

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

November 13, 1979

MEC MEMORANDUM
No. 282 s. 1979

TRAINING PROGRAMS FOR FIRST YEAR HIGH SCHOOL FILIPINO
AND FOURTH YEAR HIGH SCHOOL MATHEMATICS TEACHERS

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

1. The Ministry of Education and Culture through the Textbook Board Secretariat Textbook Board shall conduct a training program on the regional and division levels for first year high school Filipino and fourth year high school mathematics teachers. The training program shall have the following objectives:

- a. To review and prepare the regional and division in-service training programs for first year high school Filipino and fourth year high school mathematics teachers
- b. To ensure the effective use of the MEC Project Textbooks, and
- c. To prepare supplementary instructional materials and devices

2. The regional training program shall be a series of five-day planning conferences to be held in February and March 1980 in four (4) regional offices designated as centers. The trainers for the planning conferences will come from the Bureau of Secondary Education, UP Science Education Center, PNC Language Study Center, MEC Planning Service and the Textbook Board Secretariat. Their names are found in the enclosed list.

3. The schedule of planning conferences is as follows:

<u>Cluster of Regions</u>	<u>Center</u>	<u>Date</u>
I, II, and III	San Fernando, Pampanga	February 4-8, 1980
IV (NCR), IV-A and V	Manila	February 11-15, 1980
VI, VII and VIII	Iloilo City	February 25-29, 1980
IX, X, XI and XII	Davao City	March 3-7, 1980

Inclosed is a tentative program of activities for the planning conference.

|
|

4 The participants for the planning conference are the regional director, the assistant regional director, the chief of secondary education division, the regional supervisor, division supervisor and division specialists for first year high school Filipino, and the regional supervisor, division supervisor, and division specialists for fourth year high school mathematics. However, the definite number of planning conference participants is given in Inclosure No. 3, the guidelines for the planning conference and division training programs.

5 Conformably to the first objective set forth in paragraph 1 of this Memorandum, the participants in the planning conferences shall review and prepare the regional and division in-service training programs for first year high school Filipino and fourth year high school mathematics teachers.

6 Transportation expenses, per diems and daily allowances incurred by the planning conference participants shall be charged against the funds for training provided by TBS to the regional offices for this purpose. Expenses of the trainers from MEC-PSE and Planning Service shall be borne by the TBS while those of the CDCs shall be charged against their respective funds.

7 The division training programs shall be held for ten (10) days sometime between April and May 1980. However, the division schools superintendent shall decide the exact dates and venues of training and announce these through an appropriate memorandum.

8 The objectives of the division training programs are as follows:

- a. Examine the objectives, content, strategies, evaluation materials of the MEC textbooks as to their appropriateness to the year level.
- b. Acquire some additional subject matter background in Filipino and mathematics.
- c. Demonstrate lessons on the identified strategies in the teacher's manuals.
- d. Construct sample test items for specific lessons using MEC textbooks and other materials.
- e. Prepare a timetable for the effective use of the teacher's manuals in relation to the textbooks, and
- f. Prepare supplementary instructional materials.

9 All first year high school Filipino and fourth year high school mathematics teachers in public secondary schools shall attend the division training program.

10 Participants in the division training program shall be entitled to honorarium/stipends as follows:

- a Trainers - Honorarium at P25/day for 6 days
- b Trainees
 - (1) Stipends at P15/day for 10 days for those within commuting distance from the training center
 - (2) Stipends at P15/day for 11 days for those not within commuting distance from the training center

However, they shall not be provided with transportation expenses

11 The training materials which shall be given to the participants in the regional (planning conferences) and division training programs are the following:

	<u>Planning Conference</u>	<u>Division Training</u>
a HSP I TX and TV	1	1
b HSM IV TE	1	1
c Trainer's Handbook	1	

12 In view of the importance of these training programs for upgrading teacher competencies, the full support and cooperation of all concerned is requested

(SGD) ONCIRE S. CORPUZ
Minister of Education and Culture

Incls
As stated

Reference
None

Allotment 1-2-3--(D O 1-76)

To be indicated in the Perpetual Index
under the following subjects

-BOOKS	ACCOMPLISH
/CENTERS	OFFICIALS
/Course of Study, SECONDARY	TEACHERS
/CONFERENCES	/TRAINING PROGRAM

(Inclosure No. 1 to IEC Memorandum No. 282 - 1979)

TRAINING AND EVALUATION STAFF OF THE PLANNING CONFERENCES

UP Science Education Center

Mrs. Josefina Fonacier
Mrs. Leonarda Pascua
Mrs. Lanniene Capalad
Ms. Bella Dumas

PNC Language Study Center

Ms. Gloria Baylon
Mrs. Clemencia Pascual
Mrs. Nona Saira
Mr. Paquito Badayos
Mr. Patrocino Willefuerte
Ms. Teresa Buranglag

MEC - Bureau of Secondary Education

Mrs. Anita Guardian
Ms. Mariquat Mendoza
Mr. Felicito Mangao

MEC - Planning Service

Dr. Felix Santos
Dr. Ernie Jimenez
Dr. Teresa Andrade

TBB - Textbook Board Secretariat

Mr. Sallegun Marlambayan
Ms. Gloria Almendras
Ms. Anita Atienza

(Inclosure No 2 to HFC Memorandum No 282 of 1979)

TENTATIVE PROGRAM OF ACTIVITIES
FOR THE PLANNING CONFERENCES

- | | | |
|---------------------|---------------------|--|
| Day 1 - A M | (First Session) | - Opening Program
Keynote Speech of Regional Director of host region |
| | (Second Session) | - Review of regional and division in-service training programs for HSP I and HSM IV teachers |
| | P M | - Continuation of review and discussion |
| Day 2 - A M | | - Preparation of revised regional and division in-service training programs |
| | P M (First Session) | - Orientation of participants on the HFC Project textbooks (Joint for HSP I and HSM IV participants) |
| | (Second Session) | - Group work particular to the subject area |
| Day 3 - A M and P M | | - Continuation of group work |
| Day 4 - A M | | - Preparation of table of specifications for regional tests in HSP I and HSM IV |
| | | - Preparation of test items based on table of specifications |
| | P M | - Outline/list of supplementary materials and devices to be threshed out by participants at the division training programs |
| Day 5 - A M | | - Preparation of division in-service training programs for HSP I and HSM IV teachers |
| | P M | - Clearing House |
| | | - Closing Program |

(Inclosure No. 3 to MEC Memorandum No. 282 s. 1975)

GUIDELINES FOR THE PLANNING CONFERENCE AND DIVISION MASS TRAINING PROGRAMS FOR FIRST YEAR HIGH SCHOOL FILIPINO AND FOURTH YEAR HIGH SCHOOL MATHEMATICS TEACHERS

1. The regional director, assistant regional director, chief of secondary education division, regional supervisors, division supervisors and division specialists for high school Filipino and mathematics shall attend the planning conference for their cluster of regions to be held for 5 days in February or March 1980 at the regional office designated as center.
2. Subject specialists shall be selected by the division schools superintendent. The subject specialists for high school Filipino and mathematics must have some familiarity and expertise with the content and approach espoused by the MEC Project Textbooks since these subject specialists shall have a major responsibility in the success of the division mass training programs.
3. Based on the number of first year high school Filipino and fourth year high school mathematics teachers (according to reports received by the Textbook Board Secretariat), each school division shall send only the allotted number of participants to the planning conference. Following is the distribution of participants per division per subject area.

	<u>FIRST YEAR HIGH SCHOOL FILIPINO</u>		<u>FOURTH YEAR HIGH SCHOOL MATHEMATICS</u>		<u>TOTAL</u>
	<u>Supervisor</u>	<u>Specialist</u>	<u>Supervisor</u>	<u>Specialist</u>	
	Region I				
Regional Office ¹	4		1		5
Abrs	1	1	1	1	4
Penguet	1	1	1		3
Ilocos Norte	1	2	1	2	6
Ilocos Sur	1	5	1	4	11
La Union	1	2	1	2	6
Mountain Province	1	1	1	1	4
Pangasinan	1	8	1	9	19
Baguio City	1		1		2
Dagupan City	1		1		2
Saoag City	1		1		2
San Carlos City	1		1		2
TOTAL	<u>15</u>	<u>20</u>	<u>12</u>	<u>19</u>	<u>66</u>

¹Regional Director, Assistant Regional Director and Chief of Secondary Education Division included

Region II					
Regional Office ²	4		1		5
Batanes	1		1		2
Cagayan	1	3	1	3	9
Isabela	1	3	1	3	9
Iligan	1		1		2
Kalinga-Apayao	1		1		2
Nueva Vizcaya	1	1	1	1	4
Quirino	1		1		2
TOTAL	<u>11</u>	<u>7</u>	<u>8</u>	<u>7</u>	<u>33</u>
Region III					
Regional Office ³	4		1		5
Bataan	1	1	1	1	4
Bulacan	1	1	1	1	4
Nueva Ecija	1	2	1	1	5
Pampanga	1	2	1	1	5
Tarlac	1	3	1	1	6
Zambales	1	2	1	1	4
Angeles City	1		1		2
Cabanatuan City	1		1		2
Malabon City	1		1		2
TOTAL	<u>13</u>	<u>8</u>	<u>10</u>	<u>6</u>	<u>37</u>
Region IV (NCR)					
Regional Office ⁴	4		1		5
Caloocan City	1	2	1	1	5
Manila	1	6	1	6	14
Pasay City	1	1	1	1	4
Quezon City	1	4	1	4	10
TOTAL	<u>8</u>	<u>13</u>	<u>5</u>	<u>12</u>	<u>38</u>
Region IV-A					
Regional Office ⁵	4		1		5
Aurora	1		1		2
Batangas	1	2	1	1	5
Cavite	1	6	1	2	9
Laguna	1	3	1	1	6
Marinduque	1	1	1	1	4
Occ. Mindoro	1		1		2
Oriental Mindoro	1	1	1	1	4
Palawan	1	1	1	1	4
Quezon	1	6	1	3	11
Rizal	1	1	1	1	4
Romblon	1	1	1		3
Batangas City	1	1	1	1	4
Cavite City	1		1		2
Lipa City	1		1		2
Lucena City	1		1		2
San Pablo City	1		1		2
TOTAL	<u>20</u>	<u>22</u>	<u>17</u>	<u>12</u>	<u>71</u>

Region V					
Regional Office ¹	4		1		5
Albay	1	2	1	2	6
Camarines Norte	1	1	1	1	4
Camarines Sur	1	2	1	2	6
Catanduanes	1	1	1	1	4
Masbate	1	1	1	1	4
Sorsogon	1	1	1	1	4
Iriga City	1		1		2
Legaspi City	1		1		2
Naga City	1		1		2
TOTAL	13	8	10	8	69
Region VI					
Regional Office ²	4		1		5
Aklan	1	1	1	1	4
Antique	1	3	1	3	8
Capiz	1	1	1	1	4
Iloilo	1	11	1	10	23
Guimaras	1	1	1	1	4
Negros Occ	1	4	1	4	10
Bacolod City	1	1	1	1	4
Bago City	1		1		2
Cadiz City	1		1		2
Iloilo City	1	1	1	1	4
La Carlota City	1		1		2
Roxas City	1	1	1		3
San Carlos City	1		1		2
Silay City	1		1		2
TOTAL	18	24	15	22	79
Region VII					
Regional Office ³	4		1		5
Bohol	1	1	1	1	4
Cebu	1	3	1	1	6
Negros Oriental	1	1	1	1	4
Siguiron	1		1		2
Cebu City	1		1		2
Dumaguete City	1		1		2
Lapu-Lapu City	1		1		2
Mandaue City	1		1		2
Toledo City	1		1		2
TOTAL	13	5	10	3	31
Region VIII					
Regional Office ⁴	4		1		5
Biliran	1		1		2
Eastern Samar	1	2	1	1	5
Leyte	1	5	1	5	12

Northern Samar	1	1	1	1	4
Southern Leyte	1	1	1	1	4
Western Samar	1	1	1	1	4
Calbayog City	1		1		2
Cormoc City	1		1		2
Tacloban City	1		1		4
TOTAL	<u>13</u>	<u>11</u>	<u>10</u>	<u>10</u>	<u>44</u>

Region IX

Regional Office ¹	4		1		5
Basilan	1	1	1	1	4
Sulu	1	1	1	1	4
Tawi-Tawi	1		1		2
Zamboanga					
del Norte	1	1	1	1	4
Zamboanga del Sur	1	1	1	1	4
Dipolog City	1		1		2
Pagadian City	1		1		2
Zamboanga City	1	1	1	1	4
TOTAL	<u>12</u>	<u>5</u>	<u>9</u>	<u>5</u>	<u>31</u>

Region X

Regional Office ¹	4		1		5
Agusan del Norte	1	1	1	1	4
Agusan del Sur	1	1	1	1	4
Bukidnon	1	1	1	1	4
Camiguán	1	1	1	1	4
Misamis Occidental	1	1	1	1	4
Misamis Oriental	1	3	3	1	6
Sarangani	1		1		2
Surigao del Norte	1	1	1	1	4
Butuan City	1		1	1	3
Cagayan de Oro					
City	1	1	1	1	4
Gingoog City	1		1		2
Ozamiz City	1		1		2
Surigao City	1		1		2
TOTAL	<u>17</u>	<u>13</u>	<u>14</u>	<u>9</u>	<u>58</u>

Region XI

Regional Office ¹	4		1		5
Davao del Norte	1	1	1	1	4
Davao Oriental	1	1	1	1	4
Davao del Sur	1	1	1	1	4
South Cotabato	1	1	1	1	4
Surigao del Sur	1	1	1		3
Davao City	1	2	1	2	6
Gen Santos City	1		1		2
TOTAL	<u>11</u>	<u>7</u>	<u>8</u>	<u>6</u>	<u>32</u>



Region XII					
Regional Office	4		1		5
Lanao del Norte	1	1	1	1	4
Lanao del Sur I	1	1	1	1	4
Lanao del Sur II	1	1	1	1	4
Maguindanao	1	1	1		3
North Cotabato	1	2	1	2	6
Sultan Kudarat	1	1	1	1	4
Cotabato City	1		1		2
Iligan City	1	1	1	1	4
Marawi City	1		1		2
TOTAL	<u>13</u>	<u>9</u>	<u>15</u>	<u>7</u>	<u>30</u>

- 4 Priority shall be given to the division subject supervisor in cases where a school division is entitled to only one (1) participant for each subject. Thus, if the division is allotted only one (1) participant for mathematics, the division high school mathematics supervisor shall attend.
- 5 In cases where there are more than one participant allotted for the division, the remaining slots shall be given to subject specialists. If there are not enough subject specialists available, the division schools superintendent shall recommend participants who have attended previous training programs conducted by EOP/IAF-TBS, CDCs, or RSDCs.
- 6 Observers, if there are any, shall not be entitled to transportation expenses, per diems and allowances.
- 7 After the planning conferences, the participants shall serve as trainers during the division training programs.
- 8 All first year high school Philippine and fourth year high school mathematics teachers in the division shall attend the 10-day mass training to be held between April and May 1980 to avoid disruption of classes during the regular school year.
- 9 To attain maximum participation and interaction among trainers and between trainers and trainees, it is suggested that one (1) trainer be assigned to handle a group of about twenty (20) teachers per subject. For school divisions with two hundred (200) or more participants, the division trainers shall conduct the training programs simultaneously in two or more accessible centers to minimize expenses of participants.
- 10 The division schools superintendent shall submit to the Textbook Board Secretariat a copy of the report on the mass training program conducted in the division. This report, which shall include the number of participants, trainers, activities undertaken, highlights of the training, training materials received and distributed and funds received and disbursed, is expected to be received by the Textbook Board Secretariat, two weeks after the division mass training program. The report shall be addressed to the Director, Textbook Board Secretariat, 4th Floor, Marvin Plaza, 2153 Pasong Tamo, Makati, Metro Manila.

|

!

