

KAGAWARAN NG EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

July 15, 1977

DEPARTMENT MEMORANDUM
No. 147, s. 1977

DECENTRALIZED EDUCATIONAL PLANNING FOCUSED ON
UNDERSERVED ELEMENTARY SCHOOLS

to: Regional Directors
Schools Superintendents

1. One of the major thrusts of the government is to accelerate countryside development. Along this line the Department of Education and Culture shall implement a Program of Decentralized Educational Planning for Elementary Schools for 5 school years, starting from SY 1977-78, to direct attention and assistance to depressed, disadvantaged and underserved (DDU) elementary schools.

2. The objectives of the program are as follows:
(1) to develop further the capability of the planning staff in the school districts, school divisions and regional offices such that they can, among others, identify and strengthen the DDU elementary schools within their area of responsibility; (2) to develop and utilize criteria for identifying and classifying DDU regions, DDU school divisions, DDU school districts, and DDU schools; (3) to develop guidelines and output formats in the preparation of district, division and regional plans for elementary education; and (4) to establish procedures for effecting a continuing process of interaction between the school and the community, the school district and the division office, the school division and the regional office, and the regional offices and the Office of the Secretary in the decentralized preparation and implementation of elementary school programs and projects for DDU elementary schools.

3. This school year, the Program shall consist of live-in workshops in three (3) stages for the following trainers and participants to attend: (only for Regions II, V, VI, VII, VIII, IX, X and XII).

<u>Workshop Stage</u>	<u>Trainer/resource person</u>	<u>Participants</u>
Stage 1 - 3-day live in regional workshop on Decentralized Educational Planning Venue: Regional Center	Asst. Regional Director Ad Hoc Regional Planning Staff Members Regional Div. Chiefs Two Planning Service (DSC) Staff Members UNICEF representative(s)	From each Provincial School Division: One Asst. Superintendent One Research & Evaluation Div. Supervisor Two ranking district supervisors
Stage 2 - 3-day live-in division workshop on the Identification of Under-served Schools Venue: Division Level	Chief, Elementary Education Division All provincial school division Stage 1 participants UNICEF representative(s)	All provincial school district heads (non-trainers)
Stage 3 - 5-day live-in for the Preparation of a Division Plan for Under-served Schools Venue: Division Level	-do-	Heads of under-served schools proposed for UNICEF assistance and their school district heads.

Schedule of workshop:

Stage 1	August 1- 3, 1977	Region V, Legaspi City
	August 3- 5, 1977	Region XII, Cotabato City
	August 8- 10, 1977	Region VI, Iloilo City
	August 10- 12, 1977	Region IX, Zamboanga City
	August 15- 17, 1977	Region VII, Cebu City
	August 17- 19, 1977	Region X, Cagayan de Oro City
	August 22- 24, 1977	Region II, Tuguegarao, Cagayan
	August 24- 26, 1977	Region VIII, Tacloban City

Stage 2 shall be held in the provincial school divisions in September, 1977 on dates to be determined by the regional directors concerned.

Stage 3 may be held in the provincial school divisions between October and December 1977 on dates to be determined by each provincial school superintendent concerned upon approval by the regional director.

Above-listed DEC participants and trainers/resource persons shall attend the workshops on official time only. Whenever necessary, and subject to the approval by the Secretary, personnel from the Planning Service may be authorized to attend on official time only as resource persons in the division workshops.

4. UNICLF shall finance the three-stage workshops only for DEC Regions II, V, VI, VII, VIII, IX, X, and XII, including travel expenses of participants, trainers/resource persons at rates in accordance with existing government accounting and auditing rules upon presentation of individual itinerary of travel.

5. In order that they may be exposed to an approach in planning for DDU schools, the city schools superintendents of DEC Regions V, VI, VII, VIII, IX, X, and XI and assistant regional directors of DEC Regions I, III, IV, IV-A and XI are enjoined to attend as observers any of the above-stated regional workshops most convenient to them with travel expenses chargeable against their own regional/division sub-allotments. The Regional Director of the region where these officials decide to attend should be informed well ahead of time to enable the regional office to make arrangements for them. Regional Directors of DEC Regions I, III, IV, IV-A and XI may organize similar regional and division workshops of such size well within their respective resources.

6. The Planning Service shall prepare the program of activities and relevant educational statistics for the Stage 1 regional workshops only. Program of activities for Stage 2 shall be prepared in Stage 1, and those for Stage 3 shall likewise be worked out in Stage 2.

7. Each ad hoc planning unit and the chiefs of promotional divisions of regional offices concerned shall organize regional educational statistics and information to be given to participants in the respective regional workshop. Likewise, the chief of each regional Budget Division shall furnish the same workshop participants with copies of financial statements on balances of regional allotments under CY 1977 appropriations, P.D. 1050 and the Stabilization Education Fund, RA 5447.

8. Each assistant superintendent/school district head shall bring with him to the workshops (-) sufficient copies of financial statements on division/district operating funds sub-allotments; and balances of division/district share from SEF, RA 5447; (2) pertinent division/district level educational statistical information; and (3) division/district and school maps to be furnished each participant.

9. Each regional director concerned shall submit to UNICEF, through the Planning Service, DEC, Manila a program of expenditures for the stage 1 workshop, not later than July 20, 1977 and for stages 2 and 3 not later than August 15, 1977. In both instances estimated travel expenses of prospective participants should support each program of expenditures.

10. In view of the urgency and significance of this project, the regional directors as well as the provincial schools superintendents concerned who are responsible for the successful implementation of the program are enjoined to give this project priority consideration. These Schools Superintendents may attend the regional workshops with travel expenses chargeable against division travel allotments, subject to the usual accounting and auditing requirements.

11. Inclosed are additional information about the aforementioned project.

(SGD.) JOSE L. MANUEL
Secretary of Education and Culture

Incl. 1

As stated

Reference:

None

Allotment: 1 - 2 - - (D.O. 1 - 76)

To be indicated in the Perpetual Index
under the following subjects

~~EXPENSES~~
~~OFFICIALS~~
~~SCHOOLS~~

~~SURVY~~
~~WORKSHOPS~~

(Inclosure to Department Memorandum No. 147, s. 1977)

The orientation workshops which consist of three stages are addressed to the following objectives:

1. To strengthen the planning units at the regional and division levels;
2. To develop participant awareness of the total program of decentralized educational planning;
3. To apply the skills acquired in the decentralized educational planning process to the problems of underserved elementary schools;
4. To prepare an educational development plan for the critically underserved elementary schools; and
5. To delineate the roles of the various school officials in the planning process.

The schedule, duration, requirements and expected outputs of each of the three stages are detailed below:

Stage I - Regional Workshops

Objective - To orient trainers for the stage 2 workshop

Schedule - August, 1977

Duration - 3 days (live-in)

Venue - Regional Center

Requirements - Regional and division bulletins

Expected Output -

1. Regional, division and selected district personnel trained in decentralized educational planning.
2. Regional criteria for identifying and classifying disadvantaged and underserved school divisions, school districts and individual schools.
3. Scheme of coordinating district, division, and regional plans for assisting DDJ schools.
4. Program of activities for Stage II Workshop.
5. Additional data gathering forms to be filled up in Stage II Workshop.

Stage II - Division Workshop

Objective - To orient all district supervisors on their role in decentralized educational planning.

Schedule - September, 1977

Duration - 3 days (live-in)

Requirements -

1. District and Division Educational Statistical Bulletins.
2. Municipal School Distribution Map.

Expected Output -

1. Final/Approved List of disadvantaged, distressed and underserved elementary public schools by division.
2. Division criteria for identifying and classifying disadvantaged and underserved districts.
3. Scheme of integrating district plans into a division plan.
4. Program of activities for Stage III Workshop.
5. Program of activities for school districts not participating in Stage III Workshop.
6. List of data requirements for use in Stage III Workshop.

Stage III -

Objective - To prepare division plan for underserved public elementary schools for UNICEF consideration

Schedule - October-December, 1977

Duration - 5 days (live-in)

Requirements -

1. Available data identified in Stage II Workshops to be used in Stage III Workshops

Expected Output -

1. Five-Year Division Plan for disadvantaged, distressed and underserved public elementary schools proposed for UNICEF assistance.

Long Term Expected Benefit/Outputs of the Decentralized Educational Planning Process

1. An annual timetable for planning and implementing assistance program to EDU schools in all school districts in all divisions in all regions.
2. Provision of funds in the regional and school division budgets to support the annual activities and requirements of the decentralized educational planning programs.