

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

October 23, 1978

MEMORANDUM  
No. 295, s. 1978

MASS ORIENTATION OF SECONDARY SCHOOL OFFICIALS FOR SCIENCE  
AND MATHEMATICS ON THE MEC TEXTBOOK PROJECT

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

1. A mass orientation of secondary school administrators and supervisors on the MEC Textbook Project will be undertaken by the Ministry of Education and Culture under the sponsorship of the EDPTAF-Textbook Board Secretariat (TBS) in coordination with the Curriculum Development Center for Science and Mathematics (UPSEC) and the Bureau of Secondary Education (BSE). The purpose of the orientation is to enlist school administrators and supervisors of secondary schools to contribute effectively to the improvement of the secondary education program by assisting in the proper use of the MEC Project textbooks.

2. The orientation of school administrators and supervisors will be undertaken in three levels as follows:

Level 1 orientation for regional administrators and supervisors will be attended by the followings:

- chiefs of MECRO Secondary Education Division,
- assistant chiefs of MECRO Secondary Education Division,
- regional supervisors for secondary science and mathematics, and
- directors of REICs.

Level 2 orientation will be attended by the followings:

- assistant schools superintendents for secondary education, and







- division supervisors for science and mathematics

Level 3 orientation will be attended by the following:

- secondary school principals or head teachers,
- assistant principals of secondary schools, and
- department heads of science and mathematics

3. The five-day orientation programs will be held on the following dates:

Level 1 orientation - January 15-19, 1979, UP Science Education Center, Diliman, Quezon City

Level 2 orientation - venue and date to be designated by the regional director

Level 3 orientation - venue and date to be designated by the schools superintendents

The dates for the Levels 2 and 3 orientation will be decided upon by the regional directors and the division schools superintendents depending on the amount of time the regions/divisions will require to organize their local training programs and the availability of textbooks but preferably the date should be before February 16, 1979 for Level 2 and March 16, 1979 for Level 3.

4. The regional directors will announce to the school divisions in their respective areas the dates and venues of their Level 2 orientation. After the Level 2 orientation, the schools superintendents will similarly inform their respective divisions on their Level 3 orientation.

5. Participants will be entitled to actual transportation expenses, per diems and allowances for the duration of the seminar, chargeable against whatever balance the region has from the grant for the 1978 mass teacher training programs. However, should some regions no longer have funds, their transportation expenses, per diems and allowances will be reimbursed by EDPEDAP.

6. Participants of Levels 2 and 3 Orientation Programs will be entitled to stipends and/or reimbursement of transportation expenses as follows:









a. Level 2

(1) Trainers

(a) Actual transportation expenses from official station to training site and back.

(b) Honorarium at P40/day for 5 days.

(2) Trainees

(a) Actual transportation expenses from official station to training site and back.

(b) Stipends of P30/day for 6 days.

b. Level 3

(1) Trainers - Stipends at P20/day for 5 days

(2) Trainees

(a) Stipends at P10/day for 5 days for trainees within commuting distance from the division.

(b) Stipends at P20/day for 6 days for trainees not within commuting distance from the division.

To facilitate the extension of assistance to the Level 2 and Level 3 programs, Level 1 participants, specifically the chiefs of the NEGRO Secondary Education Divisions are requested to bring with them the number of expected participants at their Level 2 program as well as the basic data for the Level 3, namely the number of principals, assistant principals for secondary schools, and department heads of science and mathematics of secondary schools in each division in their respective regions.

7. The details of the orientation programs are given in the inclosures.

(SGD.) NARCISO ALBARRACIN  
Acting Minister of Education and Culture

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Incls.:

As stated

Reference:

Department Memorandum: No. 76-2, E. 1977

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

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

- ✓ BUREAUS & OFFICES
- ✓ CENTERS
- ✓ Course of Study, SECONDARY
- ✓ TEXTBOOKS
- ✓ TRAINING PROGRAM









(Inclosure No. 1 to MEC Memorandum No. 295, s. 1978)

#### LEVEL 1 OBJECTIVES

1. Identify his overall responsibility relative to the curricular utilization and physical management of MEC textbooks and manuals.
  - (a) Anticipate problems of secondary school teachers as a basis for evolving relevant inservice programs.
  - (b) Anticipate administrative problems and design preventive/minimizing measures.
2. Orient to trends in science/mathematics teaching that have been found effective, and pick out parts from the new MEC materials (content, teaching strategies) that exemplify these trends.
3. Plan an orientation seminar for secondary school administrators/supervisors to be conducted in the regions.

#### LEVEL 2 OBJECTIVES

1. Identify his overall responsibility relative to the curricular utilization and physical management of MEC textbooks and manuals.
  - (a) Anticipate problems of secondary school teachers as a basis for evolving relevant inservice program.
  - (b) Anticipate administrative problems and design preventive/minimizing measures.
2. Orient to trends in science/mathematics teaching that have been found effective, and pick out parts from the new MEC materials (content, teaching strategies) that exemplify these trends.
3. Plan an orientation seminar for secondary school administrators/supervisors to be conducted in the divisions.







LEVEL 3 OBJECTIVES

1. Identify his overall responsibility relative to the curricular utilisation and physical management of MEC textbooks and manuals.
  - (a) Anticipate problems of secondary school teachers as a basis for evolving relevant inservice program.
  - (b) Anticipate administrative problems and design preventive/minimizing measures.
2. Orient to trends in sciences/mathematics teaching that have been found effective, and pick out parts from the new MEC materials (content, teaching strategies) that exemplify these trends.









(Inclosure No. 2 to MEC Memorandum No. 295, s. 1978)

### LEVEL 1 PROGRAM OF ACTIVITIES

#### First Day

- Plenary
- : Opening exercises
  - : Orientation
  - : Some current issues in Environmental Education
  - : Words in Science: Philippines (WISP)

#### Second Day

- Plenary
- : Teaching strategies in science/mathematics
- Group Work
- ( Group 1 - HSS I
  - ( Group 2 - HSS II
  - ( Group 3 - HSM III

#### Third Day

- Plenary
- : A Piagetian Study on Teachers - a report of a Philippine project
  - : The National Textbook Project
- Group Work
- ( Discussion of Administrative Problems Regarding Textbooks and Evolving Preventive Measures
  - ( Group 1 - Luzon Participants
  - ( Group 2 - Visayas Participants
  - ( Group 3 - Mindanao Participants

#### Fourth Day

- Plenary
- : Towards HSS III and IV
  - : Framing of L2 plans (Setting up guidelines)
- Group Work
- ( Finalizing and submitting L2 plans







Fifth Day

Plenary

- : Supervisory techniques and teaching skills needed for the type of science/math program envisaged
- : Winding-up Session
- Implications to administrators of the type of science/math program envisaged
- Statement of commitment by group representatives
- : Closing exercises

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(Inclosure No. 3 to KBC Memorandum No. 295, d. 1978)

**LEVEL 1 ORIENTATION STAFF**

UP Science Education Center

1. Dr. Dolores Hernandez
2. Mrs. Josefina Fonacier
3. Dr. Rosalina Villavicencio
4. Dr. Leticia Cortes
5. Dr. Clementina Maguerra
6. Dr. Vivien Talisayan
7. Ms. Violeta Rodriguez
8. Ms. Josefina Estrera

DEED - Bureau of Secondary Education

1. Mrs. Lorenza Mamaril
2. Mrs. Anita Guardian
3. Mr. Felicito Mangao

KDPITAE - Textbook Board Secretariat

1. Mr. Ballegui Maglarbayan
2. Mrs. Esther Corpuz
3. Mrs. Carmen Peralta
4. Ms. Anita Atienza





