

Republika ng Pilipinas
(Republic of the Philippines)
YAGAP-BAN TO EDUKASYON AT KULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

July 11, 1977

DEPARTMENT MEMORANDUM
No. 151, s. 1977

TEACHER TRAINING PROGRAM IN SPECIAL EDUCATION FOR 1978-1979

To: Bureau Directors
Regional Directors
Chiefs of Services and Head of Units
Coordinator, State Colleges and Universities
Schools Superintendents

1. The Department of Education and Culture hereby announces the Training Program in Special Education for the school year 1978-1979 at the Philippine Normal College and the University of the Philippines.
2. The training program for teachers runs for a period of one summer and two semesters, starting the summer of 1978, and leads to a certificate in Special Education with specialization in any of the following areas:
 - a. Education of the Visually Impaired
 - b. Education of the Hearing Impaired
 - c. Education of the Gifted/Fast Learners
 - d. Education of the Mentally Retarded/Slow Learners
 - e. Education of Children with Behavior Problems/
Emotionally Disturbed
3. The training course for supervisors is offered for two consecutive summers, starting summer of 1978 to be followed by a ten-week practicum, and leads to a certificate in Organization, Administration and Supervision of Special Education. Supervisors in charge of Special Education in the regional or division level are preferred for this program.
4. Each division may nominate to the regional director three (3) candidates for each area of specialization. The regional office is expected to screen further these applicants on the basis of a survey of urgent needs.
5. Candidates for the training program must meet the following requirements.

- a. Educational qualification - A.S.E., B.S.E. Ed. or its equivalent
 - b. Civil service eligibility - Teacher
 - c. Performance rating - Very Satisfactory
 - d. Scholastic ability - Not lower than 3 or 2 or its equivalent, to be able to qualify for admission to the graduate school, either at the Philippine Normal College or at the University of the Philippines.
 - e. Experience - Teacher must actually be in the public school on permanent status, and has had at least three years of successful teaching experience with normal children.
 - f. Health - Must be physically fit and emotionally stable, as indicated in a health examination conducted and certified to by a government physician, to conduct division-wide surveys and carry out a screening program in addition to actual teaching of deviant children.
 - g. Special qualification - Must have genuine interest in and dedication to the education of exceptional children with qualities of leadership and personality traits for sequence specialization.
 - h. Age - The teacher nominee should not be more than 40 years old and the administrator-supervisor nominee, not more than 50.
 - i. Status and sex - Male recommendees are preferred for training of teachers of the blind. Female teachers on the family way are disqualified.
 - j. The nominee must not have any pending administrative case as indicated in a certification by the head of agency or institution.
- b. Each grantee will be entitled to the following privileges:
- a. Study leave with pay for the duration of the training;
 - b. Free tuition and other enrollment fees;
 - c. Book allowance of P300 for the whole year,
 - d. Monthly stipend of P300 during the period of training including the summer term; and
 - e. Transportation expenses to Manila and return to be charged against local funds.

7. Funds for this program will be charged against R.A. No. 3562 entitled "An Act to Promote the Education of the Blind" and under R.A. No. 5250, entitled "An Act Establishing a Ten-Year Training Program for the Teachers of Special and Exceptional Children in the Philippines."

8. Obligations of the grantee - When the nominee is finally selected for the training program, he/she 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 three years for every year of his scholarship or a fraction thereof, and
- d. Refund to the government such amounts as may have been defrayed 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; and for
- (2) His recall or cancellation of his scholarship grant due to his own fault or willful neglect.

9. Grantees must be prepared to advance expenses for stipend and book allowance, in case funds are not released on time.

10. Candidates for selection will be interviewed by a screening committee at the screening centers in each region on the dates indicated below:

<u>Region</u>	<u>Center</u>	<u>Date</u>
I and II	San Fernando, La Union	Dec. 5-9, 1977
III	San Fernando, Pampanga	Nov. 14-18, 1977
IV	DEC	Dec. 12-16, 1977
IV-A	Lipa City	Dec. 12-16, 1977

V	Naga City	Nov. 7-11, 1977
VI	Iloilo City	Dec. 12-16, 1977
VII and VIII	Cebu City	Dec. 5-9, 1977
IX and X	Davao City	Nov. 21-25, 1977
XI and XII	Zamboanga City	Nov. 7-11, 1977

11. Each nominee should submit to the screening committee during the interview, three (3) copies each of the following documents, unless otherwise specified:

- a. Information Sheet duly accomplished by the nominee and certified by the head of his agency/office or institution. (Inclosure No. 1)
- b. The original copy of his transcript of records and three (3) xerox copies of the same.
- c. Signed scholarship agreement between the nominee, the head of his agency or institution, and the regional director under whose jurisdiction his office falls. (Inclosure No. 2)
- d. Health certificate duly accomplished by a government physician.
- e. Certified true copy of the nominee's performance rating for the last three years.
- f. Certification of clearance from any or pending administrative case by the head of his agency or office.
- g. Recent photograph to be attached to the information sheet, size 2" x 2."
- h. Letter of recommendation from the provincial/city schools superintendent.

12. Candidates who fail to make it to their screening centers on the specified dates may report to the DEC on December 12-16, 1977 which will be the last screening date.

13. Successful candidates who will be chosen for the grants will be notified through their respective superintendents in due time.

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

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

Incls.:
As stated

Reference:
Department Memorandum No. 170, s. 1976

Allotment: 1-2-3--(D.C. 1-76)

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

LEGISLATION ✓
QUALIFICATION ✓
SCHOLARSHIP ✓
SPECIAL EDUCATION ✓
TEACHERS ✓

PERSONAL INFORMATION SHEET

Name _____ Sex _____ Civil Status _____
Address _____ Office/School _____

Date of Birth _____ Division _____
Place of Birth _____ Region _____

I. Educational Qualifications:

A. Degree

Degrees Received	College/Univ.	Major Field	Year Taken

B. Graduate Courses

Course	College/Univ.	Units Earned	Year Taken

II. Civil Service Eligibility:

Name of Examination	Rating	Date and Place of Examination

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Position Held	Division or Office	Total Years: 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	Place and Years	Delegato/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

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 recommendee can be released from her/his present assignment without detriment to the efficiency of the service.

Superintendent of Schools/Head
of Agency or Institution

Regional Director

Republic of the Philippines
DEPARTMENT OF EDUCATION AND CULTURE
Y a n í l a

SCHOLARSHIP CONTRACT FOR TEACHERS
(Form A: Scholarship with Pay)

I, _____ in consideration of the scholarship granted me by the _____ and of the payment of my salary by the Republic of the Philippines (Department of Education and Culture) during the period of such scholarship, do hereby agree:

1. To specialize in _____ (school) at the _____ for a period of _____ which will be the duration of the scholarship.

2. To return to my present assignment upon the termination of my scholarship and to render at least two (2) years of service to the _____.

3. To render a quarterly report regarding the activities relevant to the kind of training I got under the scholarship that I enjoy.

4. To defray other expenses in connection with my scholarship not chargeable to the government or other grantor with the understanding that my salary will be paid regularly by the Government (DEC) during my study.

5. To reimburse the Republic of the Philippines, through the Department of Education and Culture, the amount equal to the total compensation paid to me during the period of my scholarship in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract at any time during or after the period of my scholarship.

6. To furnish the Department of Education and Culture, through the DEC Integrated Scholarship Committee, the following credentials during the period of my scholarship grant:

- a. Grades (at the end of every semester)
- b. A report on projects and term papers.
- c. A copy of my thesis.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19____ at _____, Philippines.

(Grantee)

Attested:

(Designation)

(Div. Superintendent of Schools)

SUORN STATEMENT

SUBSCRIBED AND SUORN to before me this _____ day of _____, 19____ at _____,

Philippines, the grantee exhibited to me his/her Residence Certificate

No. A _____, issued at _____ on _____,

19____.

(Administering Officer)

Republic of the Philippines
DEPARTMENT OF EDUCATION AND CULTURE
M a n i l a

TRAINEESHIP CONTRACT FOR ADMINISTRATORS/SUPERVISORS
(Form B: Traineeship with pay)

I, _____, in consideration of the traineeship granted me by the Department of Education and Culture, and of the payment of my salary by the Republic of the Philippines during the period of such traineeship, do hereby agree:

1. To train in the Organization, Administration and Supervision of Special Education programs at the _____ for a period of two summers and ten weeks professional laboratory experiences after the second summer.

2. To maintain a grade of at least 1.5 in every subject and assume proper decorum at the training institution throughout the training period.

3. To return to my present assignment upon the termination of my traineeship for at least two years, and to render service to help organize, supervise, improve, expand classes of exceptional children in public schools, and to conduct in-service training programs in special education.

4. To defray any other expenses in connection with my traineeship not chargeable to the government or the grantor and be able to advance expenses for stipends and books pending release of funds by the government as provided for in the traineeship.

5. To claim reimbursement of book allowance only upon presentation of receipts not exceeding P300.

6. In the event that I am promoted within the contract period, I shall continue to undertake the organization, supervision, improvement and expansion of classes of exceptional children.

7. To reimburse the Republic of the Philippines, through the Department of Education and Culture, in an amount equal to the total compensation and allowances paid to me during the period of my traineeship in the event that, through inexcusable neglect or circumstances within my control, like promotion, going abroad, pregnancy, etc., I fail to abide by the terms

of this contract at any time during or after the period of my traineeship. Should I be forced to stop schooling, I shall immediately notify in writing pertinent documents, the IEC and the training institution.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19__ at _____.

Grantee

Designation

ATTESTED:

Superintendent of Schools

SWORN STATEMENT

SUBSCRIBED AND SWORN to before me this _____ day of

_____, 19__ at _____,

Philippines, the grantee exhibited to me his/her Residence Certificate

No. A _____, issued at _____ on _____

19__.

(Administering Officer)

PERSONAL INFORMATION SHEET

Name _____ Sex _____ Civil Status _____
Address _____ Office/School _____

Date of Birth _____ Division _____
Place of Birth _____ Region _____

I. Educational Qualifications:

A. Degrees:

Degrees Received	College/Univ.	Major Field	Year Taken

B. Graduate Courses

Course	College/Univ.	Units Earned	Year Taken

II. Civil Service Eligibility:

Name of Examination	Rating	Date and Place of Examination

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Position Held	Division or Office	Total Years: 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	Place and Years	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

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 recommender can be released from her/his present assignment without detriment to the efficiency of the service.

Superintendent of Schools/Head
of Agency or Institution

Regional Director

PERSONAL INFORMATION SHEET

Name _____ Sex _____ Civil Status _____
Address _____ Office/School _____

Date of Birth _____ Division _____
Place of Birth _____ Region _____

I. Educational Qualifications:

A. Degree

Degrees Received	College/Univ.	Major Field	Year Taken

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Republic of the Philippines
DEPARTMENT OF EDUCATION AND CULTURE
M a n i l a

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(Form A: Scholarship with Pay)

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1. To specialize in _____ at the _____ (school) for a period of _____ which will be the duration of the scholarship.

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3. To render a quarterly report regarding the activities relevant to this kind of training I got under the scholarship that I enjoy.

4. To defray other expenses in connection with my scholarship not chargeable to the government or other grantor with the understanding that my salary will be paid regularly by the Government (DEC) during my study.

5. To reimburse the Republic of the Philippines, through the Department of Education and Culture, the amount equal to the total compensation paid to me during the period of my scholarship in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract at any time during or after the period of my scholarship.

6. To furnish the Department of Education and Culture, through the DEC Integrated Scholarship Committee, the following credentials during the period of my scholarship grant:

- a. Grades (at the end of every semester)
- b. A report on projects and term papers.
- c. A copy of my thesis.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19____ at _____, Philippines.

(Grantee)

Attested:

(Designation)

(Div. Superintendent of Schools)

SWORN STATEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 19____ at _____, Philippines, the grantee exhibited to me his/her Residence Certificate No. A _____, issued at _____ on _____, 19____.

(Administering Officer)

Republic of the Philippines
DEPARTMENT OF EDUCATION AND CULTURE
M a n i l a

TRAINEESHIP CONTRACT FOR ADMINISTRATORS/SUPERVISORS
(Form B: Traineeship with pay)

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of this contract at any time during or after the period of my traineeship. Should I be forced to stop schooling, I shall immediately notify in writing pertinent documents, the DEC and the training institution.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 19__ at _____.

Grantee

Designation

ATTESTED:

Superintendent of Schools

SWORN STATEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 19__ at _____, Philippines, the grantee exhibited to me his/her Residence Certificate No. A _____, issued at _____ on _____ 19__.

(Administering Officer)