

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

March 27, 1978

DEPARTMENT MEMORANDUM
No. 101, s. 1978

SECOND TRAINING COURSE FOR INSTRUCTIONAL COORDINATORS
AND SUPERVISORS IN THE DISTANCE STUDY SYSTEM

To: Bureau Directors
Regional Directors
Coordinator, State Colleges and Universities
School Superintendents

1. The Department of Education and Culture will conduct a three-phase second training course for instructional coordinators and supervisors in the Distance Study System on April 8-May 20, 1978, as follows:

Phase I Classroom Sessions - April 8-10, 1978
Teachers Camp, Baguio City

Phase II Practicum and Distance Study - April 17-
May 20, 1978 - any rural area of
participant's choice

Phase III Monitoring and Evaluation - To be arranged

2. The course will be an intensive competency-based training program which will enable the participants to organize, manage and supervise learning in a study center. Specifically, it shall aim to enable instructional supervisors to:

- (a) Demonstrate understanding of organization, roles of team members and other administrative procedures;
- (b) Demonstrate competence in the use of instructional materials;
- (c) Demonstrate competence in applying information in solving community life problems;
- (d) Demonstrate competence in managing information for effective utilization;
- (e) Demonstrate competence in monitoring and evaluating student progress;

- (f) Demonstrate competence in enriching supplementary learning;
- (g) Demonstrate competence in gaining goodwill of different parties.

5. Participants in this training course as well as in the regular 17-week Nutrition Education course plus community practicum (DS 226 E) may be given an equivalent of five (5) units credited towards the next higher educational degree that the student is pursuing, subject to the approval of the school where the student is enrolled.

6. Regional and division coordinators, instructional supervisors of existing study centers and potential instructional supervisors of divisions which have not yet organized Distance Study Centers are hereby authorized to attend the training course, provided they are properly designated by either the regional director or the division superintendent concerned.

7. Each participant will receive a complete set of self learning modules, cassette tape of sample radio broadcasts (subject to availability) and a training kit of instructional materials.

8. Travel expenses and per diem only for Phase 1 and registration fee of one hundred pesos (P100) of participants shall be charged against Distance Study fund or other local funds subject to the usual accounting and auditing regulations.

(SGD.) JEAN L. MAYUEL
Secretary of Education and Culture

Reference:

Department Memorandum No. 101, s. 1977

Allocation: 1-2-9--(D.O. 1-75)

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

✓ CENTERS
✓ NUTRITION EDUCATION
✓ OFFICIALS
✓ TRAINING PROGRAMS

MINIMUM REQUIREMENTS

Education and Experience:

Applicants must -

1. Actually hold a Master's degree from a college or university of recognized standing;
2. Possess a senior level of eligibility (Senior Teacher, Senior Teacher of Arts and Trades, Senior Teacher of Industrial Arts or Senior Teacher of Agriculture);
3. Actually hold the appointment of School Superintendent or Assistant School Superintendent, or hold or have held any of the following or comparable positions for at least two (2) years:
 - a. General Secondary Principal II
 - b. Public Schools District Supervisor
 - c. General Education Supervisor I and II
 - d. Elementary School Principal III in chartered cities considered as separate city division (Manila, Quezon City, Caloocan City, Pasay City, Sacerod City, Cebu City, Davao City, etc.)
 - e. Area Supervisor or/and Private Schools Consultant
 - f. Vocational Education Administrator/Supervisor, College Department Heads, Principals of Vocational Schools (Agricultural, Trade-Technical or Fishery Schools)
 - g. Secondary School Principals in provincial capitals and chartered cities or deans of education in private schools, colleges and universities.
4. Hold appointments in the administrative, supervisory, executive or staff positions in the school administration and educational supervision and planning groups, or comparable positions and allocated to a WAPCO salary range of at least 44.

All experience required must be duly certified.

Age limit:

Age limit does not apply to this examination.

Citizenship and Character

Applicants must be citizens of the Philippines and must be of good moral character.

EXAMINATION FEE

An examination fee of P10.00 (in money order) is charged each applicant for admission to the examination in accordance with Art. XI, Sec. 51 of PD No. 807.

Those who apply by mail should inclose with their applications a postal money order for P10.00 payable to the order of the Secretary or Undersecretary of Education and Culture.

CONFERMENT OF ELIGIBILITY

Conferment of Civil Service Eligibility for School Superintendent to successful candidates will be made only after they have satisfactorily completed the Executive Development Program for Superintendents sponsored by the Civil Service Commission and the Department of Education and Culture which will be conducted in Teachers Camp, Baguio City starting the school year 1978-79.

SELF-ADDRESSED STAMPED ENVELOPES FOR NOTICE OF ADMISSION AND REPORT OF RATING

Applicants must attach to their applications, self-addressed stamped envelopes for the notice of admission. On the day of the examination competitors must bring with them their notices of admission together with self-addressed stamped envelopes for the report of rating.

PHOTOGRAPHS

Every competitor should attach to his application form, (both original and duplicate) at the upper right-hand corner a 1" x 1" copy of his recent photograph. On the day of examination, he should have with him another copy of his recent photograph to be attached to his Declaration Sheet. The photographs should bear the competitor's customary signature.

HOW TO APPLY

What to file

1. LIC Form 1 (Application for Examination)
2. Service Record duly certified, or Certification of the Chief of Office, Administrative or Personnel Officer, or any responsible official.

Where to get forms

Application forms may be obtained from the Department of Education and Culture, Office of the Undersecretary of Education and Culture, Manila.

Where and when to file

Applications must be on file with the Department of Education and Culture, Arroceros, Manila, on or before May 1, 1976.