

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

January 4, 1979

MEC MEMORANDUM
No. 3, s. 1979

FOURTH 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 fourth training course for instructional coordinators and supervisors in the Distance Study System will be conducted on February 12-17, 1979. The course shall be undertaken in three phases, as follows:

- Phase I - Classroom Sessions - February 12-17, 1979
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 by regional level

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;
- h. Competence in bridging communication gaps among people involved in the program.

3. Participation in the training course as well as in the regular 17-week Nutrition Education Course plus community practicum (Dsc 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 MATDA 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. District supervisors and principals are specifically urged to attend this training course.
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 February 7, 1979 at the Distance Study System Office in the Ministry of Education and Culture, Arroyos, 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.) JUAN L. MANUEL
Minister of Education and Culture

References:

MEC Memorandum No. 320, s. 1978

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

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

~~CENTERS~~
~~NUTRITION EDUCATION~~
~~OFFICIALS~~
~~TRAINING PROGRAM~~



