

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

October 15, 1978

MEMORANDUM
No. 202, e 1978

DIRECTORY OF MEC OFFICES AND SERVICES

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

1 In line with the pronouncements of His Excellency, President Ferdinand R. Marcos, of adopting a more open and more responsive policy relative to the citizen's right to know what his government is doing for him as mandated in the Philippine Constitution, inclosed herewith are copies of the directory of the following bureaus and offices of the Ministry of Education and Culture for the information and guidance of the field:

Office of the Assistant Minister
Bureau of Secondary Education
Bureau of Higher Education
The National Museum
The National Library
Institute of National Language
Information and Publication Service
Administrative Service
Financial and Management Service
Planning Service
National Educational Testing Center
National Scholarship Center
Population Education Program Unit

2 The directory contains the names of the different bureaus and offices of the Ministry of Education and Culture, their general and specific objectives, including information on their functions and the services they render, the persons to contact for such services, and their public ties, if any. It is hoped that the directory will help in bringing the services provided by the Ministry closer to the people and ultimately to the teachers, students, and their parents.

3 It is requested that regional directors and schools superintendents prepare similar directories so that the people will know what kind of services they can expect of our officials and employees and that these directories be readily accessible in their offices and school libraries.

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

Incl As stated

Reference

N o n e

Allotment 2--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects

BUREAUS & OFFICES
OFFICIALS
PROGRAM



(Inclosure to MDC Memorandum No 282, s 1978)

VIDALDO G SUAREZ
Assistant Minister
Ministry of Education and Culture

1 General Objectives

- a To provide such technical assistance as may be required on matters relative to the program undertaken or proposed to be undertaken by the Ministry of Education and Culture including the implementation of projects under Presidential Decree 6-A
- b To advise the Minister or the Deputy Ministers on appropriate actions to take on problems requiring his/their decision
- c To assist the Ministry in the programs and implementation of special projects by service units placed under the Office of the Minister in accordance with the Integrated Reorganization Plan

2 Specific Objectives

- a To participate in staff discussions on matters related to the implementation of Presidential Decrees and Letters of Instructions and to advise the Minister on technical matters governing their implementation
- b To identify problems and issues, and submit comments and recommendations relative to controversies arising from the implementation of the Barrios High School Charter and Community Colleges, and the special laws for state colleges and universities
- c To represent the Ministry in the governing boards of government and non-governmental institutions and agencies where the Minister is either the chairman or a member, and in other organizations with whose activities the Ministry is concerned
- d To perform such other duties as may be assigned to him by the Minister and/or the Deputy Ministers from time to time

3. Specific Services to the Public

- a Assisting in the establishment of public and private schools, colleges and universities, and in meeting requirements and maintenance of standards

- b. Answering queries and helping solve student and teacher problems pertaining to enrollment, attendance and promotion on various educational levels.
- c. Attending to administrative problems of kinds of public and private institutions
- d. Making effective the school participation in barangay, civic, educational and cultural projects
- e. Liaisoning between the Ministry and the general public

4 Persons to Contact

- a. Dr. Linda G. Suteria, Bureau of Elementary Education, MEC, Manila, Tel No 46-13-87
- b. Atty. Victor M. Masitan, Bureau of Secondary Education, MLC, Manila, Tel No 47-59-39
- c. Atty. Antonio G. Dumalao, Bureau of Higher Education, MLC, Manila, Tel No 48-19-33
- d. Atty. Francisco C. Valdez, Chief, Administrative Service, MEC, Manila, Tel No 47-46-50
- e. Mr. Jovencio Revil, Head Executive Assistant, MEC, Manila, Tel No 46-12-52

- 5 Publications Distributed to the Public None, the publications of the Ministry, like the School News Review and those released by the different agencies under it, are primarily intended for school administrators, teachers and students.

BUREAU OF SECONDARY EDUCATION

1 General Objectives

The Bureau of Secondary Education is responsible for the formulation and evaluation of programs and standards on secondary education within the context of the ministry-wide program.

2 Specific Objectives

a) To formulate programs and standards

The Bureau will formulate and develop policies, plans, programs, and standards for the secondary level. It will provide working guidelines for the schools to assure that the objectives of this level pertaining to pre-university preparation and to pre-vocational and vocational education are adequately met. In the formulation of plans and programs, the Bureau may seek the assistance of qualified personnel at the regional and provincial levels.

b) To evaluate policies, plans, programs, and standards

The Bureau shall also be responsible for evaluating policies, plans, programs, and standards for the secondary level. Upon authority of the Minister of Education and Culture, the Bureau may send members of its staff to regional and division offices to conduct studies to determine the degree of relevance between actual implementation and performance and the policies, plans, programs, and standards approved by the Ministry. Such studies may serve to discover highly successful practices or innovations in certain regions or divisions that should be made known to other regions and divisions. These field studies may also be opportunities for the Bureau staffs to render assistance to regional and division officials when deficiencies in implementation are noted.

3 Specific Services

a) Provide information and consultant services on the curriculum of secondary schools.

b) Provide consultant service and expert advice in seminars, workshops, and conferences on secondary education, and on school plants, facilities, and equipment for secondary schools.

4 Persons to Contact

- a) Mr. Andres R. Castillo
Director, Bureau of Secondary Education
Manila, Tel. 47-59-39
- b) Mr. Ricardo P. Trinidad
Assistant Director, Bureau of Secondary Education
Manila, Tel. 47-66-83
- c) Dr. Pedro Esteban
Chief, Curriculum Development Division
Bureau of Secondary Education
Manila, Tel. No. 47-52-62
- d) Mr. Florencio Sagison
Chief, Staff Development Division
Bureau of Secondary Education
Manila, Tel. No. 47-50-39
- e) Mr. Orlando Sanzaga
Chief, Physical Facilities Division
Bureau of Secondary Education
Manila, Tel. No. 47-07-83
- f) Mr. Bernabe Pagano
Administrative Assistant III
Bureau of Secondary Education
Manila, Tel. No. 47-45-46

5 Publications

Brochure entitled "Secondary Education
in the Philippines"

BUREAU OF HIGHER EDUCATION

1 General Objectives

- a) It shall develop, formulate and evaluate programs on higher education and scholarships,
- b) It shall develop and establish standards for all universities, colleges, and other post-secondary institutions of learning,
- c) It shall provide assistance to encourage institutional development programs and projects,
- d) It shall compile data on higher education,
- e) It shall provide secretariat services to the professional boards of the Ministry, and
- f) It shall coordinate closely with the Planning Service of the Ministry and higher education specialists in the regional, provincial and city offices.

In addition to these functions, the Bureau exercises functional supervision over the field offices of the Ministry and the higher education institutions, performs a number of carry-over activities of the former Bureau of Private Schools, and implements the grant of benefits under Presidential Decree No. 907 as amended by Presidential Decree No. 993.

Toward the integration, coordination and rationalization of all higher education institutions and programs, the Bureau exercises staff and line functions.

2 Specific Objectives

- a) To develop, formulate and/or revise curricular programs of higher education courses including master's and doctoral levels.
- b) To develop, formulate and/or revise qualification standards for faculty and supportive personnel of higher educational institutions.
- c) To develop and formulate standards for the physical plants and instructional facilities of the higher education institutions.

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- d) To establish and develop standards for student personnel services; such as guidance and counselling and health, library, extension programs and other services for student welfare
 - e) To obtain and compile data and information on tertiary education institutions and their course offerings, enrolments, teaching and non-teaching personnel, scholarships, and community outreach services/programs
 - f) To undertake researches on curricular programs, faculty qualifications and status, instructional facilities, and student welfare services as basis for policy and standard formulation and development
 - g) To organize, support, and/or encourage staff development programs for higher education institutions and the B H E
- 3 The Bureau of Higher Education is in the process of preparing publications on
- a) Tertiary Education in the Philippines
 - b) Tertiary Education Institutions, and
 - c) Tertiary Education Programs



NATIONAL MUSEUM

The National Museum, as an extension arm of the Ministry of Education and Culture, has tri-sectoral functions. It is a scientific, educational and cultural institution molded into one.

1. General Objectives

- a) To educate the public and further develop a better understanding and appreciation of Philippine pre-history, arts, culture and natural history through exhibitions, lectures, symposia, seminars, and other varied educational activities.
- b) To do basic researches in all branches of natural science through integrated field investigations in anthropology, botany, zoology, and geology and disseminate scientific knowledge and information about the scientific and cultural heritage of the Philippines through technical and popular publications.
- c) To serve as repository and guardian of the national cultural heritage of the Philippines.

2. Specific Objectives

- a) Intensification and completion of research in the field of anthropology, botany, zoology and geology, development and maintenance of accumulated scientific reference collection of the National Museum.
- b) Continuation of archaeological projects in Cagayan Valley, especially those newly discovered petroglyphs in cave walls of the western part of Liwan and Lallo, Pampunian, Cagayan. It is hoped that these caves may yield additional evidences on the presence of man in the valley hundreds of thousand years ago. According to Presidential Decree No. 1109 dated March 28, 1977, the archaeological zone in Cagayan Valley and Kalinga-Apaya shall be protected and preserved as Museum Area and Archaeological Reservation.

- c) Intensification of archaeological excavation in Butuan may lead to additional discovery of related items that may forge the theory of the travelling route of people from central Asia in going to other parts of the Pacific
- d) Intensification and widening of the scope of ethnological research in different ethnic groups of the country.
- e) Amendment of Presidential Decree No. 260, including the petroglyphs in the caves at the Tañit-B to area in Barangay Ransang, Misamis Occidental, Palawan and the reserved area of the National Museum's cultural treasures, shall lead to intensification of anthropological research and studies on these drawings which are comparable with those that were discovered in Brunei and Angono, Rizal.
- f) Continuation of studies on the taxonomy and ecology of the country's fauna especially those of the terrestrial and marine species, in relation to the projected complete inventory of all existing animals of the country before their extinction
- g) Accumulation of reference data for ecological research of existing fauna and flora in coordination with Man and the Biosphere Office. These data shall be the basis of all programs of expansion and plans of development of cities and their suburbs
- h) Scientific researches on Dipterocarpaceae, endemic mosses, useful seaweeds, and medicinal plants. Wider scope of studies on terrestrial and marine flora shall be intensified for their economic contributory factors to the country's development
- i) Intensification of documentation and research on Philippine works of arts and historical objects,
- j) Control and conserve the rich cultural heritage of the country by implementing laws of the land related to this objective.
- k) To assist the government in stabilizing the country's economy through basic researches on the economical value of the country's flora and fauna, and
- l) To establish a museum in every region of the country and disseminate more effectively scientific findings and cultural value of our heritage.

3 Specific Services

- a) Planetarium Exhibition
- b) Museum Gallery Exhibition Tours
- c) Site and Regional Museum Exhibition Tours
- d) Identification and authentication of objects of Art and Cultural Properties
- e) Exchange of Anthropological, Botanical, and Zoological Specimens
- f) Special Exhibition Through Museum Education's "Business Galleries"
- g) Identification services in the field of Zoology and Botany to Schools, Students, and Researchers
- h) Educational and Cooperative Services
 - i) Summerfield School Program
 - j) Outdoor Museum Tour
 - k) In-Service Training of Students

4 Persons to Contact

a) Planetarium Exhibition

- (1) Mr. GODOFRIDO L. ALCASID - Director - - - - 57-14-72, or
- (2) Mr. MARTIN SACRO JR. - Curator - - - - 48-17-48, or
- (3) Ms. RICHARD PINAS - Researcher - - - - 46-17-48

b) All Museum Exhibitions

- (1) Mr. GODOFRIDO L. ALCASID - Director - - - - 57-14-72, or
- (2) Ms. RICHARD PINAS - Curator - - - - 50-87-96

c) Dissemination and implementation of P.D. 374 and Identification of movable Cultural Properties

- (1) Atty. FRANCISCO VALERIANO - Curator - - - - 50-87-23, or
- (2) Mr. RAFAEL TOROCCO JR. - Sr. Researcher - 50-87-23

d) Exchange of Anthropological, Botanical, and Zoological Specimens

Zoological Specimens

- (1) Mr. FREDERICK GONZALES - Curator - - - - 50-17-49, or
- (2) Mr. RAYNALDO ALAGAR - Sr. Researcher - 50-17-49, or
- (3) Mr. J. JANE CAMPORA - Researcher - - - - 50-17-49

Botanical Specimens

- (1) Mr. HERMES SUYD WROZ - Curator - - - - 50-17-49, or
- (2) Dr. ROMUALDO DEL ROSARIO - Sr. Researcher - 50-17-49, or
- (3) Dr. PASCUAL CERRA JR. - Researcher - - - - 50-17-49

Anthropological Specimens

(1) Dr J J ... - Curator - 59-58-33

Identifactory Services

ETHNOLOGY

(1) Dr J ... - Curator - 59-58-33, or
(2) Ms ... - Researcher - 59-58-33, or
(3) Sr Museum Researcher in Anthropology - 59-58-33

ZOOLOGY

(1) Mr ... - Curator - 50-17-49, or
(2) Mr ... - Sr Researcher - 50-17-49, or
(3) Mr ... - Researcher - 50-17-49

GEOLOGY

(1) Mr ... - Curator - 50-17-49, or
(2) Mr ... - Researcher - 50-17-49

EGYPT

(1) Sr ... - Curator - 50-17-49, or
(2) Dr ... - Sr Researcher - 50-17-49, or
(3) Dr ... - Researcher - 50-17-49

Educational and Cooperative Services

(1) Mr ... - Director - 57-14-72, or
(2) Ms ... - Curator - 50-87-96

Special Exhibition of 'Native Galleries'

(1) Ms ... - Curator - 50-87-96

In-Service Training

(1) Ms ... - Chief, Administrative Division - 50-87-08

5 Publications

- (1) ...
- (2) National Museum Monograph Series
- (3) Guidebooks and Brochures
- (4) Occasional Pamphlet Series

THE NATIONAL LIBRARY

1 General Objectives

- a To provide leadership among the nation's libraries,
- b To serve as a permanent depository for all publications issued in the country,
- c To acquire other types of materials,
- d To provide bibliographical services,
- e To serve as a coordinating centre for cooperative activities, and
- f To provide services to government

2 Specific Objectives

- a Preservation of all books, libraries, and other library materials or equipment belonging to the institution or confided to its custody
- b Acquisition, by purchase, loan, exchange or gift, of additional books, libraries, or other material contributory to its ends and purposes
- c Provision of adequate reading facilities to the public, and so far as practicable the extension of such facilities into the provinces, cities, municipalities and barrios in response to the needs and increasing cultural advancement of the people of the Philippines
- d Supervision over the use of the facilities of the institution by the public at large, with a view to the most advantageous utilization of the means of study and culture supplied by it
- e Organization, preservation, equipment, and maintenance of a special administrative and legislative reference library, to aid the several departments of the Government and especially to the committees or members of Parliament in the consideration, preparation, and drafting of bills

- f Acquisition, organization, preservation, administration, and increase, as the resources of the treasury may allow, of photographs, maps, geographical charts, and other library materials which, by reason of their commemorative value should be permanently preserved as a memento of, and out of veneration for the great men of the country, as a testimony of the national history and culture, or for the benefit of culture in general
- g Preparation, printing, and publication, microfilming, copying and xeroxing of prints, pamphlets, bibliographic catalogues, manuscripts, monographs, or any second science or humanistic work deserving to be published in the interest of the Government and of the public welfare
- h Exercise of the powers and duties pertaining to the copyrights office
- i Organization of a system of filing, distributing and exchanging publications with foreign countries and local institutions which may desire to reciprocate such exchanges
- j Implementation of pertinent provisions of the Marriage Law and issuance of authority to solemnize marriages to priests and ministers
- k Implementation of the Law on Legal and Cultural Deposit
- l Implementation of the Law on Reprints
- m Compilation, indexing and publication of effective rules adopted by regulatory agencies, furnishing of copies of said rules to libraries and interested persons

3 Specific Services

- a Provides public library service through the Extension Division which takes charge of the organization and supervision of provincial, city, municipal, barrio, and deposit station libraries all over the country
- b Maintains reading room services and facilities through the Filipiniana and Asia Division, Reference Division, and Documents Division

- c Serves as a reference center for the use and consultation of provincial and regional newspapers in the country
- d Implements the Copyright Law and registers copyright claims
- e Implements provisions of Marriage Law and issues certificate of authority to solemnize marriages
- f Implements the provisions of the Decree on Legal and Cultural Deposit (RD 812), that is, the National Library is one of the depositories for locally published or printed materials be they government or private. These materials come from local publishers and printers
- g Implements the law on reprints
- h Trains students of private colleges and universities as well as trainees from other government agencies on the different phases of librarianship and clerical work

L Persons to Contact

	<u>Tele. No.</u>
<u>4 Office of the Director</u>	
<u>Office of the Assistant Director</u>	50-23-29
Carmelita Macapagal Secretary	50-23-29 58-25-11 & 58-43-61
<u>1 Administrative Division</u>	
1 Wenceslao Ma Vitay Chief and Administrative Officer	50-22-92
Labrado B. Rodriguez Administrative Assistant	58-26-86
2 Pedro C. Nelrada, Jr. Chief of Section, Priests and Ministers	- do -

3	Gilda S. Fabelas Personnel Officer	58-76-88
4	Cornelia A. Libayan Training Officer	-do-
5	Flor L. Larraga Records Officer	-do-
6	Fernando V. Vanguardia Budget Officer	-do-
7	Aracelis R. Lim Accountant	-do-
8	Conrado N. Dano Cashier	-do-
9	Lilia M. Galang Supply Officer	58-14-82
10	Bienvenido B. Manangky Chief, Binding Section	-do-
11	Wilhelmina B. Beyara Examining Physician Medical Section	50-24-29
	Fleida J. Lim Dentist	-do-
12	Oscar Unlayno Electrician	-do-
13	Pedrito Abaya Security Officer	-do-
14	Jose M. Diaz Legal Officer and Acting Copyright Examiner Copyright & Reprinting Section	50-19-70
15	Natividad T. Jardiel Chief of Legal Deposit Section	50-10-11
C	<u>Extension Division</u>	
	Conrado J. Pavia Chief Librarian	59-01-77

- D Acquisition Division
 Caridad V. Alberto
 Chief Librarian
 58-27-18
- L Catalog Division
 Concepcion S. Baylon
 Chief Librarian
 58-19-05
- F Bibliography Division
 Nativida E. Malolos
 Chief Librarian
 58-17-11
- G Publication Division
 Luz S. Castañeda
 Chief
 -do-
- H Documents Division
 Luz S. Cruz
 Chief Librarian
 58-26-60
- I Filipiniana and Asia Division
 Carolina L. Añon
 Chief Librarian
 58-32-58
- J Reference Division
 Beatriz M. Diaz
 Chief Librarian
 58-22-71
- K Office of the Resident Auditor
 58-19-72
- ↳ Publications
- a The National Library brochure
 - b The National Library News (TNL News)
 - c Government publications such as books, magazines, pamphlets, newsletters, coming from the Public Documents Division (also for exchange purposes)
 - d The Annual Report of the National Library

INSTITUTE OF NATIONAL LANGUAGE

The Institute of National Language is vested with the power to provide leadership and guidance in the development and dissemination of the national language.

Specifically, the Institute, under reorganized membership, has the following objectives (Executive Order No. 304, March 16, 1971)

I General Objective

To develop and promote the national language

II Specific Objectives

- a To implement a program of research, translation and dissemination for the purpose of developing and enriching the Filipino language,
- b To identify, study and decide on major issues affecting the Filipino language,
- c To update the Filipino grammar,
- d To prepare and publish dictionaries, thesauruses, encyclopedias and similar language tools in accordance with the latest development in lexicography, philology and encyclopedic-making

III Specific Services

- a Review, examination and correction as to linguistics forms and expressions of all teaching-learning materials/books written in Filipino that are intended for adoption as official text in all levels of education
- b Translation and editing of official documents, laws and code of laws, informative and instructional materials, outstanding literary works in the various Philippine languages as well as selected classics of the world, local myths, folklores, and other literary materials

- c Conducting training programs/workshops and conferences, official correspondence and shorthand in Filipino.
- d Conducting tutoring programs free of charge to parties interested in learning Filipino.
- e Serving as judges in literary contests particularly in Filipino.
- f Performing in various capacities as consultants/lecturers on language issues particularly in the implementation of the Ministry of Education and Culture policy of bilingual education.

IV To avail of, or participate in any of the programs/activities mentioned herein, written requests are recommended.

- A For particulars, write or contact the following officials of the Institute of National Language, Ministry of Education and Culture with Tel Nos 49-35-68 or 49-29-24.

Atty Ponciano B P Pineda
Director, Institute of National Language

Dr Fe Aldave Yap
Asst Director, Institute of National Language

- B For Textbook and Reference Materials Review

Mrs Rosalinda C Vallapando
Chief, Lexicography and Textbook
Linguistic Review Division

Miss Epifania G Angeles
Asst Chief, Lexicography and Textbook
Linguistic Review Division

Mr Bienvenido V Reyes
Chief, Administrative Division

Mrs Linda B Marquez
Educational Researcher II

Mrs. Victorina G. Poeson
Educational Researcher II

Mrs Leticia B Romulo
Senior National Language Researcher

Mrs. Remedios G. Rodriguez
Senior National Language Researcher

C For Translation Activities

Mrs. Erlinda S. Rivera
Chief, Research and Translation Division

Mrs. Leticia I. Austria
Asst. Chief, Research and Translation Division

Mr. Bienvenido V. Reyes
Chief, Administrative Division

Mr. Marcelino G. Santos
Planning Officer

Mr. Tejunpay A. Glicerio
Senior National Language Researcher

Miss Rosario A. Butron
National Language Researcher

Mrs. Aurora C. Batnag
National Language Researcher

Non-Tagalog Translators in Ilokano, Subanon, Hiligaynon,
Samar-Leyte, Maguindanao, Tausug, Ibanag, Pampango, Pangasinan,
Kinaray-a, Bicol, Cebuano, Zambo

1. Prof. Amalia M. Guizon (Pangasinan)
2. Mr. Macionline G. Necesito (Ilokano)
3. Mr. Aniceto S. Guant (Gaddang, Ilokano)
4. Mrs. Epifania M. Militar (Samar-Leyte)
5. Mrs. Nerlinda X. Paguia (Tausug)
6. Mrs. Linda B. Marquez (Ilokano)
7. Miss Leticia Macatang (Pangasinan)
8. Mrs. Elvira G. Estrovo (Pangasinan)
9. Miss Nera Bongalon (Ibanag)
10. Mrs. Nellie M. Honrado (Samar-Leyte)
11. Mrs. Tomasita T. Achuan (Hiligaynon, Kinaray-a)
12. Mrs. Shirley Tanchituan (Bicol)
13. Mrs. Damian M. Manansala (Pampango)
14. Mrs. Thelma Siguide (Ilokano)
15. Miss Julita Antonio (Ilokano)
16. Mr. Benedicto Kagmac, Jr. (Subanon)
17. Mr. Ignacio I. Dyrig (Zambo)
18. Mrs. Estrella G. Huertas (Ilokano)
19. Mr. Makalutang B. Luna (Maguindanao)
20. Datu Diding Samud, Sr. (Maguindanao)
21. Aslam S. Salihuddin (Tausug)

- 22 Mrs Balanda Tumagatang (Nogindano)
- 23 Mrs Eleanor B Parala (Samar Leyte)
- 24 Miss Irma Canillo (Pangasinan)
- 25 Mrs Crisanta R Kalyang (Kaliguayan,
Kinabayo)

D For Training Programs

Mr Buenavista V Reyes
Chief, Administrative Division

Prof Pamilo D Cortez
Chief, Promotion Division

Prof Adolfo M Quizon
Asst Chief, Promotion Division

Mr Macedonio G Nolasco
Asst Chief, Administrative Division

Mr Romeo Hillera
Training Officer

Mrs Rosario E Bautista
Supervising Clerk I

E For Tutoring Programs

Mr Buenavista V Reyes
Chief, Administrative Division

Dr. Fely S Castillo
Linguistic Specialist

Mrs Erlinda S Davila
Chief, Research and Translation Division

Mrs Leticia F Austria
Asst Chief, Research and Translation Division

Miss Lorenza V Abellera
Linguistic Specialist

Mrs Concepcion B Javier
Linguistic Specialist

Mrs Augusta E Garcia
Linguistic Specialist

Mrs Remedios G. Javier
Linguistic Specialist

F Consultants and Lecturers (an official
correspondence, Bilingualism, General
Information, Filipino Stenography, etc.)

- 1 Prof. Pamilo D. Gotobed
- 2 Prof. Adolfo M. Guingan
- 3 Mrs. Irlanda S. Rivera
- 4 Mrs. Rosalinda C. Villalpando
- 5 Mrs. Lolita T. Austria
- 6 Dr. Fely S. Castillo
- 7 Dr. Paz N. Nicolas
- 8 Miss Lorenza V. Abellera
- 9 Mrs. Concepcion S. Javier
- 10 Miss Remedios C. Blais
- 11 Miss Eugenia S. Lopez
- 12 Mrs. Justina V. Aragon
- 13 Mrs. Teresita D. Garcia
- 14 Mr. Jose Antonio Armas
- 15 Mr. Dominador del Cruz
- 16 Mrs. Lucila M. Manaligod
- 17 Mrs. Gregoria S. Andrae
- 18 Mrs. Linda E. Marquez
- 19 Mrs. Bernette X. Xagpantry
- 20 Mrs. Epifania K. Xilitir
- 21 Mrs. Rosalinda C. Estalanzo
- 22 Mrs. Josefina M. Conde
- 23 Mrs. Lolita K. Baganon
- 24 Mrs. Victoriano G. Pison
- 25 Miss Remedios G. Ramos
- 26 Mrs. Norling X. F. ...
- 27 Mrs. Ofelia del Mundo
- 28 Mrs. Fortunata M. Macasung
- 29 Mr. Buenavista V. Reyes

G Publications

- 1 "Pamagay sa Responsabilidad Espiyal"
(Revised Edition) (for sale)
- 2 "Magandang Pag-unlad sa Filipino" (SLR)
(for sale)
- 3 Sagwika (quarterly Publication)
(for distribution)
- 4 "Mga Katuwag sa Edukasyon Bilingual"

INFORMATION AND PUBLICATION SERVICE

HORTENSIA S. ELNOZA

Assistant Secretary for Personnel Management
and Development and concurrently
Chief, Information and Publication Service

General Objectives

1. To implement the overall personnel management and development program of the MEC.
2. To help implement the overall educational information program of the MEC.

Specific Objectives

1. To prepare or edit and print all Ministry regulations in the form of Orders, Memorandums, Bulletins and letters for distribution to all field regional and division offices.
2. To attend to all requests for information on education from local and foreign agencies.
3. To prepare informative brochures and periodic and annual reports of the Ministry.
4. To prepare resource materials for pupils and teachers.

Specific Services

1. Furnishing of information on educational policies and other matters related to education.
2. Providing cart in publications like special reports, annual reports, etc.
3. Reference service to students and scholars of education and other parties requiring such service.
4. Providing information on personnel policies and programs.

Persons to contact (all in the Ministry of Education and Culture)

- 1 Mrs Estel F. Dugan, Chief, Materials Production and Publicity Division, Tel No 46-19-58.
- 2 Mrs Desidera R. Rex, Chief, Information Division, Tel No 46-18-50
- 3 Miss Jean Canale, Supervising Information Officer, Information Division, Tel No 46-18-50
- 4 Mrs Marie Bernardo, Information Lecturer II, Information Division, Tel No 46-18-50

Publications distributed to the public

School News Review - a newspaper for elementary and high school pupils and students

Brochures on education and educational policies

Instructional brochures: Save Energy, Disaster Preparedness, Beware of Drug Addiction

Annual and other reports (limited copies)

ADMINISTRATIVE SERVICE

The Administrative Service shall be responsible for providing the department with economical, efficient, and effective services relating to personnel, legal assistance, information, records, supplies, equipment, collection, disbursements, security and custodial work. The functions of the different divisions under it are the following:

1. Personnel Division

- a. Advise management on personnel policy and administration,
- b. Develop and administer a personnel program which shall include selection and placement, classification and pay, career and employment development, performance rating, employee relations and welfare services,
- c. Act on all matters concerning attendance, leaves of absence, appointments, promotions, transfers and other personnel transactions,
- d. Maintain personnel records and statistics and
- e. Perform such other functions as may be provided by law

2. Legal Division

- a. Provide legal advice to the minister, the deputy ministers, the bureau directors and chiefs of the various offices of the ministry,
- b. Interpret laws and rules affecting the operation of the ministry,
- c. Prepare contracts and instruments to which the ministry is a party, and interpret provisions of contracts covering work performed for the ministry by private entities,

- d Conduct Administrative Inquiries in NCU, including the review of administrative charges against employees of the NCU proper,
- e Assist in the promulgation of rules governing the activities of the ministry,
- f Keep records and proposals in relation to concerns of the ministry,
- g Assist the Solicitor General in court litigation in which the ministry is involved, and
- h Perform such other functions as may be provided by law.

3 General Services Division

- a Provide policy guidance on the maintenance and disposition of records and on the procurement and storage of supplies in accordance with Government prescribed standards,
- b File and maintain necessary records and establish records disposition program for the NCU proper,
- c Provide mail, transportation, custodial, and general utility services for the ministry,
- d Purchase, store and distribute supplies and equipment of the ministry, and conduct periodic inventories of the same,
- e Provide and coordinate messenerial, duplicating and typing pool services,
- f Receive, collect and deposit cash, prepare vouchers and process vouchers for payment of the department's obligations, and
- g Perform such other functions as may be provided by law.

4 Medical-Dental Unit

Medical Clinic

- a Conducts consultations and treatment of NCU personnel and their dependents

- b. Render field medical services during seminars, conferences, conventions and exhibits
- c. Conducts medical examination for insurance policy, employment, students, rural service, sick leave, scholarship, grants and the like
- d. Conducts research work on the use of new methods for detecting early disease. Example is the urinalysis examination using X-ray technique in the MEC premises and regional offices
- e. Referral of major cases or illnesses to hospitals and other health agencies
- f. Serves as training unit for nurses and medical technologists

Dental Clinic

- a. Conducts consultations, examinations and renders dental treatment to U.S. personnel and their dependents
- b. Render field dental services during seminar, conferences, conventions and exhibits
- c. Conducts oral examinations and treatment for employment and students
- d. Serves as a training unit of dent J students and in-service training of school dentists
- e. Make referrals for dental x-ray examination and other major cases to hospitals and other health agencies

5. MEC Library

- a. Formulates library policies
- b. Plans and organizes library activities and programs
- c. Formulates library rules and regulations
- d. Prepares bulletins, memoranda, reports and other informative materials
- e. Catalogs and classifies all library collections

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- c) To list books, serials, etc., and microfilm books, serials, documents, etc. - issue lists, articles, pamphlets, microfilm and other library materials for registration
- d) To store and index scientific and technical information to be used in research work
- e) To analyze, summarize, and provide historical research materials
- f) To maintain progress records of current researches
- g) To index periodicals according to locally accepted systems
- h) To maintain up-to-date vertical file
- i) To compile bibliographies
- m) To review books and other library materials for inclusion in the List of approved books - reference the M.C. Bulletin on approved books
- n) To conduct seminars, in-service trainings and conferences
- o) To handle library subscriptions, local and foreign
- p) To take a yearly physical inventory
- q) To maintain an inter-agency exchange of materials
- r) To serve the professional and cultural needs of all M.C. officials, employees and field personnel
- s) To coordinate and cooperate with other organizational units within the Ministry

6. Teachers' Care:

- a) To formulate plans and programs for the continuing repair and beautification of buildings and grounds to further implement the M.C. objectives of maintaining the Teachers' Camp as the seat of training, conferences, workshops and seminars, not only during the summer months but also during the off-season

- b. He masters the overall operation of the camp which includes accounting, maintenance, registration and billings, assignments, providing services to the various services, the billing and settlement of accounts, the administration, the activities of the various units such as accounting, supply, camp maintenance, camp administration, medical services, camp maintenance, recreation and dental services, security services, etc.
- c. He secures reservations for the use of its facilities giving the priority to the needs/training activities of the U.S. and the various units/offices under it.
- d. He secures, whenever possible, reservations held by other government offices/agencies for their training needs.
- e. Implements policies, rules and regulations of the N.G. regarding Camp administration.
- f. Coordinates with the various national and local offices in Boguie City, regarding activities of natural resources, particularly beautification, reforestation and tourist promotion.

The persons to contact regarding the administrative services are the chiefs and/or assistant chiefs of divisions, as follows:

<u>Personnel Division</u>	462-224
(1) Mr. Benjamin Forster, Chief	462-224-76
(2) Mrs. Conchita Gacino, Asst. Chief	-66-
<u>Legal Division</u>	
(1) Atty. Juan de Guzman, Chief	47-12-76
(2) Atty. Ramon Catabigan, Asst. Chief	-66-
<u>General Services Division</u>	
(1) Mr. Jose J. Lim, Chief	49-22-71
(2) Mr. Baldomero Arceles, Asst. Chief	-66-
<u>Medical-Dental Clinic</u>	
(1) Dra. Lily Plantilla, Chief	47-25-49
(2) Dr. Anastasio Torres, Asst. Chief	-66-
<u>Library</u>	
(1) Mrs. Bright Marty, Chief	
(2) Mrs. Concepcion Sevilla, Asst. Chief	
<u>Teachers Camp</u>	
(1) Mr. Sergio E. Guzman, Supt.	Duguid - 6032

This Office does not distribute any public information to the public.

Ministry of Education and Culture
FINANCIAL AND MANAGEMENT SERVICE

SPECIFIC MATTERS

REFER TO CONTACT

ADDRESS AND TELEPHONE NO

GENERAL AND SPEC

Approve ordinary receipt, correspondence and miscellaneous rules regarding the management of the War Office as collected by the War Office

War Office & Printing Office, Financial & Management Service

Financial & Management Service Bldg 8, MEU, MEU Tel No 48-11-46

1 - General Office

To receive assistance to the budgetary, financial and operating hours

2 Certificate Treasury checks of not more than P5,000.00 and other Treasury checks from P5,001.00 - P10,000.00

- do -

- do -

3 Review and approval of various persons training to financial and management operations

- do -

- do -

4 All budgetary processes

David Peralta Director, Budget & Mgt

Budget Division, Bldg 8 MEU, Manila Tel No 48-27-29

1 - General Office
To receive assistance to the budgetary, financial and operating hours

5 Orders for retirement interest, workmen's compensation, terminal leave and gratuity) vouch, leave of absence/terminal employees)

Blanca & Balbina Oref, Accounting Lawyer

Accounting Division, Bldg B MEU, Manila Tel No 48-48-91

6 Payment of

a Salaries

Retention for supplies, materials and equipment, repair and maintenance services

- do -

- do -

c salaries, wages, traveling expenses, and miscellaneous payments

- do -

- do -

7 Request for certification of salary deductions for life, retirement, policy loans, medical, etc

- do -

- do -

Management and Audit Division
MEC, Manila
Tel No 43-56-61

Mr Jesus T Maripua
Chief, Management and
Audit Division

of budget proposals and special
of all schools or changing structure
or titles or computer requirements,
creation of new division unit

- dc -

- do -

of instructions of

- do -

- do -

to consult and for advice relative to
staffing on term, system, methods and

- do -

- do -

of MEC's requirements for P5,000 00 or
office and not more than
for other items

- do -

- do -

on transfer check of not more than

Special Education Fund
Division, MEC, Manila
Tel No 46-13-98

Mr Romeo Abeloda
Chief, Special Educa-
tion Fund Division

of school year budget, plantilla of
and with, 1% of teachers for up-
of positions

- do -

- do -

of data on income from stabilization

- do -

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of education of matter
of textbooks or local school boards
development of curriculum

PLANNING SERVICE

1 General Objectives

- a. Prepare workable, effective and cost-efficient educational plans responsive to the changing needs and aspirations of a developing society
- b. Uphold the educational ideal to and inform to all policy-makers, decision-makers, planners and other interested parties
- c. Initiate, develop and evaluate projects based on priority needs
- d. Coordinate properly curriculum research and development activities

2 Specific Objectives

Planning and Programming Division (PPD)

- (1) to formulate short, medium and long-term educational plans/programs for the Ministry
- (2) to establish linkages with the planning groups of the Y.C. and other governmental and non-governmental agencies for coordinated activities in planning, programming and budgeting
- (3) to develop basic understanding, guidelines and criteria needed in the process of submitting a submitted planning
- (4) to analyze plans/programs/projects on basis for the revision of educational plans

- Curriculum Coordinating Unit (CCU)

- (5) to identify existing activities in curriculum research
- (6) to effect coordination among all concerned engaged in curriculum research
- (7) to conduct research in educational areas where no other agency is engaged in

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- (8) to carry-out pre-investment study to draw up a textbook development program that includes recommendation on production, distribution and financing.
- (9) to analyze existing textbooks and instructional materials.
- (10) to determine the need for new textbooks and their required contents in consultation with subject matter specialists in the proposed National Development Center, the Ministry of Education and Culture, universities and schools.

b. Project Development and Administration Division (PDAD)

- (1) to identify and/or provide support to the development of projects by the various bureaus and offices of the Ministry in accordance with approved priority areas.
- (2) to appraise projects proposed by bureaus and offices of the Ministry according to technical and economic feasibility and prescribed standards.
- (3) to monitor, review and analyze the progress of projects being implemented by the various bureaus and offices of the Ministry in accordance with standards, objectives and schedules.
- (4) to evaluate periodically performance reports of ongoing programs and projects to assess the effectiveness of project implementation.
- (5) to maintain liaison with the Project Monitoring Office of the National Economic and Development Authority (NEDA) and other appropriate project monitoring offices of the government.
- (6) to evaluate the impact of completed programs and projects of the various bureaus and offices of the Ministry.

c. Research and Statistics Division (RD)

- (1) to collect, process, analyze and interpret educational statistical data.
- (2) to conduct continuing study and analysis of educational issues, trends and problems relevant to the formulation of national educational policies.

- (3) to prepare reports, projections on enrollment and graduates and a look to future requirements for teachers, school facilities, equipment, textbooks and other instructional materials, and other data necessary for educational planning
- (4) to provide leadership in the promotion of research designs and the implementation of educational research projects related to planning,
- (5) to provide the bureaus, regional offices and other agencies in the U.S. with literature on the latest developments in educational planning, and programming project development and evaluation, and educational statistics
- (6) to prepare abstracts of research studies related to educational planning,
- (7) to provide technical assistance to bureaus, regional offices and other agencies in the U.S. relative to research in planning and educational statistics
- (8) to maintain liaison with W.D. and other agencies relative to educational research and statistics
- (9) to disseminate accurate and up-to-date information on educational statistics

d. National Board of Education (NEB) Secretariat

- (1) to organize meetings of the Board
- (2) to prepare important papers and other documents requiring action by the Board
- (3) to undertake research or investigations into situations as directed by the Board
- (4) to write briefs or abstracts of lengthy documents for perusal by the Board
- (5) to maintain a systematic filing and safekeeping of records and documents of the NEB
- (6) to prepare agendas for meetings of the NEB and to provide pertinent enclosures for items in the agenda
- (7) to coordinate the work of committees and sub-committees of the Board
- (8) to collate research data and information needed by the NEB.

e. Management Information System (MIS)

- (1) to decrease the time between valid requests for data and information from within and without the MEC and MEC's response
- (2) to collect and store accurate and up-to-date data and information relevant to the needs of planning, policy-making and management of Philippine education
- (3) to relate information to MEC's planning, policy-making, and management
- (4) to reduce the redundancy of data and information gathering from the field
- (5) to improve the data use competencies of MEC personnel

3. Specific Services

- a. Provides consultancy services during trainings/seminars/workshops on the following fields:
 - (1) educational planning and management
 - (2) educational research and statistics
 - (3) project development and evaluation
 - (4) management information system
 - (5) school building/mapping
 - (6) curriculum development
 - (7) education innovations and technology
- b. Provides statistical data and information on school enrollment, graduates, teachers, dropouts, EDU schools, list of schools by level, school building standards, school needs, status of HUC and foreign assisted programs and projects, and curriculum researches and development
- c. Assists educational researchers on matters pertaining to education particularly on policies.
- d. Coordinates with other agencies concerned with education on projects to be undertaken
- e. Summarizes data for the current school year and reports them in standard format
- f. Gives out information to the public through telephone calls, letters, interviews, etc.

4. Persons in Contact

- | | |
|---|---|
| Dr. Felix E. Simon
Chief, Planning Service
M.C., Tel. No. 43-17-42 | - Educational Planning
and Management |
| Dr. Fortunata Villaverde
Chief, Planning and
Programs Division
Planning Service, M.C.
Tel. No. 47-66-60 | - Educational Planning
and Management |
| Dr. Rene R. Calingo
Chief, Project Development
& Evaluation Division
Planning Service, M.C.
Tel. No. 47-66-60 | - Educational Planning,
Research, Statistics
& Administration |
| Dr. Teresa M. Andrade
Asst. Chief, Research
& Statistics Division
Planning Service, M.C.
Tel. No. 43-12-79 | - Educational Research
and Statistics |
| Dr. Frank R. Jimenez
Asst. Chief, Project
Development & Evaluation
Division, Planning Service,
M.C. Tel. No. 47-66-60 | - Educational Research
and Statistics |
| Mrs. Priscilla Laguerre
Asst. Chief, Planning &
Programs Division
Planning Service, M.C.
Tel. No. 47-66-60 | - Educational Planning
and Management |
| Dr. Saul O. Siangco
Supv. Educ'l. Researcher
Curriculum Coordinating
Unit | - Curriculum Development |
| Mrs. Felicidad Eugenio
Chief, National Board of
Education Tel. No. 40-66-69 | - Educational Policies |

5. Publications

The following publications of the OES are for limited circulation only:

A FID

- 1 Ten-Year National Development Plan, 1976-1985
- 2 Scenario Philippine Education at the Next Twenty-Five Years, 1976-200
- 3 A Glimpse on the Educational System of the Philippines
- 4 Education and Manpower Plan
- 5 Decentralized Educational Planning, Project/DBD Handbook
- 6 MEC's Program Thrusts
- 7 Program Thrusts of the New Society

B CCU

- 1 The CCU Monitor
- 2 Cat Log of DLE Curriculum Resource
- 3 Directory of DLE Projective Resource Persons on Curriculum Research Development

C PDLD

- 1 Status Report on DLE On-Going Programs and Projects, 1976-1977
- 2 Project Development Evaluation Procedure, Vol. I
- 3 Project Monitoring & Evaluation Procedure
- 4 Annotated Bibliography on Project Implementation and Evaluation
- 5 Implementation of Training Programs
- 6 MEC On-Going Programs and Projects

D RSD

- 1 Statistical Bulletin
- 2 MEs Newsletter

N E E C

1 General Objectives

- a To check and/or minimize as much as possible any indiscriminate wastage of manpower in other vocations which otherwise could be directed towards more profitable ventures, i.e., supplying the manpower needs of essential, agricultural, and technical fields
- b To help maintain viable balance between the number of available white collar and blue collar workers in the manpower stock of the country

2 Specific Objectives

- a To prepare and administer annually the entrance examinations and to prepare and interpret results of such examinations to the students
- b To monitor activities in the areas of measurement, evaluation and guidance in educational sphere, thereby avoiding duplication of functions and efforts in its present system
- c To prepare and develop instruments - educational and psychological tests - for guidance purposes and personnel recruitment
- d To prepare, develop and administer instruments for special purposes
- e To evaluate the attrition for current educational activities

3 Specific Services

- a The National College Entrance Examination
 - (1) Regular - administered in November
 - (2) Special - administered in June
- b The Accreditation and Equivalency Scheme for School Leavers
- c The Teacher Examination
- d The Philippine Specific Aptitude Test Battery
- e Scholarship Testing
 - (1) NEEC - Philamlife Scholarship in Guidance (Graduate Level)
 - (2) NEEC - Colgate Dental Scholarship (Undergraduate Level)

d. Testing for Other Purposes.

- (1) Manual, Supervisory and Leadership Behavior Examination
- (2) Personality Tests
- (3) Cognitive Tests for Schools Superintendents
- (4) Teachers' Cognitive Tests
- (5) Tests on Interiors and Values
- (6) Tests for use in training, etc. Tests
 - a. On General Preparation
 - b. On Professional Preparation
 - c. On Practical Application

e. Researches

4. Persons to Contact

a. DCEB -

- (1) Mr. Felix Aguirre
Acting Chief, Test Administration
Information Division
1st Floor, MITC Main Building
Tel. No. 48-38-21, 49-36-35

b. Certification and Equivalency Scheme for School-Leavers (Philippine Placement Test)

- (1) Mrs. Lucile F. Tibig
Assistant Chief, Research and Guidance Division
Ground Floor, MITC Annex
Tel. No. 49-36-35
- (2) Dr. Lucita S. Gavino
Chief, Research and Guidance Division
Ground Floor, MITC Annex
Tel. No. 49-36-35

c. Teacher Examination

- (1) Dr. George C. G. G. G.
Chief, Test Development Division
2nd Floor, MITC Annex
Tel. No. 48-38-21

d. Philippine Specific Aptitude - Test Battery

- (1) Dr. George C. G. G.
Chief, Test Development Division
2nd Floor, MITC Annex
Tel. No. 48-38-21

e Skin-Skin Testing

- (1) Dr. Lurita G. Devine
Chief, Research and Guidance Division
Ground Floor, NRC Annex
Tel. No. 49-36-35

f Tests for Other Materials

- (1) Dr. Lores G. Gabe
Chief, Test Development Division
End Floor, NRC Annex
Tel. No. 48-38-21

g Researches

- (1) Dr. Lurita G. Devine
Chief, Research and Guidance Division
Ground Floor, NRC Annex
Tel. No. 49-36-35

h Over-all Programs

- (1) Dr. Aquilino B. Flores
Assistant Executive Director, NRC
Second Floor, NRC Main Building
Tel. No. 46-14-94 48-38-21 49-36-35

5 Publications

- a The NRC Technical Report
- b Various Studies and Researches
- c Reports of the NRC, especially on testing projects
- d Speeches of the Executive Director, Assistant Executive Director, Division Chiefs on the NRC and other NRC projects
- e NRC Statistical Bulletin (Ann. J)
- f High School Directory
- g NRC Brochure
- h Leaflets containing universities/collages with their respective mailing addresses

NATIONAL SCHOLARSHIP CENTER

General Objective

Over-visit to school rankings in science, arts and letters to merit deserving students and to coordinate, administer, and implement all programs of government scholarships as well as private scholarships to be entrusted to the National Scholarship Center.

The National Scholarship Center, formerly known as the State Scholarship Council, is an office under the Ministry of Education and Culture established by virtue of Republic Act 4890 in 1964 to select annually 'merit and deserving' graduating public secondary school students who shall be granted state schoolships in science, arts and letters. Each year, approximately one thousand five hundred (1,500) students throughout the country qualify for scholarships and study grants through highly competitive examinations. The Center provides scholarship privileges varying from tuition and other school fees, book allowances and a stipend.

Presently, the National Scholarship Center administers five (5) scholarship programs, four of which are government-funded, namely:

1. State Scholarship Program
2. National Internship Study Grant Program
3. Special Study Grant Program (pursuant to Presidential Memorandum Order No. 16)
4. Non-Muslim (PAGAN) Tuition Assistance Program
5. Tertiary Limited Scholarships Program

B. Specific Objectives

1. To prescribe such tests, standards or criteria which candidates for scholarships and study grants shall attain and maintain to will harness their potentials in the particular fields of study chosen by them.
2. To determine the number of scholars and study grants and their fields of study taking into account the regional, immediate and future needs of Philippine society.

- 3 To evaluate, select and recommend the colleges and universities for scholarship and grant programs and to determine their standards, merit criteria, status, academic programs, financial requirements, eligibility criteria, achievements, quality of faculty, services and facilities
- 4 To secure nominations for scholarship and study grants, in accordance with the criteria provided by the National Board of Education
- 5 To fix the staff and expenses which shall be allowed the individual scholar and study grant and authorize payment thereof out of the sum or sums hereinafter provided by law for the purpose
- 6 To seek assistance from foundations, foreign governments and agencies, international organizations and bodies, and other sources for the continuing support of any or all programs of scholarship provided in its charge
- 7 To assist in the placement and employment of all the graduates who have been trained under the programs administered by it
- 8 To employ officers and employees that it may deem necessary, fix their compensation and other benefits, and prescribe their powers and duties, subject to existing Civil Service Law
- 9 To adopt such measures, enter into such arrangements, issue and implement such policies, rules and regulations as may be proper for the consolidation, integration, systematization, administration and implementation of all scholarship and study grant programs, including the allocation and payment of funds hereinafter provided by law or contributed from other sources for scholarship, study grant and other similar purposes
- 10 To evaluate periodically and develop the programs presently and the implementation and administration of same
- 11 To plan and prepare guidelines and directives regarding the implementation of the programs for the guidance of the officials in the field

- 12 To disseminate discriminatorily information on the activities of the Center to the public and other concerned agencies through the grant and broadcast media;
- 13 To conduct special studies in cooperation with other government agencies and private research institutions relative to the promotion of scholarship and study grant programs;
- 14 To provide special assistance, when indicated, to other government agencies, institutions and agencies concerning scholarship, study grant, and other similar assistance programs.

1 DEVELOPMENT OF ... SERVICES
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Selection and preparation of
 orders of study & fees
 by Mrs. W. Aguin
 Chief, Development and
 Research Division
 National Scholarship
 Center, IGC 47-51

Development of study, progress
 and activities of the Center
 by Mrs. Consuelo M
 Quifon
 Asst. Chief, Development
 and Research Division
 National Scholarship
 Center, IGC 47-51

Development of study, progress
 and activities of the Center
 by Mrs. Alicia M. Areola
 Chief, Development and
 Research Division
 National Scholarship
 Center, IGC 47-51

Guidance of Study Courses
 by Mrs. Gloria F. Gomez
 Chief, Guidance and
 Career Placement Div.
 - do -

Assessment of Scholars
 by Mrs. Remedios R. Dumante
 Chief, Guidance and
 Career Placement Div.
 - do - 47-51

Assessment of Scholars
 by Mrs. Remedios R. Dumante
 Chief, Guidance and
 Career Placement Div.
 - do -

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 Chief, Guidance and
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 - do -

Assessment of Scholars
 by Mrs. Remedios R. Dumante
 Chief, Guidance and
 Career Placement Div.
 - do -

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AND IMPROVING THE QUALITY OF SCHOLARSHIP STIPEND PROGRAMS

Local Data of Scholars by Quarters

Dr. Aquilino Y. Tabara
 Mr. Emmanuel L. Tabara
 Dr. Aquilino Y. Tabara
 Mrs. Priscilla A. Tagle
 Dr. Aquilino Y. Tabara
 Mr. Emmanuel L. Tabara

Chief, Research and Information Division
 Asst. Chief, Research and Information Division
 Chief, Research and Information Division
 Chief, Statistics Section
 Chief, Research and Information Division
 Asst. Chief, Research and Information Division

National Scholarship Center, MEC

47-45-10
 47-51-32
 47-51-10
 47-51-31
 47-4-10
 47-38-52

TRAVEL EXPENSES

Local Data of Scholars by Quarters

Mr. Macario C. Aguirre
 Mr. Macario C. Aguirre
 Mr. Cipriano S. Tagle
 Mrs. Felicidad B. Tagle
 Mr. Macario C. Aguirre
 Mr. Cipriano S. Tagle

Asst. Executive Director
 Chief, Administrative Office
 Chief, Budget and Finance Section
 Chief, Records and Administration
 Chief, Administrative Office
 Chief, Budget and Finance Section

National Scholarship Center, MEC

47-4-10
 - do -
 - do -
 - do -
 - do -
 - do -

Local Data of Scholars by Quarters

Mr. Cipriano S. Tagle

Chief, Budget and Finance Section

National Scholarship Center, MEC

47-4-10

1	2	3	4
Persepsol Services	Mrs. Melitilda P. Prunotto	Administrative Assistant II	National Sch. Inshp. Center, WEC
Ever 12 Admnl. Serv. Co. Inc. P. 1101000	Dr. Arnaldo M. Velardo	Executive Director	- 4 -

IV Publications

- 1 National Scholarship Center Annual Report
- 2 Directory of alumni
- 3 National Scholarship Center Statistical Bulletin
- 4 National Scholarship Center Newsletter
- 5 Research Abstract Vol I, Nos 1-6
- 6 Manual of Information
- 7 Brochures on
 - a State Scholarship Program
 - b National Integration Study Grant Program
 - c Non-Muslim (PAMAM) Educational Assistance Program
 - d Teijin Limited Scholarship Program

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POPULATION EDUCATION PROGRAM

1 General Objectives

- a. Growth of the economy and reduction of the rate of population growth are both stated objectives of the Philippine Government's programs, as well as the modification of the educational system to make it more relevant to the nation's needs. In more general terms, it is the responsibility of the Government of the Philippines to take all necessary actions to enhance the quality of life of all Filipinos. The Population Education Program (PEP) is one project aimed at all of these general goals.
- b. Through the integration of population education into the elementary, secondary and teacher training curricula of the formal school system, it is expected that with the development of knowledge and understanding of the causes and effects of population growth in the personal and social levels, the attitude and behavior of the new generation of Filipinos towards family size and rural-urban migration will be more informed and more responsible.

2 Specific Objectives

- a. To develop curriculum materials in population education for elementary, secondary and collegiate levels, in public and private schools.
- b. To provide effective instruction in population education at all levels by conducting training programs, seminars, and workshops for elementary grades, high school teachers and college instructors.
- c. To conduct research studies on population on the local and national levels.
- d. To conduct studies to improve the curriculum and training programs.
- e. To coordinate population education activities of in-school and out-of-school programs with other agencies.
- f. To maintain linkages with local and international agencies on population education.

3 Specific Services

- a. A source person/consultant service on population education (curriculum development, staff development, research and evaluation)
- b. Library Services - The P.F. Library contains a comprehensive collection of books, periodicals, magazines and research findings on population education and services on general education
- c. Distribution of instructional materials in population education for the elementary, secondary and college levels
- d. Conducting training programs/orientation seminars in population education

4 Persons to Contact Regarding Services

- a. Mrs. Remedios M. Goyari
Chief, Population Education Program
Ministry of Education and Culture,
Arroceros, Manila
Tel. Nos. 47-91-40, 40-15-90
- b. Mrs. Magdalena B. Dugenio
Program Officer on Training
Ministry of Education and Culture
Arroceros, Manila
Tel. Nos. 47-91-40, 40-15-90
- c. Mrs. Rosa C. Mendoza
Program Officer on Curriculum
Population Education Program
Ministry of Education and Culture
Arroceros, Manila
Tel. Nos. 47-91-40, 40-15-90
- d. Mr. Simón H. Siñeco
Program Officer on Research and Evaluation
Population Education Program
Ministry of Education and Culture
Arroceros, Manila
Tel. No. 40-56-22
- e. Miss Yolva M. Soriano
Librarian
Population Education Program Library
Ministry of Education and Culture
Arroceros, Manila
Tel. No. 40-56-59

f Mrs. Victoria S. Estrada
 Supply Officer
 Population Education Program
 Ministry of Education and Culture
 Arroyo St., Manila
 Tel. Nos. 47-91-40, 40-15-90

5 Publications

- a Planning for the Future: Population Education in the Philippines (An Informative Handbook)
- b Some Philippine Myths and Practices Related to Fertility (A Collection)
- c Elementary Teacher's Guides in Population Education in Social Studies, Health, Science, Home Economics and Mathematics
- d Secondary Teacher's Guides in Population Education in Social Studies, Health, Science, Home Economics and Mathematics
- e Pupil's References in Population Education for the elementary level
- f Student Reference in Population Education for the secondary level
- g Pamphlets in Population Education for out-of-school youth and adults
- h Resource Book in Population Education for Teacher Education
- i Population Education Course Guide for Teacher Education
- j Training Manuals in Population Education
- k Population and Culture: An Electronic Barrage: an anthropological study
- l Abstracts of Research Studies Undertaken by the PEP

