

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

September 2, 1977

DEPARTMENT MEMORANDUM
No. 188, s. 1977

DEC-NMTC SKILLS UPGRADING PROGRAM FOR
VOCATIONAL TEACHERS AND INSTRUCTORS

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
Schools Superintendents
Vocational School Superintendents/Administrators
Heads of Private Schools, Colleges and Universities

1. A skills upgrading program for vocational teachers and instructors will be undertaken jointly by the Department of Education and Culture and the National Manpower and Youth Council at the Office of Manpower Skills Development, Taguig, Metro Manila, starting the school year 1977-78, in conformity with a Memorandum of Agreement entered into between the DEC and the NMTC.

2. The program aims to provide skills upgrading opportunities for teachers and instructors teaching vocational/technical and practical arts courses in government and private schools and colleges through exposure to the NMTC's modular training methodology, utilizing modern training equipment and facilities put up with the aid of the United Nations Development Programme/International Labour Organization.

3. The courses to be offered and duration in training hours are as follows:

<u>Courses</u>	<u>Duration</u>
A. Automotive (General Auto Mechanics)	300 hours
B. Machine Shop (General Machine Shop)	300 hours
C. Welding (Gas, Arc, Tig and Mig Welding)	240 hours
D. Electricity:	
Motors/Controllers Installation and Maintenance	300 hours
Motor Rewinding	240 hours
E. Electronics:	
TV Servicing - Solid State, Black and White TV	300 hours
TV Servicing - Color TV	300 hours
Advance Radio Servicing	300 hours
F. Refrigeration and Air Conditioning (Domestic PAC)	240 hours

4. An applicant for this skills upgrading program must -
 - a. Possess a permanent appointment as a teacher if he/she is teaching in a government school;
 - b. Be actually teaching in a government or private school the course(s) which he will take under the program, with a latest efficiency rating of at least Satisfactory.
 - c. Be not more than 50 years old on his last birthday; and
 - d. Be recommended by the school head and indorsed favorably by the schools superintendent and/or the regional director, the recommendation to include a certification that local school funds are available to cover the monthly stipend, travel expenses and other authorized allowances of the recommendee, and that the recommendee is actually teaching the course which he will take under the program. The school head should further certify about the latest efficiency rating of the one being recommended.

5. A teacher or instructor applying for a training grant under this program should formally file his application, through channels to the Secretary of Education and Culture, inclosing two copies of his official transcript of records and three copies of the inclosed Information Sheet and Skills Training Grant Contract properly accomplished. The school head making the recommendation should forward these papers and other required documents to reach the Office of the Secretary of Education and Culture at least one (1) month before the beginning of the training period preferred so that enough time will be afforded the DEO-IMYC Technical Committee to process the applications and for this Office to advise qualified applicants of their acceptance and training schedule.

6. Selected trainees should present their notices of acceptance when they report for training at the Office of Manpower Skills Development in order to avoid any inconvenience on their part.

7. In addition to his regular salary, a teacher trainee shall be entitled to a monthly stipend of P300 for the duration of his training grant; travel expenses from his station to the Office of Manpower Skills Development at Taguig, Metro Manila and return; and cost of materials and supplies not exceeding P500 needed by the trainee in making required training aids and projects that will be used in his/her school for instructional purposes, subject to the availability of local school funds and the usual accounting and auditing requirements.

8. A teacher trainee who is awarded a ~~certificate of completion~~ of a course in this skills upgrading program shall be entitled to credits in shopwork of three (3) units on the graduate level, or five (5) units on the undergraduate level.

9. The MMFC will not charge any training fee from the teacher trainees. Lodging accommodations and canteen services for the trainees are available at the Manpower Skills Development Center at nominal cost.

10. It is desired that the contents of this Memorandum be given as wide a publicity as possible for the information and guidance of all concerned.

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

Incls.:

As stated

Reference:

Department Memorandum: No. 61, s. 1977

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

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

BUREAUS & OFFICES
SCHOOLS
TEACHERS

TRAINING PROGRAM
UNIVERSITIES and COLLEGES
VOCATIONAL EDUCATION

LETTER OF RECOMMENDATION

(Date)

The Honorable, the Secretary of
Education and Culture
Arroceros St., Manila
(Through Channels)

S i r :

I have the honor to recommend Mr./Ms. _____
_____ of this school for a skills training
grant in the course(s) _____
at the NMYC Office of Manpower Skills Development, Taguig, Metro Manila,
under the DEC-NMYC Skills Upgrading Program for Vocational Teachers and In-
structors from _____, 19 _____ to _____ 19 _____.

The recommendee has a contract/permanent appointment as teacher/in-
structor in this school where he is presently assigned to teach the course(s)
in _____. His/Her latest efficiency
rating is _____.

In this connection, I hereby certify that local school funds are
available to cover the authorized expenses of Mr./Ms. _____
as a training grantee under this program which includes a monthly stipend of
P300, traveling expenses from his/her station to the NMYC Office of Manpower
Skills Development, Taguig, Metro Manila, and return, and cost of materials
and supplies needed for the production of training aids and projects required
in the course(s) to be taken not exceeding P500. I further certify that Mr./
Ms. _____ has no pending administrative or criminal
charges against him/her.

Inclosed are the Information Sheet and Skills Training Grant Contract
of Mr./Ms. _____ duly accomplished. Also inclosed are
two copies of his/her latest official transcript of records.

Very truly yours,

INFORMATION SHEET
(DEC NYC Skills Upgrading Program for Teachers and Instructors)

Name _____ Sex _____ Age _____
Position _____ Civil Status _____
Course Presently Teaching _____ Latest Efficiency Rating _____
Name and Address of School _____

Educational Attainment:

<u>Degree/Curriculum Completed</u>	<u>Major Field</u>	<u>Year Graduated</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

In-Service Training Program Attended

<u>Title of Training Program</u>	<u>Where Taken</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____

Industrial Work Experience Related to Present Teaching Assignment

<u>Employer</u>	<u>Type of Work</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____

Skills Upgrading Course(s) Desired: _____

Inclusive Dates of Training Preferred: _____

(Signature of Applicant)

SKILLS TRAINING GRANT CONTRACT

I, _____, in consideration of the skills training grant awarded me by the Department of Education and Culture under the DEED MTRC Skills Upgrading Program for Vocational Teachers and Instructors and of the payment of my salary, monthly stipend and other allowances by my school during the period of such skills training grant, do hereby agree:

1. To specialize in _____ at the Office of Manpower Skills Development, Taguig, Metro Manila, for a period of _____;
2. To return to my present station upon the termination of my skills training grant and to render to the same at least one (1) year of service for every course taken under the program with a duration of from 240 hours to 300 hours;
3. To render a report to the Department of Education and Culture through my school/agency regarding the training activities that I undertook under the program, within one month upon my return to my station;
4. To turn over to my school/agency upon my return all the training aids and projects made by me during the period of my training where materials and supplies used were provided by my school/agency; and
5. To reimburse to my school/agency the amount equal to the total compensation in the form of salary, monthly stipend, and other allowances paid to me during the period of my skills training grant in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract.

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

(Signature of Applicant)

(Designation)

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

Administering Officer

(Inclosure No. 4 to Department Memorandum No. 190, s. 1977)

TENTATIVE TRAINING SCHEDULE FOR 1977-1978
 (DEC-NNYC Skills Upgrading Program for Teachers and Instructors)

Course/Area	Start	Finish	Duration in Hours	No. of Trainees
A. Automotive (General Auto Mechanics)	:7 November	:23 Dec. 1977	:300 hrs.:	15
	:9 January	:3 March 1978	:300 hrs.:	15
	:13 March	:5 May 1978	:300 hrs.:	15
B. Machine Shop (General Machine Shop)	:7 November	:23 Dec. 1977	:300 hrs.:	10
	:9 January	:3 March 1978	:300 hrs.:	10
	:13 March	:5 May 1978	:300 hrs.:	10
C. Welding (Arc, Gas, Tig and Mig Welding)	:7 November	:15 Dec. 1977	:240 hrs.:	12
	:9 January	:17 Feb. 1978	:240 hrs.:	12
	:27 February	:7 April 1978	:240 hrs.:	12
	:17 April	:26 May 1978	:240 hrs.:	12
D. Electricity:				
1. Motors/Controllers Installation and Maintenance	:7 November	:23 Dec. 1977	:300 hrs.:	12
	:9 January	:3 March 1978	:300 hrs.:	12
	:13 March	:5 May 1978	:300 hrs.:	12
2. Motor Rewinding	:7 November	:15 Dec. 1977	:240 hrs.:	10
	:9 January	:17 Feb. 1978	:240 hrs.:	10
	:27 February	:7 April 1978	:240 hrs.:	10
	:17 April	:26 May 1978	:240 hrs.:	10
E. Electronics:				
1. TV Servicing - Solid State and Black and White TV	:7 November	:23 Dec. 1977	:300 hrs.:	16
	:9 January	:3 March 1978	:300 hrs.:	16
	:13 March	:5 May 1978	:300 hrs.:	16
2. TV Servicing - Color TV	:7 November	:23 Dec. 1977	:300 hrs.:	16
	:9 January	:3 March 1978	:300 hrs.:	16
3. Advance Radio Serv- icing	:13 March	:5 May 1978	:300 hrs.:	16
	:7 November	:23 Dec. 1977	:300 hrs.:	16
	:9 January	:3 March 1978	:300 hrs.:	16
	:13 March	:5 May 1978	:300 hrs.:	16
F. Refrigeration and Air Conditioning (Domestic RAC)	:20 February	:7 April 1978	:280 hrs.:	10
	:17 April	:2 June 1978	:280 hrs.:	10