

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

July 18, 1978

MEMORANDUM  
No. 195, s. 1978

SUBMISSION OF DATA ON MATFA

To: Bureau Directors  
Regional Directors  
Presidents/Superintendents of  
MATFA Degree-Granting Institutions  
Administrators/Principals of  
MATFA Learning Centers

1. To enable this Office to process pertinent data and obtain fresh information about the crash program on MATFA, it is desired that the following be submitted not later than August 31, 1978:

- a. Data on Enrolment (Use the attached sample form);
- b. List of graduates granted certificates of proficiency, indicating date of graduation and/or date of issuance of the certificates;
- c. List of graduates whose Performance Theses have been accepted and/or approved;
- d. Copy of each Performance Thesis approved;
- e. List of Faculty (see Inclosure No. 4);
- f. MATFA Semestral or Annual Budget (Use MATFA Form No. 2, sample attached);
- g. Outstanding MATFA students, coordinator, administrators and other personnel involved in the MATFA program in each school division. The criteria for their selection will be formulated by the regional office; and







h. Outstanding NABSA projects from each division with a pictorial view and a brief project description.

2. Attention to this matter is desired.

(1975) JUAN P. MANUEL  
Minister of Education and Culture

Incls.:  
As stated

Reference:  
Department Order No. 15, s. 1975

Allotment: 13 (D.O. 1-75)

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

~~Vocational Education~~  
~~Education~~  
~~Statistics (Data)~~  
~~Vocational Education~~









College Granting Institution

WPC Region \_\_\_\_\_

(Occupational Profession)

DATA ON FORM APPROXIMATE

Learning Center	Fall 1977		Spring 1977		Fall 1977		Spring 1977		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
GRAND TOTAL									

Certified Correct:

Submitted by:

Learning Center Administrator

Registrar/Registrar

















(Enclosure No. 3 to NSG Memorandum No. 195, s. 1978)

LIST OF GRADUATES WHOSE PERFORMANCE  
THESIS HAVE BEEN APPROVED

Name	Title of Performance Thesis	Date of Graduation

Reviewed and Certified  
Correct:

\_\_\_\_\_  
Registrar/Dean







(Inclosure No. 4 to WFO Memorandum No. 195, s. 1978)

MARRA

LIST OF MARRA PROFESSIONAL STAFF  
Semester/Summer 197 197

Name	Highest Educational Attainment	Where and When Obtained	Years of Teaching Exp.	Other

OF RELATED CORRESP:

Prepared by:

Dean/Administrator

\_\_\_\_\_



MAEPA Form 2

(Maepe Prentice Institution)

MPC Region \_\_\_\_\_

(Cooperating Division)

MAEPA attempt  
Semester/Summer 197-197

By Priority (Mandatory)

(Learning Center)

Enrollment \_\_\_\_\_ Estimated Income \$ \_\_\_\_\_

Salaries of Instructors  
Library  
Laboratory  
Registrations (Title  
& Reserve-Granting)

NOTE: Deduct the mandatory obligations from the estimated income based on enrollment and distribute the balance as follows:

T O T A L

Learning Center	300	\$
Division Office	100	_____
Regional Office	100	_____
Deputy Granting	150	_____
Learning Center Improvement	50	_____
MPC Directorate	50	_____
Learning Center Travel	50	_____
Division Travel	50	_____
D.S.T. Travel	50	_____
Contingencies	50	_____
T O T A L	1000	_____

MAEPA Form 2

CLASSIFIED DOCUMENT:

PREPARED BY:

L.C. Administrator  
Total must tally with the estimated income for this school year.







