

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

January 28, 1980

MEC M E M O R A N D U M  
No. 27 s. 1980

MEC-NMYC SKILLS UPGRADING PROGRAM FOR VOCATIONAL  
TEACHERS AND INSTRUCTORS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Heads of Private Schools, Colleges and Universities  
Vocational Schools Superintendents/Administrators

1. Pursuant to the Memorandum of Agreement between the Ministry of Education and Culture and the National Manpower and Youth Council dated August 1, 1977, on the skills upgrading program for vocational teachers and instructors, the 1980 summer training courses at the Office of Manpower Skills Development, Taguig, Metro Manila, will be conducted from April 14 to May 30, 1980.

2. The courses to be offered and the number of trainees to be accommodated are as follows:

<u>Courses</u>	<u>No. of Trainees</u>
General Automotive Mechanics	20
Machine Shop:	
Lathe Machine Operation	20
Milling Machine Operation	10
Grinding	6
Welding (Tig/Mig)	15
Electricity:	
Motor Controllers	16
Motor Rewinding	16
Instrumentation and Industrial Control	16
Electronics:	
Television Servicing (B and W)/	
Applied Electronics	16
Digital	12
Refrigeration and Air Conditioning	15
Plumbing	10
Sheetmetal	10
Industrial Sewing Machine Operation	20

3. An applicant for a training grant under this skills upgrading program must:

- a. possess a permanent appointment as teacher/instructor if he/she is teaching in a government school;
- b. be actually teaching in a government or private school the course(s) which he will take under the program and his latest efficiency rating must at least be Satisfactory;
- c. be not more than 50 years old on his last birthday; and
- d. be recommended by the school head and indorsed favorably by the schools superintendent and/or the regional director; the recommendation to include a certification that local school funds are available to cover the monthly stipend, travel expenses and other authorized allowances of the recommendee.

4. Recommendations to this skills upgrading program should be coursed through channels to the Minister of Education and Culture, Attention: Director, Bureau of Secondary Education, following the inclosed form for the letter of recommendation. Two copies of the official Transcript of Records of the recommendee and three copies each of the inclosed Information Sheet and Skills Training Grant Contract properly accomplished should be attached to the letter of recommendation. These papers should be sent in time to reach the Office of the Minister of Education and Culture on or before March 30, 1980.

5. Recommendees will be duly notified of their acceptance or non-acceptance to the training program. In order to avoid unnecessary inconveniences on their part, the accepted recommendees should present their notices of acceptance to the Office of Manpower Skills Development when they report for their scheduled training.

6. In addition to his regular salary, a teacher trainee from public schools outside the Metro Manila area shall be entitled to a monthly stipend of ₱300 for the duration of his skills training grant, travel expenses from his/her station to the Office of Manpower Skills Development, Taguig, Metro Manila and return, and cost of materials and supplies not exceeding ₱500 needed by the trainee in making required training aids and projects that will be used for instructional purposes in his/her school, subject to the availability of local school funds and the usual accounting and auditing requirements.

7. Trainees from public schools within Metro Manila may be given transportation expenses to and from the Manpower Skills Development Office plus a monthly stipend not exceeding ₱250 chargeable against the funds of their respective schools, subject to the availability of funds and the usual accounting and auditing requirements.

8. A teacher trainee who is awarded a certificate of completion in a course in this skills upgrading program shall be entitled to credits in shopwork of three (3) units on the graduate level, or five (5) units on the undergraduate level in the school where he/she is enrolled.

9. The NMYC will not charge any fee from the participants for training. Dormitory and canteen services are available at the Office of Manpower Skills Development at ₱525 a month.

10. Immediate dissemination of the contents of this Memorandum is desired.

(SGD.) ONOFRE D. CORPUZ  
Minister of Education and Culture

Incls.:

As stated

Reference:

Department Memorandum: No. 72, s. 1978

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

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

BUREAUS & OFFICES  
EXPENSES  
SCHOOLS

TEACHERS  
TRAINING PROGRAM  
VOCATIONAL EDUCATION

(Inclosure No. 1 to MEC Memorandum No. 27, s. 1980)

LETTER OF RECOMMENDATION

\_\_\_\_\_  
(Date)

The Honorable, the Minister of  
Education and Culture  
Amroceros St., Manila  
(Through Channels)

Attention: Director, Bureau of Secondary Education

S i r :

I have the honor to recommend Mr./Ms. \_\_\_\_\_  
\_\_\_\_\_ of this school for a skills training grant  
in the course(s) \_\_\_\_\_  
at the NMYC Office of Manpower Skills Development, Taguig, Metro Manila,  
under the MEC-NMYC Skills Upgrading Program for Vocational Teachers and  
Instructors from \_\_\_\_\_, 19\_\_ to \_\_\_\_\_, 19\_\_.

The recommendee has a contract/permanent appointment as teacher/  
instructor in this school where he is presently assigned to teach the  
course(s) in \_\_\_\_\_. His/Her latest efficiency rating  
is \_\_\_\_\_.

In this connection, I hereby certify that local school funds  
are available to cover the authorized expenses of Mr./Ms. \_\_\_\_\_  
as a training grantee under this program which includes a monthly stipend  
of ₱ \_\_\_\_\_, traveling expenses from his/her station to the NMYC Office of  
Manpower Skills Development, Taguig, Metro Manila, and return, and cost  
of materials and supplies needed for the production of training aids and  
projects required in the course(s) to be taken not exceeding ₱500. I  
further certify that Mr./Ms. \_\_\_\_\_ has no pending  
administrative or criminal charges against him/her.

Inclosed are the Information Sheet and Skills Training Grant  
Contract of Mr./Ms. \_\_\_\_\_ duly accomplished.  
Also inclosed are two copies of his/her latest official transcript of  
records.

Very truly yours,  
  
\_\_\_\_\_  
  
\_\_\_\_\_

Incl.:  
As stated

(Inclosure No. 2 to MEC Memorandum No. 27, s. 1980)

INFORMATION SHEET  
(MEC-NMVC Skills Upgrading Program for Teachers and Instructors)

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Position \_\_\_\_\_ Civil Status \_\_\_\_\_

Course Presently Teaching \_\_\_\_\_ Latest Efficiency Rating \_\_\_\_\_

Name and Address of School \_\_\_\_\_

Educational Attainment:

<u>Degree/Curriculum Completed</u>	<u>Major Field</u>	<u>Year Graduated</u>
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In-Service Training Program Attended:

<u>Title of Training Program</u>	<u>Where Taken</u>	<u>Inclusive Dates</u>
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Industrial Work Experience Related to Present Teaching Assignment:

<u>Employer</u>	<u>Type of Work</u>	<u>Inclusive Dates</u>
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Skills Upgrading Course(s) Desired: \_\_\_\_\_

Inclusive Dates of Training Preferred: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

Certified Correct:

\_\_\_\_\_  
(School Head)

\_\_\_\_\_  
(This portion will be filled out by the MEC-NMVC Technical Committee)

Date \_\_\_\_\_

The training schedule of Mr./Ms. \_\_\_\_\_

in the course(s) \_\_\_\_\_ is hereby approved for

\_\_\_\_\_ at \_\_\_\_\_  
(Inclusive Dates of Training)

\_\_\_\_\_ (Time of Training)

SKILLS TRAINING GRANT CONTRACT

I, \_\_\_\_\_ in consideration of the skills training grant awarded me by the Ministry of Education and Culture under the MEC-NMYC Skills Upgrading Program for Vocational Teachers and Instructors and of the payment of my salary, monthly stipend and other authorized allowances by my school during the period of such skills training grant, do hereby agree:

1. To specialize in \_\_\_\_\_ at the Office of Manpower Skills Development, Taguig, Metro Manila, for a period of \_\_\_\_\_;

2. To return to my present station upon the termination of my skills training grant and to render to the same at least one (1) year of service for every course taken under the program with a duration of from 240 hours to 300 hours;

3. To render a report to the Ministry of Education and Culture through my school/agency regarding the training activities that I undertook under the program, within one month upon my return to my station;

4. To turn over to my school/agency upon my return, all the training aids and projects made by me during the period of my training where materials and supplies used were provided by my school/agency; and

5. To reimburse to my school/agency the amount equal to the total compensation in the form of salary, monthly stipend, and other allowances paid to me during the period of my skills training grant in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_th day of \_\_\_\_\_, 19\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Designation)

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 19\_\_\_ at \_\_\_\_\_, Philippines, the affiant exhibiting his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 19\_\_\_.

\_\_\_\_\_  
(Administering Officer)