

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

November 6, 1978

MEC M E M O R A N D U M
No. 306, s. 1978

MASS-TRAINING PROGRAM FOR GRADE 4 TEACHERS

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

1. The Ministry of Education and Culture, through the ~~EDPIT~~ Textbook Board Secretariat, will conduct a mass training of Grade 4 teachers on the effective utilization of the MEC Project Textbooks. ~~The training will be in two levels only, the regional level and the division level.~~

2. The goal for the regional mass training for Grade 4 teachers is to assure the most effective use of the MEC textbooks and other resource materials by the teachers. More specifically it is expected that at the end of the program, the participants will be able to:

- a. Analyze the MEC textbooks in relation to their objectives, content, strategies, resource and evaluative materials;
- b. Discuss relationships between MEC textbooks and the learning continuum;
- c. Suggest other teaching strategies for the use of textbooks and other materials not identified in the teacher's manuals;
- d. Conduct demonstration lessons using any of these identified strategies;
- e. Construct sample test items using MEC textbooks and other materials;
- f. Describe inter-relationships among subject areas in order to assist the learner more effectively to integrate his knowledge; and
- g. Design a mass training program for Grade 4 teachers.

3. The program of activities for the regional mass training is given in the inclosure.

4. The trainers for the regional mass training will be the chiefs and regional supervisors of Elementary Education and the Program Coordinators from the RSDCs.

5. Grade 4 textbooks and teacher's manuals in ESM, ESS, and ESSS will be made available for training at both regional and division levels for all the participants. Filipino 3 textbooks and manuals and English 4 resource materials will also be given to trainers and participants. The Textbook Board Secretariat (TBS) believes that Grade 3 Filipino and English 4 resource materials can be effectively utilized in the teaching of communication arts skills, curriculum analysis, teaching strategies and evaluation activities for Grade 4 teachers.

6. The participants to the regional mass training program will be the division supervisors and one outstanding teacher in each of the following subject areas: math, science, social studies, English and Filipino to be selected by schools superintendents, while on the division level, all Grade 4 teachers will participate.

7. The objectives of the division mass training program are as follows:

- a. Examine the MEC textbooks in relation to their objectives, content, strategies, resource and evaluation materials for their appropriateness to grade level;
- b. Recognize relationships between MEC textbooks and the learning continuum;
- c. Suggest other teaching strategies for the use of textbooks and other materials not identified in the teacher's manuals;
- d. Demonstrate lessons using any of these identified strategies;
- e. Construct sample test items using MEC textbooks and other materials;
- f. Describe inter-relationships among subject areas in order to assist the learner more effectively to integrate his knowledge; and
- g. Prepare a timetable for the effective use of the teacher's manuals in terms of objectives.

8. The regional training for division trainers will start in February, 1979 when training materials will be available to the participants. The dates and venues for the regional and division level training programs will be decided upon by the regional directors and the school division superintendents, respectively, taking into account the time required by the regions/divisions to organize their level training programs. Appropriate memoranda will be issued to this effect by the regional directors and by the schools division superintendents.

9. The resource materials which will be made available to the training participants for the achievement of the objectives of the seminar will be the following:

	Regional Level	Division Level
a. ESS 4 TX and TM	✓	✓
b. ESH 4 TX and TM	✓	✓
c. ESSS 4 TX and TM	✓	✓
d. ESP 3 TX	✓	✓
e. ESE 4 Resource Materials	✓	✓
f. Minimum Package for Elem. Ed.	✓	✓
g. Elem. Scope and Sequence Charts for Social Studies Math and Science	✓	✓
h. Curriculum Analysis Module	✓	✓
i. Teaching Strategies Module	✓	
j. Test Construction Module	✓	
k. The Elementary Learning Continuum	✓	

10. In view of the importance of this training program for upgrading teacher competencies, the full support and cooperation of all concerned is requested.

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

Incl.:

As stated

Reference:

None

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

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

Course of Study, ELEMENTARY

CURRICULUM

OFFICIALS

~~TEACHERS~~

~~TRAINING PROGRAM~~

~~TEXTBOOKS~~

PROGRAM OF ACTIVITIES

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00-9:30	<p>Registration</p> <p>Plenary Session Opening Ceremony Orientation on Seminar Objectives</p>	<p>Group Session Practicum on Curriculum Analysis</p> <p>Group I - ESS 4 II - ESM 4 III - ESSS4 IV - ESSP3 V - ESE 4</p> <p>Resource Material</p>	<p>Group Session Practicum</p> <p>Group I - ESM 4 II - ESSS 4 III - ESP 3 IV - ESE 4 V - R, M, W</p>	<p>Plenary Session</p> <p>Test Construction Open Forum</p>	<p>Group Session</p> <p>Review and finalizing tests prepared</p>
9:30-10:00	<p>Plenary Session Training and Evaluation Programs Textbooks Open Forum</p>	<p>Group Session Practicum</p> <p>Group I - ESE 4 II - ESS 4 III - ESM 4 IV - ESSS4 V - ESP 3</p>	<p>Group Session</p> <p>Preparation of reports on curriculum analysis</p>	<p>Group Session</p> <p>Practicum on Construction of Table of Specifications Formative Test Summative Test</p>	<p>Group Session</p> <p>(By Division) Preparation of the Division Mass Training Program for Grade 4</p>
10:00-12:00	<p>Plenary Session Curriculum Design and Analysis Open Forum</p>	<p>Group Session Practicum</p> <p>Group I - ESP 3 II - ESE 4 III - ESS 4 IV - ESM 4 V - ESSS4</p>	<p>Plenary Session</p> <p>Teaching Strategies The Art of Questioning Open Forum</p>	<p>Group Session</p> <p>Practicum on the Preparation of Tests</p>	<p>Group Session</p> <p>Finalizing the Division Mass Training Program for Grade 4 Teachers</p>
12:00 - 1:30	<p>Plenary Session</p>	<p>Group Session</p>	<p>Plenary Session</p>	<p>Group Session</p>	<p>Group Session</p>
1:30-3:00	<p>Plenary Session The Elem. Learning Continuum Open Forum</p>	<p>Group Session Practicum</p> <p>Group I - ESSS4 II - ESP 3 III - ESE 4 IV - ESS 4 V - ESM 4</p>	<p>Group Session</p> <p>Observation of classes ESSS4, ESM 4, ESSS4, ESE 4, and ESP3 Discussion of observations made</p>	<p>Group Session</p> <p>Practicum on the Preparation of Tests</p>	<p>Plenary Session</p> <p>Standard Assessment Closing Ceremony</p>
3:30-5:00	<p>Plenary Session</p>	<p>Group Session</p>	<p>Group Session</p>	<p>Group Session</p>	<p>Plenary Session</p>
1:00 - 3:30	<p>Plenary Session</p>	<p>Group Session</p>	<p>Group Session</p>	<p>Group Session</p>	<p>Plenary Session</p>

Enclosure to MEC Memorandum No. 306, s. 1978)

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