

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

March 16, 1978

DEPARTMENT MEMORANDUM
No. 91, s. 1978

THE INTEGRATED DEC SCHOLARSHIP PROGRAMS, 1978-79

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Coordinator, State Colleges and Universities
Schools Superintendents
Heads of Private Schools, Colleges
and Universities

1. For easy reference, inclosed is a list of scholarship programs sponsored by the Department of Education and Culture with some educational institutions.
2. In the selection of scholarship grantees, competition at the division level should be open. In this connection, it is desired that appropriate announcement be made through newspapers and radio/letters. The provincial/city/vocational superintendents and vocational school administrators shall recommend to the regional offices three (3) nominees for each program from among different schools (general, private, vocational) in the province/city. The Regional Scholarship Committee, composed of three (3) members, one from the general education (elementary and secondary), one from the private and one from the vocational sectors, shall select the nominees.
3. The nominees selected by the Regional Scholarship Committee shall then be recommended by the Regional Director to the Secretary of Education and Culture, care of the Chairman, DEC Integrated Scholarship Committee, Manila. The Committee, together with the representatives from the sponsoring college or university, will make the final selection based on the documents submitted.
4. In the case of the programs at the Parikina School of Arts and Trades, UPLEB and PCAT (LEAP), the usual screening procedures will be followed by the concerned college or university deans, the vocational superintendent of schools, the vocational head and the ZEE representatives. The final selection will be done by the committee with the concurrence of the Integrated Scholarship Committee in the DEC.
5. Preferences should be given to those teachers/supervisors with leadership potentials so that they will serve as resource persons in the ~~staff development programs of the regions and/or divisions.~~

6. A set of criteria for screening nominees from the different divisions for all programs is likewise inclosed. In awarding scholarship grants, the needs of a specific division or school besides the qualifications of the nominees should be considered.

7. All scholarship programs will start on the first semester of the school year 1978-79, except the DDC-STE Scholarship Program in the Baguio Vacation Normal School which is offered during summer as well as the DFC-Agenec, the DFC-NSU, DFC-Dukidnon State College, DFC-Cebu School of Arts and Trades and the DOSTA whose participants are granted official time only by the Department of Education and Culture.

8. Nominations for all 14-month programs which will start in June, must reach the DDC Scholarship Committee on or before the last Monday of April. Each nomination should be accompanied by:

- a. Four copies of the attached information sheet duly accomplished by the nominee and certified by the head of his agency/office or institution.
- b. The original copy of the candidate's transcript of records and three xeroxed copies of same.
- c. A health certificate duly accomplished by a government physician including a frog test (to be submitted before enrolment) for married women. There will be no deferment or maternity leave within the stipulated scholarship period.
- d. A certified true copy of the nominee's performance rating for the last three years.
- e. A certification of clearance from any obligation or pending administrative case by the head of his agency or office.
- f. A signed scholarship agreement between the nominee, the head of his agency or institution and the regional director under whose jurisdiction his school falls.
- g. Copies of a recent photograph to be attached to the information sheet.
- h. Nominees from private schools should have a certification from their schools/agencies that all the funding responsibilities will be borne by their respective schools/agencies.

9. The field is hereby informed that nominations for the doctoral program at the University of the Philippines is made every two years, i.e., after the current doctoral students shall have completed the two-year period of scholarship granted them. Nomination for this program, therefore, by January, 1979, will be in order.

10. It is requested that selected participants be advised to take land or sea transportation only.

11. It is desired that this Department Memorandum and its inclosures be taken up in regional and division meetings to insure wide dissemination and a more judicious selection of grantees.

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

Incls.:

As stated

Reference:

Department Memorandums: Nos: 5, s. 1976 and
44, s. 1977

Allotment: 1-2-3-4—(D.O. 1-76)

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

~~LEADS~~
~~OFFICIALS~~
~~PROGRAM, SCHOOL~~

~~SCHOLARSHIP~~
~~SCHOOLS~~
~~TEACHERS~~

THE DEC SCHOLARSHIP PROGRAMS

1. The DEC-UP Communication Arts (English) - This program is for teachers, instructors and supervisors of English at the elementary, secondary (academic and vocational) and tertiary (public and private) levels and is allotted twenty-five slots. It is specifically designed for the improvement of the teaching and learning of the communication arts in English. The grantees are expected to work for the masteral degree - MEd with major in Communication Arts (English).

Source of Funding: DEC Scholarship Funds

2. The DEC-UP Communication Arts (Filipino) - This program is for teachers, instructors and supervisors of Filipino at the elementary, secondary (academic and vocational) and tertiary (public and private) levels and is allotted twenty-five slots. It is specifically designed for the improvement of the teaching and learning of the communication arts in Filipino. The grantees are expected to work for the masteral degree - MEd with major in Communication Arts (Filipino).

The present setup which has separate programs for language and for reading, will be maintained during the first two years but provisions will be made for the integration of the two subject areas to meet the needs in the field. The program will be progressively developed to meet the requirements of an MEd degree, major in Communication Arts (English or Filipino as the case may be) so that by 1980, the separate programs will phase out and be replaced with a program in Communication Arts for English and for Filipino.

Source of Funding: DEC Scholarship Funds

3. The DEC-UP Educational Administration - This program is open to 10 line and staff administrators of all levels and sectors of the educational system to work towards the MEd. major in Educational Administration. It is intended to upgrade/develop skills in the different areas of educational administration especially in policy development and implementation. This scholarship program is for fourteen months.

Source of Funding: DEC Scholarship Funds

4. The DEC-UP Development Program for Instructional Supervisors - This is a one semester non-degree program for principals/supervisors of general secondary schools and vocational instructional supervisors for academic subjects in vocational secondary schools. It is designed to improve supervision of instruction in the different subject areas. Twenty (20) slots shall be available for this program every semester except summer.

Source of Funding: DEC Scholarship Funds

5. The DEC-UP Health Education Program - This program is designed to improve teaching and supervision in Health Education. It is intended for health educators (teachers, instructors, physicians, dentists, nurses, and health coordinators) desirous and capable of working towards a masteral degree in education with major in health Education. Fifteen (15) slots are available for the personnel of both the general academic and vocational schools.

Source of Funding: DEC Scholarship Funds

6. The DEC-UP Counselor Education Program - This program aims at improving guidance work at all levels and sectors of the educational system. It is open for those designated as guidance counselors, coordinators and teachers involved in guidance. Ten (10) slots are available each year both for the academic and vocational schools. The grantees are expected to work for a MEd. degree, major in Guidance and Counseling.

Source of Funding: DEC Scholarship Funds

7. The DEC-UP Social Studies Program - This program is designed for the improvement of social studies instruction of the educational system - both academic and vocational. It is intended for social studies teacher instructors, department heads and supervisors for social studies. Twenty (20) slots are available for those qualified to work towards the masteral degree in Education with major in social studies.

Source of Funding: DEC Scholarship Funds

8. The DEC-UP Special Education Teacher Training Program - This program is designed to give teachers and ancillary personnel knowledge and skills as well as develop desirable attitudes necessary in working with and in meeting the educational needs of exceptional children and youth. It is offered at the masteral level in the sequences for the gifted, the mentally retarded and those with behavioral problems. Ten (10) slots for each area of exceptionality are available and the program lasts for one (1) summer and two (2) semesters. Ten (10) slots are provided for administrators/coordinators or supervisors of special education who will be trained in Organization, Administration and Supervision of Special Education for two (2) summers with a practicum of ten (10) weeks following the second summer. These programs are financed from a special fund Republic Act 5250.

9. The DEC-UP Educational Technology Program - This program is intended for supervisors of educational media and teachers both academic and vocation who are in charge of audio-visual materials. It is designed to develop skills and knowledge necessary for the effective use of educational technology. Five (5) slots are available for grantees who are prepared to work for a MEd. in educational technology.

Source of Funding: DEC Scholarship Funds

10. The DEC-PCAT Leadership Educational Assistance Program (LEAP) - This is a cooperative educational leadership program in industrial education on the graduate level. It is designed to meet the needs of administrators, supervisors, industrial coordinators, and teachers of industrial arts, practical arts, and vocational technical education. The graduate course and research activities will lead to the completion of the Master of Arts degree in Industrial Education.

Each of the DFC regions shall be allotted at least two (2) slots under this scholarship and the remaining six (6) slots shall be distributed to less developed regions based on needs subject to the approval of the DEC Scholarship Committee, provided, however, that unfilled slots shall be awarded to the most deserving scholars from these regions. Of the total 30 slots, the elementary, secondary and the private schools (elementary or secondary), shall each have ten (10) slots. (Two semesters and one summer.)

Source of Funding: DEC Scholarship Funds

Note: Funding of some scholarships from the region are charged against local school funds.

11. The DEC-UP (CLEP) Training Program in Home Economics - This is a leadership program intended for supervisors, principals, head teachers and teachers of Home Economics. It has slots for ten (10) participants yearly. (Two semesters and one summer, starting in June.)

Source of Funding: DEC Scholarship Funds

12. The DEC-PPSTA Scholarship Program for Public School Teachers - This is designed to provide deserving school teachers with the opportunity to upgrade their competencies in the field of education with support from the PPSTA and on official time granted by the DEC.

The 25 scholars selected yearly are each awarded a one-year graduate scholarship in the field of education or any desired course of the grantee. (Two semesters starting this summer.)

Source of Funding: PPSTA Scholarship Funds

13. The DEC-ZSC Cultural Minority Scholarship Program - This is for administrators, supervisors and teachers in the public schools who belong to the cultural minority groups of nine school divisions in the provinces of Zamboanga del Norte, Zamboanga del Sur, Zamboanga City, Basilan, Sulu, Tawi-Tawi and Cotabato. There are 15 slots where the participants will pursue either undergraduate or graduate courses for two semesters and one summer, starting in June. Transportation allowance is good only by land.

Source of Funding: DEC Scholarship Funds

14. The DEC-MSU Teacher Leadership Program - This is a leadership training program designed for 26 public school teachers, administrators and supervisors in the Muslim communities: Cotabato (including Cotabato City), Sulu (including Jolo), Zamboanga del Sur (including Zamboanga City and Basilan City), Lanao del Norte (including Iligan City), and Lanao del Sur (including Marawi City) and Palawan. This is made up of undergraduate (two years) and graduate programs (two semesters and one summer) that lead to a bachelor's degree in education and a master's degree in education respectively starting the first semester of the school year. This program is sponsored and financed by the NSU with official time granted by the DEC.

Source of Funding: NSU with salaries of grantees paid by DEC
(carried in their respective division Form 7)

15. The DEC-PNC Communication Arts* - English (Language and Reading) Scholarship Program - This is a yearly training program designed for 25 selected teachers of reading and language, head teachers, principals and supervisors of both academic and vocational schools who will lead in the improvement of the English programs in elementary and secondary schools. (Two summers and two semesters, starting in June.)

Source of Funding: DEC Scholarship Funds

16. The DEC-PNC Communication Arts* - Filipino (Wika at Pagbasa) Scholarship Program - This is a yearly training program designed for 25 selected teachers, supervisors and administrators of both academic and vocational schools who will provide leadership in improving the Filipino programs in the elementary and secondary schools. (Two summers and two semesters, starting in June.)

17. The DEC-PNC Educational Management Program - This is a yearly training program designed for 20 selected school administrators and supervisors to undergo training in effective leadership. (Two summers and two semesters, starting in June.)

Source of Funding: DEC Scholarship Funds

18. The DEC-PNC Teacher Training Program for Special and Exceptional Children - This is designed to equip teachers of the blind, the deaf and the mentally gifted with the necessary competencies in dealing with these types of exceptionalities. At least 10 teachers in each area of exceptionality or 30 altogether undergo two semesters and one summer of training under a special fund created for the purpose.

Source of Funding: Republic Act 3562

*This is a Certificate - MA program where a student first earns a Certificate in Communication Arts and then moves on towards an MA in any of the following existing programs: Reading (English), Reading (Filipino), Language Teaching, Filipino (Linguistics), Filipino (Language and Literature). A separate program for the MA in Communication Arts will be developed in the meantime.

19. The DEC-PNC Guidance and Counseling Program - This is a yearly training program designed for 10 selected elementary grades teachers to acquaint them with the basic philosophy and nature of guidance services and equip them with skills in developing, managing, organizing and supervising the school guidance services. (Two summers and two semesters starting in June.)

Source of Funding: DEC Scholarship Funds

20. The DEC-MSAT (BSE) Scholarship Program at the Marikina School of Arts and Trades - This is designed to improve instruction in Mathematics and Science and in the different Shop Technologies, as well as in the supervision and administration of the three phases of vocational education - agriculture, fishery, trade and other allied courses. The courses lead to Master of Arts in Teaching (Mathematics/Biology/Chemistry/Physics and in the different Shop Technologies: Machine Shop/Girls Trades/Drafting/Automechanics/Electrical/Home Making Arts/Industrial Arts/ and Master of Education with major in Administration and Supervision slanted to vocational education. There are 60 slots for the vocational schools and 15 slots for teachers/instructors in science from the general high schools. The course covers two (2) semesters and two (2) summers starting in June. The school provides free tuition fees but miscellaneous fees are paid by the grantees.

Source of Funding: DEC Scholarship Funds

21. The DEC-BSE Scholarship Program for Fishery Teachers and Instructors who have only finished the fishery technical curriculum - This program aims to upgrade the competencies of fishery teachers and instructors by allowing them to continue and finish the 4-year BS in Fisheries in any of the public fishery schools or colleges offering a 4-year degree course. The program covers a period of three (3) semesters, which shall include one (1) semester of on-the-job training. Their respective schools take care of the monthly stipend, book allowance and one round trip transportation expenses (either by land or boat, if possible). The amount will depend on the availability of funds of the school but not to exceed the approved monthly stipend and book allowances set by the DEC as this is not on the graduate level. The slot per-year is 25 for the twelve (12) regions. The dire need to upgrade the qualifications of fishery teachers and instructors with 2-1/2 to 3 years fishery technical education allows them to be exempted from the civil service eligibility requirements.

Source of Funding: Local school funds with a grant on official time by the DEC.

22. The DEC-UPLB-BSE (BVE) Advanced Agricultural Program - This is aimed at improving agricultural instruction and supervision in vocational schools through a training program for agricultural teachers, instructors,

department heads and supervisors both for agricultural schools and colleges as well as those in the divisions or regional offices of the DEC. This ten-year program with 25 slots is now reduced to a five-year program with Engineering, Agronomy, Horticulture, Animal Husbandry, Home Technology, Agricultural Education and Agricultural Economics for a period of three semesters and one summer starting at the beginning of the semester (June, 1972).

The miscellaneous fee for the first semester will be borne by the DEC funds but in case the grantee will obtain an average of 1.5 he will be exempted from paying this fee in the next semesters. If the grantee does not qualify for a grade of 1.5 or better, then he will have to pay the miscellaneous and other fees required by the university. In cases of meritorious thesis, UPLB will assume 50% of the expenses for thesis writing with the other 50% to be borne by the grantee's school.

23. The DEC-CSAT Scholarship Program - This program is designed for school administrators, supervisors and teachers from government vocational, technical and fishery schools as well as for supervisory officials from the city and provincial school divisions in the Visayas and Mindanao. This scholarship program is allotted fifty (50) slots and the courses offered are: Master of Arts in Education with major in Administration and Supervision of Vocational Schools (M.Ed.) or Master of Arts in Vocational Education (M.A.V.Ed.). The institutions and school divisions sponsoring the scholars shall be the one to pay the transportation expenses, monthly stipend of not more than P300, book allowance for one year in the same amount. The DEC shall grant the scholars official time, i.e., they shall continue to receive their IBM checks during the period of scholarship. The CSAT shall provide free tuition fees to the selected participants. This program is for two (2) semesters and two (2) summers, starting in summer.

24. The DEC-Ateneo Scholarship Program - This program of scholarship aims to update, upgrade and enrich the training of guidance counselors and school administrators in Metropolitan Manila. Specifically, this program intends to build up a corps of specialists in the area of educational administration (elementary and high schools), who will work for a Master of Arts in Education degree. This scholarship is allotted five (5) slots. The Ateneo de Manila University provides free tuition fees to the scholars and the DEC grants the scholars official time, i.e., they shall continue to receive their IBM checks during the period of scholarship. This program is for two semesters and two summers beginning in summer.

25. The DEC-BSC (Bukidnon State College) Scholarship Program - This program is for teachers, school administrators, supervisors, and educational researchers at the elementary and secondary levels. It is specifically designed for the improvement of the teaching and learning competence of public school teachers in Mindanao area. Forty (40) slots are provided each year for the graduate program and eighty (80) slots for the undergraduate program in education. The scholarship benefits of the

scholars are (a) tuition and other fees, (b) book allowance, (c) monthly stipend and (2) travel expenses are provided by the Bukidnon State College. The DEC Grants the scholars official time, i.e., they shall continue to receive their JEP checks.

26. The DEC-PNC Physical Education and Sports Development Scholarship Program - This program aims to update, upgrade and enrich the training of physical education teachers and supervisors. Specifically, this program intends to build up the physical education leaders in the elementary and secondary schools who will work for the masteral and certificate in physical education. Ten (10) slots are provided yearly with PNC providing free tuition and other school fees. The DEC grants the scholar official time, book allowance, monthly stipends and travel expenses from official station to Manila and return. This program is for two semesters and two summers.
27. The DEC-SIL Scholarship Program for teachers of ethnic communities for the summer vacation consists of a masteral course in Functional Literacy offered at the Baguio Vacation Normal School with the assistance of instructors from the Summer Institute of Linguistics. In accordance with a Memorandum of Agreement between the DEC and the SIL, twenty (20) scholarship slots are offered to teachers of ethnic communities to equip them with the tools of linguistics, so that they may acquire competency in linguistics, grammatical analysis, semantics, phonetics, linguistic surveys, and related work and to train them in applied linguistics for functional literacy teaching and for the production and translation of relevant materials into usable forms by ethnic communities. The program is also designed to have an output of trained personnel to serve in educational programs for the development of ethnic communities. The criteria for selecting the nominees for this particular scholarship grant are similar to those prescribed in this Department Memorandum.

Source of Funding: DEC Scholarship Funds

GENERAL CRITERIA FOR SELECTING NOMINEES FOR SCHOLARSHIP PROGRAMS

1. Educational qualifications

- a. Nominees for any MA/MAT specialization certificate must be bachelor's degree holders; for Ph.D., master's degree with specialization in the area of proposed training.
- b. Average scholastic rating in college should not be lower than 2.0 or its equivalent.

2. Experience and training

- a. Nominees must actually be in the service on permanent status;
 - b. Must have at least 3 years of satisfactory teaching experience; and
 - c. Must have genuine interest in and dedication to the school program in which he/she is to receive advanced training; must have qualities of leadership to be able to implement the program; and is committed to stay with the institution that sends him for training.
3. Must be in good physical and mental health as indicated in a health examination conducted and certified to by a government physician.
 4. Teacher must not be more than 40 years old; those in administrative and supervisory positions, not more than 50 years.
 5. A woman nominee shall not be pregnant during the stipulated period of scholarship.
 6. Nominee should not have any pending administrative case as indicated in a certification by the head of agency or institution.
 7. Must be prepared to advance expenses for stipends, boards and lodging, book allowance in case funds are not released on time.
 8. Obligation of the grantee - When the nominee is finally selected for the scholarship, he shall, in consideration of his acceptance, bind himself to the following conditions:
 - a. Keep up with the standards of the scholarship program.
 - b. Live up to the terms and conditions of the scholarship.
 - c. Serve after the termination of his scholarship in the same school/division or related office for a period of not less than two years for every year of his scholarship or a fraction thereof.

d. Refund to the government such amounts as may have been defrayed for his/her transportation, salary, allowances and other expenses incident to his scholarship grant for:

(1) failure to render, in full or in part, the required length of service referred to above, on account of resignation, voluntary retirement, separation from the service through his/her own fault, or other causes within his/her control; and

(2) his recall following cancellation of his scholarship grant due to his own fault or willful neglect.

9. Nominee should not have been a recipient of any DEC scholarship or training grant within the last five years before his/her nomination.

PERSONAL INFORMATION SHEET

Name _____ Sex _____ Civil Status _____
 Address _____ Office/School _____
 Date of Birth _____ Region _____

I. Educational Qualifications:

A. Degree

Degrees Received	College/University	Major Field	Year Taken

B. Graduate Courses

Courses	College/University	Units Earned	Year Taken

II. Civil Service Eligibility:

Name of Examination	Rating	Date and Place of Examination

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Position Held	Division or Office	Total Years Experience	Salary

IV. Honors/Awards Received or Earned:

V. Participation in Seminars or Workshops in English:
(Include only those on the national and regional levels)

Name of Workshop, Conference or Seminar	Place and Years	Delegate/Observer	Level

VI. Scholarship, fellowship, or travel grant previously enjoyed:
(State nature of field, where, and period of training)

VII. Some outstanding evidences of educational leadership:
(State positions held or roles performed, where, and when; articles or books written.)

VIII. Efficiency rating for the last three years:

Year	Group A	Group B

IX. Command of English:
(To be accomplished by the Division Supervisor of English)

	Excellent	Very Good	Good	Average	Poor
Spoken					
Written					

X. Reasons for recommending the candidate:

I hereby certify that the foregoing statements are true and correct based on data available in this Office. If selected, this recommendee can be released from his/her present assignment without detriment to the efficiency of the service.

Superintendent of School/Head of
Agency or Institution

Regional Director