

Republic of the Philippines  
(Republic of the Philippines)  
KAGABAHAN NG EDUCASYON AT KULTURA  
(DEPARTMENT OF EDUCATION AND CULTURE)  
Manila

January 23, 1978

DEPARTMENT MEMORANDUM

No. 24- e. 1978

TEACHER EDUCATIONAL PROGRAM IN BUSINESS  
AND DISTRIBUTIVE ARTS FOR GRADUATE  
SCHOOLS

To: Bureau Directors  
Regional Directors  
Heads of Private Schools, Colleges  
and Universities  
Schools Superintendents

1. The Graduate School of the Philippine College of Commerce again announces its offering of a two-summer term teacher certificate program which is aimed to prepare secondary school teachers who have no training in business subjects to teach business and distributive arts courses in the high school. The training will cover subject areas in merchandising and selling, cooperatives, bookkeeping, clerical procedures, typewriting and stenography.
2. This program as originally announced in Department Memorandum No. 14, s. 1976, will be composed of two summer terms of on-campus training and an interim term of off-campus independent study. The first summer term will emphasize the development of basic skill and the understanding of fundamental concepts and specialized teaching techniques. During the interim term a teacher-student will continue to upgrade his skill through the practical courses and assigned readings which will be done in his regular teaching assignment. This will re-inforce his foundation knowledge for the advanced courses in the second summer term.
3. Upon completion of the requirements of the program, the teacher-student will be awarded a Teacher Certificate. He may then apply for graduate credit toward the Master in Business Education degree (Option: Secondary Education), provided he could qualify for admission to the 100 Graduate School.

4. In view of the valuable knowledge and skills that will be derived, secondary school teachers are encouraged to undertake such training.
5. Immediate dissemination of this Department Memorandum particularly to secondary school teachers, is desired.

(Sd/-) JOSEF V. B. SUREN  
Secretary of Education and Culture

Reference:

Department Memorandum: (No. 14, s. 1976)

Allotment: 1-2-44-(D.O.)-1-76

To be indicated in the subjectal index  
under the following subjects:

~~Course of Study, SECONDARY EDUCATION~~  
~~TEACHERS~~