

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

November 20, 1978

MEC M E M O R A N D U M
No. 320, s. 1978

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

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

1. A third training course for instructional coordinators and supervisors in the Distance Study System will be conducted on December 11-19, 1978. The course shall be undertaken in three phases, as follows:

Phase I - Classroom Sessions - December 11-19, 1978,
MEC Training Center

Phase II - Practicum and Distance Study - starting
immediately after successful completion
of Phase I in any rural area of participant's
choice.

Phase III - Monitoring and Evaluation - to be arranged

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

- a. Understanding of organizations, roles of team members and other administrative procedures;
- b. Competence in the use of instructional materials;
- c. Competence in applying information in solving community life problems;

- d. Competence in managing information for effective utilization;
 - e. Competence in monitoring and evaluating student progress;
 - f. Competence in enriching supplementary learning;
 - g. Competence in gaining goodwill of different publics.
3. Participation in this training course as well as in the regular 17-week Nutrition Education course plus community practicum (DSS 220 N) 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.
4. Regional and division coordinators, instructional supervisors of existing study centers, potential instructional supervisors of divisions which have not yet organized Distance Study Centers and MATRA coordinators and supervisors working with instructors in the Distance Study are hereby authorized to attend the training course, provided they are properly designated by either the regional director or the schools superintendent concerned.
5. 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. Registration shall start on December 7, 1978 at the Distance Study System Office in the Ministry of Education and Culture, Arroceros, Manila.
6. Travel expenses, per diem and registration fee of one hundred pesos (P100) shall be charged against local funds subject to the usual accounting and auditing regulations.

(SGD.) FELICITA G. BERNARDINO
Acting Minister of Education and Culture

References

Department Memorandum No. 101, s. 1978

Attachment: 1-2-3-(D.O. 1-76)

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

CENTERS
 NUTRITION EDUCATION

OFFICIALS
 TRAINING PROGRAMS

