERIENCES	Inclusive Dates	Rating

RELATED INFORMATION	Inclusive Dates	Rating

\_\_\_\_\_  
(Coordinator)

\_\_\_\_\_  
(Employer)