

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

September 5, 1977

DEPARTMENT BUREAU
No. 189, s. 1977

TRAINING PROGRAM FOR REGIONAL PERSONNEL
IN CAREER OF PRIVATE SCHOOL MATTERS

To: Regional Directors

1. In line with the present policy of an integrated system of regulation and supervision, a training program for regional personnel in charge of private school matters will be held on October 17-21, 1977 at the Bureau of Higher Education, DEO, Manila for Regions I to V; and on October 25-29, 1977, at the DEO Regional Office, Cagayan de Oro City, for Regions VI to XII.
2. The training program has been designed for the effective management of functions related to private school matters, such as the grant of permit/recognition of private school courses, issuance of special orders for graduation and certifications of completion of curricular programs, evaluation of curricular offerings, and administration of placement/validating examinations. Attached are the program content, objectives and schedule of activities.
3. Each regional office should send as participants to the training program the heads of the promotional divisions, the administrative officer or assistant, and the school credit evaluator. Travel expenses and per diems incident to their attendance should be charged against the funds of the regional offices, subject to regular accounting and auditing regulations.
4. The Bureau of Higher Education will provide the personnel who will serve as trainers. However, participants should be ready to share their knowledge and skills with the group. After the training program, the

participants shall be responsible for the organization and training of personnel who will perform the functions related to private school matters.

5. Proper dissemination of this Department Memorandum to the personnel concerned is desired.

(SHE.) JULIUS L. STROBEL
Secretary of Education and Culture

Incls.:
As stated

Reference:

None

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

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

OFFICIALS
TRAINING PROGRAM

TRAINING PROGRAM FOR REGIONAL OFFICIALS
IN CHARGE OF PRIVATE SCHOOL MATTERS

PROGRAM CONTENT

I Substantive Competencies

- A - rationale
- B - Organizational composition, responsibilities, and functions.
- C - Policies, Regulations, Requirements, Standards.
- D - Inspection Reports for Permit/Recognition.
- E - Evaluation of Scholastic Records for Special Orders/Certifications.
- F - Curricular Evaluation for Approval/Equivalence/Exemption.
- G - Criteria for Placement/Validating examinations.
- H - Problems and Strategies for Solution.

II Procedural aspects

- A - Work flow in the management of the grant of permit/recognition, special orders and certifications, curricular evaluation, and placement/validating examinations.
- B - Mechanics of implementation.
- C - Records management.

OBJECTIVES

1. Attainment of the necessary competencies for the effective implementation of the policies, rules, requirements, and standards for the issuance of permit and/or recognition of private school courses in all levels of instruction.
2. Acquisition of knowledge and skills pertinent to the proper processing of scholastic records and issuance of special orders for graduation from the secondary, vocational-technical and tertiary level courses of instruction.
3. Insights pertaining to curricular programs for proper evaluation, equivalence, substitution, exemption; and acquisition of knowledge and procedural knowhow in management of requests involving curricular matters.

4. Sound decision and appropriate action on matters involving placement/validating examinations.
5. Identification of related problems and organization of thought and action toward their resolution.

(Inclosure No. 2 to Department Memorandum No. 189, e. 1977)

SCHEDULE OF ACTIVITIES

October 17 - 21

October 25 - 29

	Monday 1st Day	Tuesday 2nd Day	Wednesday 3rd Day	Thursday 4th Day	Friday 5th Day
8:00 - 9:45 A.M.	Orientation Purpose Content Expense Expectations	Faculty and Supportive Personnel	PRACTICUM Inspection Reports Processing	PRACTICUM on Special Orders and Certifica- tions	Management Application Action or ricular
9:45 - 10:15 A.M.					
10:15 - 12:00 Noon	ACCOMPLISH ORGANIZATION Policies	CURRICULAR Research	Reference for Special Orders Organization Functions	Placement and Tailoring Exercises	Development of Curricular Materials
12:00 - 1:00					
1:00 - 2:30 P.M.	Regulations Requirements Standards	Literatures and Development Topics	Records account for Special Orders and Certifi- cations	Curricular Evaluation	Problems Strategies for handling
2:30 - 3:00 P.M.					
3:00 - 5:00 P.M.	Administration (Including Finance) Physical Plant Instructional and Service Facilities	Special Requirements Agriculture Technological Courses Para-medical course	Special Orders and Certification	Curricular Evaluation	Closing Activity