

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

March 2, 1976

DEPARTMENT MEMORANDUM
No. 58, s. 1976

DEC-DEC JUNIOR EXECUTIVE TRAINING COURSE
AT TEACHERS CAMP, BAGUIO CITY

To: Bureau Directors
Regional Directors
School Superintendents

1. The Department of Education and Culture, Manila, in accordance with the Memorandum Agreement with the DEC stipulated in Department Memorandum No. 221, s. 1975, is sponsoring a year-round Junior Executive Training Course at Teachers Camp, Baguio City. The first course will be held from April 5 to May 15, 1976, and will constitute a special program in the 1976 Baguio Vacation Normal School (BVNS). The succeeding courses in the nature of 4-and-3-week institutes, are tentatively scheduled in July, October and January.

2. It will be noted that these courses are both complementary and supplementary to the DEC-DEC JET Program described in Department Memorandum No. 221, s. 1975. They are intended for the DEC to achieve the purpose of the JET-Program to serve the vast number of desired personnel, and to enhance such service expeditiously and qualitatively as well as quantitatively. They also represent a mechanism for inter-regional exchange and integration. Enclosed with this Department Memorandum are the description, objectives, and other details of the JET program.

3. Among the participants that may be admitted to this course and in subsequent courses are: division supervisors, principals and head teachers, and regional staff who have not participated in any JET program.

4. Each region may send four (4) participants; each bureau, office or unit in the General Office, one. Names of the participants, together with a copy of Form 912 of each, duly accomplished, should be sent to Bureau Training Office not later than the second week of March, 1976. The number of participants capable of being accommodated for April 5 - May 15 being limited to a standard manageable size of one training group, the applications should carry the endorsement of the superintendents concerned and will be accepted on a first-come first-served basis.

Participants will also be accommodated, if they so desire, for additional WNS subjects to enable them to carry the maximum load of nine (9) units credit together with the JEP Program credit of six (6) units.

5. The National Research and Development Centre for Teacher Education (NRCOTE), which has administrative supervision of WNS, will manage and coordinate these DSO- DSO JEP Courses at Teachers Camp, Baguio City. NRCOTE will adopt guidelines from the DSO and DSO JEP Officers who coordinated the National JEP Program at Marikina School of Arts and Trades, Marikina, Rizal

6. A training fee of P300 will be charged each participant to cover cost of materials and honorarium for resource persons. Board and lodging will be P15 a day. Expenses incident to the attendance in this training courses shall be charged against local funds subject to the usual accounting and auditing regulations.

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

Incls:
as stated

Reference:
Department Memorandum: (No. 221, s. 1975)

Attachment: 1-2-3-4--(D.O. 1-76)

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

CHARGES
EXPENSES
OFFICIALS
TRAINING
TRAVELERS
VACATION PLAN

(Enclosure to Department Memorandum No. 58, s. 1976)

THE OAS-DEU JEP (JUNIOR EXECUTIVE PARTNER) PROGRAM.

I. RATIONALE OF THE PROGRAM.

The current sweeping rework of the civil service provides a most opportune time to intensify and better integrate service-wide training efforts to reorient the bureaucracy to the new realities of Philippine public administration.

The public school system employs almost fifty per cent of the total government workforce. Its tremendous size coupled with its pivotal role in the education of the citizenry, makes it a potent agent in disseminating the goals and programs of the new Society as well as reorienting thoughts and values within the framework of the new social order.

II. TRAINING STRATEGY

To reach each and everyone in the system directly involved in the educational process - the classroom teachers, head teachers, principals, supervisors, and other higher school officials, the critical mass strategy will be utilized.

To compensate the participants for their investment of personal time and effort, the DEU shall recognize successful completion of the Program as equivalent to six (6) units of academic study in the program or one (1) year of supervisory experience for purposes of admission to relevant civil service examinations and in cases of promotion and other personnel actions. Participants will be awarded certificates of completion jointly signed by the Secretary of Education and Culture and the Chairman of the Civil Service Commission.

III. OBJECTIVES:

The Program aims:

- To reorient school officials to the managerial effectiveness required of them by the program thrusts of the New Society
- To arouse a new spirit of professionalism, discipline and dedication in the public service.
- To instill an awareness of the over-all goals of the Department of Education and Culture and of the Civil Service Commission in support of the national development program.

After a carefully planned and successful completion of the program, the participants are expected:

- To gain a working knowledge of some modern concepts of effective management, administration and supervision
- To apply management tools and techniques to improve the efficiency of their respective units
- To improve their communications and interpersonal skills for efficacious leadership of their work group
- To deepen their sense of responsibility for the development of moral values - through educational reforms

IV - COURSE CURRICULUM

1. The Law Orientation

- Development Perspectives
- Present Structure of the Law Society
- Law Structure of 1) the Civil Service; 2) the School System
- Roles and Functions of School Executives
- Ethics and Conduct in the Public Service

2. Action-Oriented Leadership

- Leadership Behavior
- Work Motivation
- Decision-Making
- Situational Change

3. Management by Objectives and Resource Evaluation (MORIS)

- System Approach to Management
- Defining Objectives and Results
- Establishing Performance Standards
- Tools and Techniques of Managerial Coordination and Control

4. The Modern Administrative Context

- Program Planning and Budgeting

- Personnel Policies and Procedures
 - Accounting and Auditing Regulations
 - Property Procurement and Utilization Procedures and Practices
 - Records Management
3. The Societal Milieu
- Filipino Values and Role Conflicts
 - Crisis Management
 - Accountability to the People

4. TRAINING METHODOLOGY

Time allotment for the learning blocks in the course content may be adjusted to fit specific training targets provided the total number of training hours is not less than 105.

Learning content and instructional techniques, as well as concomitant activities, shall focus on the value orientation of the New Society. Attitude change shall be emphasized together with the understanding of concepts and the development of skills.

Reading materials in each area shall be distributed in advance of scheduled sessions. Additional materials may be distributed during the course. Together with lectures given by chosen speakers; they shall constitute the core of the discussions.

Lecture-discussions, group work, individual exercises, case studies and workshops will be the main learning methods. Participants will be encouraged to express their views and comments on what is presented to them. They will be given special assignments and projects to work out.

VI. FEES

Participants to the national institute shall pay a training fee of P300.