

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

March 22, 1979

MEC MEMORANDUM
No. 84, s. 1979

SECOND TRAINING PROGRAM FOR SCHOOLS
DISTRICT SUPERVISORS

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The second training program for schools district supervisors, which is in implementation of LOI No. 522, will be conducted at Teachers Camp, Baguio City, from April 20 to May 25, 1979. Inclosure No. 1 to this Memorandum gives the program content.
2. This live-in program is the first phase of the Teacher Development Program jointly conducted by the Civil Service Commission (CSC) and the Ministry of Education and Culture (MEC) under the aegis of the Civil Service Academy. Accommodation and mess for the duration of the program will be paid by the Ministry of Education and Culture.
3. Each participant will be required to pay P250 for training fee and materials plus transportation expenses to and from their official stations, chargeable against local funds and subject to the usual accounting and auditing regulations. Participants are also entitled to daily allowance of P10 chargeable against the funds of their respective divisions.
4. Also inclosed is a tentative list of the participants to this second schools district supervisors training program subject to revision on the basis of the recommendation of schools superintendents or the regional directors. Any change recommended in the list should be communicated to this Office, attention: Assistant Secretary for Personnel Management and Development.
5. Since participation in this program is on a priority basis, outstanding district supervisors should

be given preference for this first series of training programs. It is important, however, that participants should be in excellent health and should have no history of hypertension, cardiac ailment or other serious ailment, considering the rigorous requirement of the training program in Baguio City.

6. In this connection, participants are required to submit a health certificate (General Form 86) duly signed by a government physician attesting to their being physically fit to undertake this kind of training program.

7. Participants should bring with them necessary information about their districts, such as: profile of the district including statistics on population of the area, number of schools, school buildings, etc., number of school-age children, enrolment, etc., list of on-going school projects, description of supervisory practices and educational trends, etc. which may be utilized for exercises in planning or project development.

8. It is desired that the contents of this Memorandum be brought immediately to the attention of those concerned.

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

Incls.:
As stated

References:
MTC Memorandums: Nos. 15 and 49, s. 1979

Allotment: 1- (D.O. 1-76)

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

BOYSACS & OFFICES
LIST
PROGRAM, SCHOOL
TRAINING PROGRAM

(Inclosure No. 1 to MEC Memorandum No. 84, s. 1979)

DEVELOPMENT PROGRAM FOR SCHOOL DISTRICT SUPERVISORS

PROGRAM CONTENT

I. Orientation

A. Introduction to Training

- Objectives
- Content
- Methodology
- Requirements
- Evaluation Procedure

II. Personal Awareness

A. The Educator and His Environment

- Historical Development of Philippine Society;
Socio-cultural Aspects

B. The New Society and the New Form of Government

- Objectives and Philosophies of the New Society
- Ideological Basis of the New Society
- The New Constitution
- The Parliamentary Form of Government, Batasang
Bayan and Lower Political Structures

C. Local Government

- Organization, Powers and Functions of the
Municipal Government
- Municipal Administration
- Municipal Fiscal Operations
- Municipal Development

D. Current Government Programs with Major Implication
for Education

- Countryside Development
- Job Generation
- Diffusion of Benefits

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III. The Educator as Effective Managers

A. Current Educational Thrusts

- Return to Basics - Implication for Teacher Development
- Work-oriented Curriculum
- Non Formal Education
 - : Strategies and Methodology
 - : Progress
 - : Accreditation and Placement
 - : Implication for Teacher Development
- Job Generation
- Teacher Development for New Roles in NFE

B. Organizational Leadership

- Human and Public Relations
- Leadership Qualities, Styles and Patterns
- Instructional Leadership
- Motivation and Development of Personnel (Teachers)
- Teacher Evaluation and Educational Accountability
- Organization for Personnel Administration

C. Management Techniques and Strategies Applied to Community Development Projects

- Systems Approach
- PERT-CPM
- Problem Analysis and Decision Making
- PPS
- Management by Objectives (MBO)
- Introduction to the Planning Process
- Cost Analysis on Community Development Projects
- Development of Tentative Plan of Community Development Projects

D. Implementation of Community Development Projects

- Case Study of a Community Development Project
- Field Visit to Two Community Development Projects

- Identification of Community Problems That Can be Solved Through Education

IV. Field Observation and Seminars

Visit to CLSU and Community Development Programs

V. Synthesis and Integration

- Finalization of the Plan or Programs for Implementation in the District
- Presentation and Critique of Plans
- Presentation and Submission of Summary Paper

VI. Program Evaluation

NOTE: HRC sessions will be built into all the program blocks. Objective is the reorientation of attitudes and values

Other activities include:

- Sports and physical fitness
- Cultural-social activities
- Spiritual exercises through meditation, songs, readings, yoga, etc.

LIST OF PARTICIPANTES TO THE SECOND DEVELOPMENT
PROGRAM FOR SCHOOLS DISTRICT SUPERVISORS

REGION I

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|---------------------------|----------------|
| 1. Purificacion G. Pascua | - Ilocos Norte |
| 2. Rosalina Rondaris | - Ilocos Sur |
| 3. Francisco R. Milan | - La Union |
| 4. Lea E. Coquia | - Dagupan City |
| 5. Feliciano V. Peñera | - Baguio City |

REGION II

- | | |
|------------------------|-----------------|
| 1. Asuncion U. Culling | - Cagayan |
| 2. Lolita L. Apostol | - Isabela |
| 3. Pacita F. Urbano | - Nueva Vizcaya |
| 4. Adelina V. Audio | - Quirino |
| 5. Peter Ngabit | - Ifugao |

REGION III

- | | |
|---------------------------|-----------------|
| 1. Loreto S. Estrella | - Bulacan |
| 2. Denetria E. Fegarido | - Zambales |
| 3. Romeo A. Torres | - Nueva Ecija |
| 4. Esmeralda G. de Guzman | - Angeles City |
| 5. Anita L. Panganiban | - Olongapo City |

REGION IV (NAT. CAP. REGION)

- | | |
|--------------------------|----------------|
| 1. Socorro G. Alindogon | - Quezon City |
| 2. Pacita G. Reamon | - Quezon City |
| 3. Herminia C. Mangussad | - Pasay City |
| 4. Eligio B. Ortega | - Calocan City |

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|-------------------------|------------------|
| 2. Tereso Y. Orain | - Southern Leyte |
| 3. Llena M. Mendoza | - Tacloban City |
| 4. Rustico C. Castañeda | - Ormoc City |
| 5. Emilio A. Junjo | - Calbayog City |

REGION IX

- | | |
|--------------------------------|---------------------|
| 1. Vicente C. Casio | - Zamboanga del Sur |
| 2. Santiago Ste. Maria Quijano | - Basilan |
| 3. Leticia J. Plagara | - Zamboanga City |
| 4. Narijon M. Sakaria | - Zamboanga City |

REGION X

- | | |
|-------------------------|--------------------|
| 1. Manuela G. Magtajas | - Misamis Or. |
| 2. Fabrice I. Intong | - Bukidnon |
| 3. Vicente A. Arreza | - Agusan del Norte |
| 4. Nila C. Quieta | - Butuan City |
| 5. Jose A. Corra | - Ozamiz City |
| 6. Edilberto L. Felicio | - Surigao City |

REGION XI

- | | |
|-------------------------|--------------------|
| 1. Severina F. Tan | - Davao del Sur |
| 2. Francisco B. Garcia | - Davao Oriental |
| 3. Severo B. Blancaflor | - South Cotabato |
| 4. Amelia C. Solomon | - Davao City |
| 5. Isabela N. Ruiz | - Gen. Santos City |
| 6. Segundito S. Pejero | - Surigao del Sur |

REGION XII

- | | |
|-------------------------|-------------------|
| 1. Lorna D. Macatanong | - Lanao del Sur I |
| 2. Fenita T. Lazo | - North Cotabato |
| 3. Pedro V. Samson | - Sultan Kudarat |
| 4. Soledad A. Francisco | - Cotabato City |
| 5. Gabsaran B. Mantawil | - Maruindanao |

