

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

August 31, 1977

DEPARTMENT MEMORANDUM  
No. 185, s. 1977

VOCATIONAL EDUCATION REPORT

To: Regional Directors  
Schools Superintendents  
Vocational Schools Superintendents  
Vocational Schools Administrators  
Vocational Schools Principals

1. There is an urgent need in this Office for up-to-date detailed information about nationally supported vocational schools. The availability of data and other items of information is essential to meet requests for such information from government agencies like the NEDA and the Budget Commission and to serve as resource materials in the evaluation of budgets and in educational planning.

2. Vocational schools superintendents, administrators, and principals are requested to accomplish the inclosed forms and send them directly to the Director of Secondary Education not later than October 31, 1977. These reports should be submitted annually thereafter on or before the date indicated. Copies are to be furnished the regional director and in the case of principals, the division superintendent.

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

Incl.: As stated

Reference:

None

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

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

- FORMS
- REPORTS
- VOCATIONAL EDUCATION

VOCATIONAL EDUCATION REPORT

Information About the School

1. Name of the vocational school \_\_\_\_\_
2. Location \_\_\_\_\_
3. Date established \_\_\_\_\_
4. Area of school site in square meters \_\_\_\_\_
5. Number of buildings:
  - a. Permanent \_\_\_\_\_
  - b. Semi-permanent \_\_\_\_\_
  - c. Temporary \_\_\_\_\_
6. Number of employees:
  - a. Teaching \_\_\_\_\_
  - b. Non-teaching \_\_\_\_\_
7. Current appropriation \_\_\_\_\_
8. Names of key officials:
  - a. School Head \_\_\_\_\_
  - b. Department Heads:
    1. Vocational \_\_\_\_\_
    2. Related \_\_\_\_\_
  - c. Supervisors:
    1. \_\_\_\_\_
    2. \_\_\_\_\_
  - d. Administrative Assistant \_\_\_\_\_
  - e. Bookkeeper \_\_\_\_\_
  - f. Disbursing Officer \_\_\_\_\_
  - g. Supply Officer \_\_\_\_\_
  - h. Resident Auditor \_\_\_\_\_
  - i. Others \_\_\_\_\_

Table 1. Statement of Actual Income (General Fund)  
and Actual Expenditures for the  
Previous Fiscal Year

Vocational School \_\_\_\_\_ Fiscal Year \_\_\_\_\_

I t e m	Appropriations	Actual Release (Net Allotment)	Actual Expenditures	Balance (If any)
I Personal Services - 01	:	:	:	:
II <u>Maintenance and Other Operating Expenses:</u>	:	:	:	:
1. Traveling Expenses - 02	:	:	:	:
2. Other Services - 06	:	:	:	:
3. Supplies and Materials - 07	:	:	:	:
II <u>Capital Outlay</u>	:	:	:	:
1. Land, Land Improvements, and Structure Outlay - 20	:	:	:	:
2. Equipment Outlay - 21	:	:	:	:
IV <u>Others</u>	:	:	:	:
T O T A L S	:	:	:	:

Vocational School

Vocational School

Major Subject	Elementary Grades Total	
	M	F
TOTALS BY SEX		
TOTALS		

Vocational Course

	Elementary*		Secondary		Special Department		Technical/Trade	
	M	F	M	F	M	F	M	F
TOTALS								

\*Data not available

Table 2 - Enrollments

BY SEX











