

~~REPUBLIC OF THE PHILIPPINES~~
(Republic of the Philippines)
MINISTERIO DE EDUCACION Y CULTURA
(DEPARTMENT OF EDUCATION AND CULTURE)
Manila

February 27, 1978

DEPARTMENT MEMORANDUM
No. 72, s. 1978

DEC-NMTC SKILLS UPGRADING PROGRAM FOR VOCATIONAL
TEACHERS AND INSTRUCTORS

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

1. Pursuant to the Memorandum of Agreement between the Department of Education and Culture and the National Manpower and Youth Council dated August 1, 1977, on the skills upgrading program for vocational teachers and instructors, the training schedule at the Office of Manpower Skills Development, Taguig, Metro Manila, for the summer 1978 and the school year 1978-79 is hereby announced.

- a. Summer 1978 - 11 April-2 June 1978
- b. School Year 1978-79.

- (1) 13 June-4 August 1978
- (2) 21 August-20 October 1978
- (3) 30 October-22 December 1978
- (4) 3 January-28 February 1979

2. The courses to be offered, duration in training hours and the number of trainees to be accepted per training period are as follows:

<u>Courses</u>	<u>Duration</u>	<u>No. of Trainees</u>
General Automotive Mechanics	300 hours	15
General Machine Shop	300 hours	10
Welding (Arc, Gas, Tig/Mig)	240 hours	12
Electricity:		
Motors/Controllers	300 hours	12
Motor Rewinding	240 hours	10
Electronics:		
TV Servicing (Black and White)	300 hours	16
Applied Electronics	300 hours	16
Industrial Electronics	300 hours	16
Refrigeration and Air Conditioning	280 hours	10

An applicant for a training grant under this skills upgrading program must:

- a. Possess a permanent appointment as teacher/instructor 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 or at least Satisfactory.
- c. Be not more than 50 years old on his last birthday; and
- d. Be recommended by the school head and endorsed favorably by the school's 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.

4. Recommendations to this skills upgrading program should be coured through channels to the Secretary of Education and Culture. Attention: Director, Bureau of Secondary Education, following the enclosed form for the letter of recommendation. Two copies of the official Transcript of Records of the recommendee and three copies each of the enclosed Information Sheet and Skills Training Grant Contract properly accomplished should be attached to the letter of recommendation. These papers should be sent in time to reach the Office of the Secretary of Education and Culture at least one (1) month before the start of the training period preferred. Recommendations for the 1978 summer training session should be received in that Office on or before March 30, 1978. In order to facilitate the processing of papers by the DEO-DMYO Technical Committee, it is desired that carbon copies of the nomination papers be furnished the Executive Director, Office of Manpower Skills Development, Taguig, Metro Manila.

5. Selected trainees should wait for their notices of acceptance before proceeding to the Office of Manpower Skills Development for their scheduled training in order to avoid any inconvenience on their part.

6. In addition to his regular salary, a teacher trainee in public schools outside the Metro Manila area shall be entitled to a monthly stipend of P300 for the duration of his skills training grant, travel expenses from his station to the Office of Manpower Skills Development, 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 for instructional purposes in his/her school, subject to the availability of local school funds and the usual accounting and auditing requirements.

7. A teacher trainee who is awarded a certificate of completion in 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.

8. The NAYC will not charge any fee from the participants for training. Dormitory and canteen services are available at the Office of Manpower Skills Development at ₱525 a month.

9. Trainees from the public schools within Metro Manila may be given transportation expenses to and from the Manpower Skills Development Office plus a monthly stipend not exceeding ₱250, while trainees from the public schools in suburban municipalities outside Metro Manila may be given traveling expenses (transportation and per-diem excluding daily allowance) or transportation expenses to and from the Manpower Skills Development Office plus a monthly stipend not exceeding ₱250, whichever is applicable, chargeable against the funds of their respective schools, subject to availability of funds and the usual accounting and auditing requirements.

10. Immediate dissemination of the contents of this Department Memorandum is desired.

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

Incls.:

As stated

References:

Department Memorandums Nos. 61, 188, and 205,
S. 1977

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

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

✓ BUREAUS & OFFICES
✓ EXPENSES
- SCHOOLS

- TEACHERS
- TRAINING PROGRAM
VOCATIONAL EDUCATION

LETTER OF RECOMMENDATION

(Date)

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

Attention: Director, Bureau of Secondary Education

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 NMEC Office of Manpower Skills Development, Taguig, Metro Manila,
under the DIO-NMEC Skills Upgrading Program for Vocational Teachers and
Instructors from _____, 19__ to _____, 19__.

The recommendee has a contract/permanent appointment as teacher/
instructor 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 ₱ _____, traveling expenses from his/her station to the NMEC 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 ₱500. 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,

Incl.:
as stated

INFORMATION SHEET

(DEC-NMYC 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>
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_____	_____	_____
_____	_____	_____

In-Service Training Program Attended:

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

Industrial Work Experience Related to Present Teaching Assignment:

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

Skills Upgrading Course(s) Desired: _____

Inclusive Dates of Training Preferred: _____

(Signature of Applicant)

Certified Correct:

(School Head)

(This portion will be filled out by the DEC-NMYC Technical Committee)

Date _____

The training schedule of Mr./Ms. _____

in the course(s) _____ is hereby approved for

SKILLS TRAINING GRANT CONTRACT

I, _____ in consideration of the skills training grant awarded me by the Department of Education and Culture under the DEC-NMTC Skills Upgrading Program for Vocational Teachers and Instructors and of the payment of my salary, monthly stipend and other authorized 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 hereunto 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)