

Republika ng Pilipinas
(Republic of the Philippines)
KAGANGALAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

January 12, 1976

DEPARTMENT MEMORANDUM
No. 5, s. 1976

THE INTEGRATED DEC SCHOLARSHIP PROGRAM

To the: **Area Directors**
Regional Directors
Chiefs of Services and Heads of Units
School Superintendents

1. For easy reference on the various training programs of the Department of Education and Culture, inclosed is a list of scholarships sponsored by the Department with some educational institutions (Inclosure No. 1). These are available to the field every year.
2. From the list of nominees submitted in various divisions, each regional office may select three nominees to each of the programs which it chooses to participate in on the basis of a survey of their most urgent needs. For this purpose the regional planning unit shall perform the added function of determining the programs that the region will participate in and of the preliminary screening of the nominees to be recommended to the DEC Scholarship Committee. A set of criteria for screening for all programs is inclosed (Inclosure No. 2). This should be used for the screening of nominees from the different divisions.
3. Nominations for all 14-month programs must reach the DEC Scholarship Committee on or before the first Friday of February; those for scholarships that begin in the first semester must reach the committee on or before the first Friday of March. Each nomination should be accompanied by:
 - a. Four copies of the attached information sheet duly accomplished by the nominee and certified by the head of his agency/office or institution (Inclosure No. 3)
 - b. An original copy of his transcript of records and three copies of same.
 - c. A signed scholarship agreement between the nominee, the head of his agency or institution, and the Regional Director under whose jurisdiction his office falls

- d. A health certificate duly accomplished by a government physician.
- e. A certified true copy of the candidate's performance rating for the last three years.
- f. A certification of clearance from any obligation or pending administrative case by the head of his agency or office.
- g. Copies of a recent photograph to be attached to the information sheet.
- h. Nominees from private schools should have a certification from their schools/agencies that all the funding responsibilities of the Department of Education and Culture will be borne by their respective schools/agencies.

4. The contents of this Department Memorandum and its inclosures should be taken up in regional and division meetings to insure wide dissemination and a more judicious selection of grantees.

(SGS.) JUAN L. MANTUEL
Secretary of Education and Culture

Incls.:
As stated

References:
As cited

Attachment: 1-24-76 (D.C. 1-76)

To be indicated in the Remarks Inclos
under the following subjects:

OFFICIALS
PROGRAM, SCHOOL
SCHOLARSHIP
TEACHERS

Muslim communities; Cotabato (including Cotabato City), Sulu (including Jolo), Zamboanga del Sur (including Zamboanga City and Basilan City), Lanao del Norte (including Iligan City), and Lanao del Sur (including Marawi City) and Palawan. This is an undergraduate program that leads to a bachelor's degree in education. (Two semesters, starting in the first semester.)

9. The UPS-PCAT Leadership Education Assistance Program (LEAP) is a yearly graduate leadership program for 10 administrators, supervisors and teachers in industrial arts, practical arts and vocational technical education. (Two semesters and two summers, starting in summer.)
10. The UP-UPS Advanced English Language Teacher Training Program aimed at improving language instruction and supervision provide yearly (two semesters, starting in the first semester) a year's training for:
 - a. Ten elementary school teachers of English
 - b. Ten teachers and five department heads of English in the high schools
 - c. Five Division supervisors in English
 - d. Ten teachers of Filipino (five elementary and five high school teachers)
 - e. Five language instructors of normal schools
 - f. Five language (General Office Supervisors and Curriculum Coordinators) researchers in the Staff Bureaus.
11. The UP-UPS (CLEP) training program in Home Economics is a leadership program intended for supervisors, principals, head teachers and teachers of Home Economics. It has slots for 10 participants yearly. This ten-year program which started in 1966 has 20 participants yearly. (Two semesters and one summer, starting in summer)
12. The UPS-UP, PHU-Zamboanga State College Scholarships in Health Education have unlimited number of scholarships depending upon availability of local funds. This is designed to upgrade competencies of administrators, health physicians, school dentists, elementary health education coordinators and YDC-CAT teachers. Expenses incident to these training programs are all charged against local funds. (Two semesters and one summer, starting in summer.)
13. The Teacher Training Programs for Special and Exceptional children is designed for teachers of exceptional children, supervisors in charge of special education, administrators of schools with special education classes.

D2C Scholarship Programs

1. The EPS-FWC Cooperative Leadership Education Program (CLEP) is a yearly training program designed for 15 selected school administrators and supervisors to undergo training in effective leadership. (Two summers and two semesters, starting in summer.)
2. The EPS-FWC (Staff Development Program) Resolution No. 1129C.2 provides for 15 additional (CLEP) participants in the training program. This is designed to upgrade the competencies in leadership of relatively young elementary school teachers and administrators. (Three semesters and one summer, starting in summer.)
3. The EPS-FWC English Scholarship (Teaching English as a Second Language) Program is a yearly training program designed for 15 selected elementary teachers of English, head teachers, principals and supervisors who will lead in the improvement of the English programs in the elementary schools. (Two summers and two semesters, starting in summer.)
4. The EPS-FWC Filipino Scholarship Program (The Teaching of Filipino) is a yearly program designed for 15 selected elementary teachers for Filipino, head teachers, principals and supervisors who will take leadership in improving the Filipino programs in the elementary schools. (Two summers and two semesters, starting in summer.)
5. The EPS-FWC Reading Scholarship Program (The Teaching of Reading in English and Filipino) is a yearly training program for selected elementary teachers of reading, head teachers, principals and supervisors. This program accepts 20 participants yearly, 10 for Reading in English and 10 for Reading in Filipino. (Two summers and two semesters, starting in summer.)
6. The EPS-PPSTA Scholarship Program for Public School Teachers is designed to provide deserving school teachers with the opportunity to upgrade their competencies in the field of education with support from the PPSTA and an official time granted by the EPS.

The seven scholars selected yearly are each awarded a one-year graduate scholarship in the field of education or any desired course of the grantee. (Two semesters, starting in the first semester.)
7. The EPS-ZEC cultural minority scholarship program for administrators, supervisors, and teachers of the EPS who belong to the cultural minority groups of nine school divisions in the provinces of Zamboanga del Norte, Zamboanga del Sur, Cotabato, Sulu and cities of Zamboanga, Basilan and Cotabato. It has slots for 18 yearly participants who will pursue undergraduate or graduate courses. (Two semesters and one summer, starting in summer.)
8. The EPS-MSU Teacher Leadership Program is a leadership training designed for 25 public school teachers, administrators and supervisors in the

GENERAL CRITERIA FOR SELECTING NOMINEES
FOR SCHOLARSHIP PROGRAMS

1. Educational qualifications

- a. The nominee for any MA/MAEd specialization certificate must be a bachelor's degree holder, for the Ph.D., a master's degree with specialization in the area of proposed training.
- b. His average scholastic rating in college should not be lower than B or 2.00 or its equivalent.

2. Experience and training

- a. The nominee must actually be in the service in permanent status.
- b. He must have at least 3 years of satisfactory teaching experience.
- c. He must have genuine interest in and dedication to the school program in which he is to receive advanced training, must have qualities of leadership to be able to implement the program, and is committed to stay with the institution that sends him for training.

3. The nominee must be in good physical and mental health as indicated in a health examination conducted and certified by a government physician.

4. Teachers must not be more than 30 years old; those in administrative and supervisory positions, not more than 50 years.

5. A woman nominee should not be in the family way at the time of the selection (nor should she have just returned from maternity leave).

6. The nominee must not have any pending administrative case as indicated in a certification by the head of agency or institution.

7. He must be prepared to advance expenses for stipends, board and lodging, book allowances in case funds may not be released on time.

8. Obligations of the grantee - When the nominee is finally selected for the scholarship, he shall in consideration of his acceptance, bind himself to the following conditions:

- a. Keep up with the standards of the scholarship.
- b. Live up to the terms and conditions of the scholarship.

- c. Serve after the termination of his scholarship in the same school/Division or related office for a period of not less than two years for every year of his scholarship or a fraction thereof.
- d. To refund to the government such amounts as may have been collected for his transportation, salary, allowances, and other expenses incident to his scholarship grant for:
 - (1) failure to render, in full or in part, the required length of service referred to above, on account of resignation, voluntary retirement, separation from the service through his own fault, or other causes within his control; or for
 - (2) his having been recalled following revocation of his scholarship grant due to his own fault or wilful neglect.

9. The nominee should not have been a recipient of any DEC scholarship or training grant within the last five years before his nomination.

PERSONAL HISTORY OF EMPLOYEE

Name _____ Sex _____ Civil Status _____
 Address _____ Office/School _____
 Date of Birth _____ Division _____
 Place of Birth _____ Region _____

I. Educational Qualifications:

A. Degrees

Degrees Received	College/University	Major Field	Year Taken

B. Graduate Courses

Courses	College/University	Credits Earned	Year Taken

II. Civil Service Eligibility:

Name of Examination	Dating Date and Place of Examination

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Position Held	Division or Office	Total Years of Experience	Salary

IV. Honors/Awards Received or Earned:

V. Participation in Seminars or Workshops in English:
(Include only those on the national and regional levels)

Name of Workshop, Conference or Seminar	Date and Year	Delegate/Observer	Level

VI. Scholarship, fellowship, or travel grant previously enjoyed:
(State nature of field, where, and period of training)

VII. Some outstanding evidences of educational leadership:
(State positions held or roles performed, where, and when;
articles or books written.)

VIII. Efficiency Rating for the last three years:

Year	Group A	Group B

IX. Command of English:
(to be accomplished by the Division Supervisor of English)

	Excellent	Very Good	Good	Average	Poor
Spoken					
Written					

X. Reasons for recommending the candidate

I hereby certify that the foregoing statements are true and correct based on data available in this Office. If selected, this recommen-
dation can be released from his/her present assignment without detriment
to the efficiency of the service.

Superintendent of Schools/Head of
Agency or Institution

Regional Director

There are 75 participants yearly in the following schools:

UP	- Gifted	15
	- Socially retarded	15
	- Emotionally Disturbed	15
PAC	- Hearing Impaired	10
	- Gifted	10
BVES	- (Administrators)	10

The teachers undergo 2 semesters and one summer training period while the supervisors/administrators, 2 summers and 10 weeks professional laboratory experience any time during the school year after the second summer. (One summer and two semesters (for teachers), starting in summer. One summer and one semester (for administrators), starting in summer.)

The EPS-PAC Training Program for Teachers of the Blind has no specified tenure of Program. There are at least 10 grants yearly. These are open to teachers handling classes for the blind.

14. The UP-BSE (DVE-EPS) Advanced Language Teacher Training Program is aimed at improving language instruction and supervision in vocational secondary schools. This is a two-year program designed for the training of selected language teachers and instructors, department heads and supervisors of English and Filipino. It has 20 slots for the English Program and 20 slots for the Filipino Program every year. (Two summers and two semesters, starting in summer.)
15. The UP-BSE (AVE-EPS) Advanced Training Program in the Teaching of Reading is designed for the advanced training of selected teachers, instructors, department heads and supervisors of English or Filipino who will work for a certificate or a master's degree at the Department of Reading, College of Education, University of the Philippines. This program has 30 participants yearly. (Two summers and two semesters, starting in summer.)
16. The UP-BSE Social Studies Scholarship Program is aimed at improving social studies instruction and supervision in secondary schools through an advanced training program for social studies teachers, instructors, department heads, and supervisors who will be selected to work for a master's degree or a doctoral degree in social studies. This program has 20 participants every year. (Two summers and two semesters, starting in summer.)
17. The UP-BSE (BVE) Health Education Program is aimed at improving the health education program and its supervision in the schools through an advanced training program for teachers, instructors, supervisors, health educators, health coordinators, physicians, nurses and dentists

to work for a certificate or a master's degree in health education at the Department of Health Education, College of Education, U.P. This program has 20 participants every year. (Two summers and two semesters, starting in summer.)

18. The MELB-ESE (BSE) Advanced Agricultural Program is aimed at improving agricultural instruction and supervision in vocational schools through a training program for agricultural teachers, instructors, and department heads of agricultural schools and colleges as well as agricultural supervisors in the Regional Offices. This ten-year program with 25 participants yearly leads to a master's degree in Agricultural Engineering, Agronomy and Horticulture, Animal Husbandry, Agricultural Home Technology, Agricultural Education and Agricultural Economics. (One summer and two semesters, starting in summer.)

The school will pay monthly salaries, book allowances, stipend, and transportation from the school to U.P. and return. The U.P. will pay the university fees for all the sections.

19. The BSE (BWE) Faculty Development Program at the Marikina School of Arts and Trades is designed to improve instruction, supervision and administration in the schools through an advanced training program in the related subjects for vocational teachers, instructors, department heads, supervisors and administrators. The courses lead to master's degrees in the respective areas of specialization. This program has 50 participants every year. (Two semesters, starting in the first semester.)

20. The BSE Faculty Development Program, Fishery Schools Offering is a 4-year course open to 25 undergraduate fishery teachers yearly. (Two semesters, starting in the first semester.)

The grantees get their monthly salary and pay the school fees. The school pays other expenses such as monthly transportation expenses, book allowance and monthly stipend.

21. The Development Program for Teachers of Ethnic Minorities aims to equip them with the tools of linguistics so that they may acquire competency in linguistic description, grammatical analysis, semantics, phonetics, linguistics survey, and related work.

The MEC in concert with the Summer Institute of Linguistics will offer through the facilities of the MELB and under the administration of HEDSME a 36-unit course leading to the degree of S.A. in Education, with concentration in Educational Linguistics. The courses are programmed to enable students to finish in four sessions with a maximum load of 9 units every summer. (Four summers, starting in summer.)

22. The UP-ESE General Staff School Administrative and Supervisory Personnel Development Program (UP-ESE-GSSA-SPEP) aims at retraining

principals, assistant principals and supervisors of general secondary schools for one semester at the College of Education, University of the Philippines. It attempts to update the teachers in the latest trends in the teaching of Science, Mathematics, Social Studies and the Communication Arts and thereby improve their competencies in the administration and supervision of these programs. It also brushes them up on theories and principles of educational administration and supervision. The tuition and miscellaneous fees were charged to the defunct Bureau of Public Schools as per memorandum of understanding. (On a semester period (twice a year), starting in the first or second semester.)