

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

March 28, 1980

MEC M E M O R A N D U M  
No. 80, s. 1980

VOCATIONAL SCHOOLS SUPERINTENDENT EXAMINATION

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

1. The Ministry of Education and Culture will administer a competitive examination for vocational schools superintendents on May 17, 1980 in Manila. Inclosed is the announcement which provides the pertinent information including the deadline for filing of application, scope of the written test, qualifications of candidates, and admission requirements.
2. This examination is aimed at establishing a roster of vocational school superintendent eligibles from which appointment for superintendent of vocational schools and other comparable positions may be made.
3. It is desired that this Memorandum be given the widest publicity for the information and guidance of those qualified to take the examination.

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

Incl.:  
As stated

Reference:  
BVE General Letter: No. 53 dated July 2, 1971

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

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

APPOINTMENT, EMPLOYMENT, REAPPOINTMENT	SCHOOLS
EXAMINATIONS	SUPERINTENDENTS
OFFICIALS	VOCATIONAL EDUCATION
QUALIFICATIONS	

Examination Announcement No.  
Series 1980

REPUBLIC OF THE PHILIPPINES  
MINISTRY OF EDUCATION AND CULTURE  
Manila

The Ministry of Education and Culture announces a competitive examination to establish a register of eligibles from which appointments to the following positions and other allied or comparable positions will be made:

VOCATIONAL SCHOOLS SUPERINTENDENT EXAMINATION

DATE OF EXAMINATION: May 17, 1980

PLACE OF EXAMINATION: Manila

APPLICATIONS MUST BE FILED WITH THE MINISTRY OF EDUCATION AND CULTURE, ARROCEROS, MANILA, NOT LATER THAN APRIL 30, 1980 OR IF MAILED, MUST BE POSTMARKED NOT LATER THAN APRIL 15, 1980.

APPLICANTS ARE ADVISED TO CHECK CAREFULLY WHETHER THEY MEET THE ADMISSION REQUIREMENTS AND ONLY THOSE WHO MEET THEM SHOULD APPLY FOR THE EXAMINATION.

DUTIES

Under direction, organizes, directs, and administers the vocational education programs in an assigned college or school, plans and formulates school policies; constructs school buildings; evaluates training programs of secondary and technical and/or college departments and recommends changes; prepares budget estimates; plans and directs in-service training activities of teaching staff; recommends appointments of teachers; principals, supervisors and other personnel including transfers; prepares annual reports on the conditions and activities of vocational schools under his administrative division.

Exercises general supervision over all vocational schools and school interest under his administrative supervision; makes periodic visits to schools to check compliance with, and implementation of curricular requirements; holds conference with staff and teachers to solve instructional problems; directs the development of school vocational curriculum; and does related work.

STATEMENT CONCERNING QUALIFICATIONS WILL BE SUBJECT TO VERIFICATION BY THE MINISTRY. ANY FALSE STATEMENT MADE WILL BE CAUSE FOR DISAPPROVAL OF THE APPLICATION, OR CANCELLATION OF THE ELIGIBILITY IF ALREADY GRANTED OR REMOVAL FROM THE SERVICE IF ALREADY APPOINTED

SCOPE AND COVERAGE

The Vocational Schools Superintendent Examination will cover the following:

Management, supervision, leadership, content areas by field of specialization (trade and industrial, agriculture and fisheries), functions and responsibilities and other aspects that are related to the duties of a vocational superintendent.

MINIMUM REQUIREMENTS

A. Educational Requirements:

Master's degree in Education, Industrial Education, Industrial Arts, Agricultural Education, Fishery Education, Science Arts (Education), Arts in Teaching (Practical Arts, Vocational, Elementary Agriculture) or its equivalent with appropriate major preparation in vocational education in the undergraduate or graduate level (agriculture, trade-industrial, fishery) including or supplemented by 12 units in public administration/management.

B. Experience Requirements:

Five (5) years experience in administration and supervision or a combination of the same in any of the following positions:

1. Vocational College Superintendent
2. Vocational Schools Superintendent
3. Vocational College Dean/College Department Head
4. Vocational School Administrator
5. Vocational Placement Supervisor
6. Vocational Education Supervisor
7. Private School Area Supervisor
8. Vocational Home Industries Training Supervisor
9. Industrial Project Training Supervisor
10. Vocational School Principal

Age Limit - No age limit for this examination.

Citizenship and Character

Applicants must be citizens of the Philippines and must be of good moral character. for the posi-

Physical Condition

Applicants must be in good health and free from physical defects to enable them to meet the physical standard deemed necessary for the position.

#### EXAMINATION FEE

An examination fee of ₱30 is charged each applicant for admission to the examination in accordance with Presidential Decree No. 1177 dated July 30, 1977. In exchange for ₱30, the applicant will be given an admission fee stamp which he should paste on his application form. Those who apply by mail should enclose with their applications a postal money order for ₱30 payable to the order of the Ministry of Education and Culture.

#### PHOTOGRAPH

Every competitor should paste on the upper right-hand corner of his application form and on the notice of admission a 1 by 1 inch copy of his recent photograph bearing his signature.

#### HOW TO APPLY

##### What to file

1. C.S. Forms 100 and 47 properly accomplished
2. Service record duly certified by the administrative officer, personnel officer or head of agency corroborating the statements in C.S. Forms 100 and 47
3. Certificate, transcript of records on any other authentic evidence of completion of the education required
4. Two (2) stamped envelopes for mailing the notice of admission and the report of rating

##### Where to get forms

Application Forms must be obtained from the Office of the Executive Director, National Educational Testing Center, Ministry of Education and Culture, Arroceros St., Manila.

#### WHAT TO BRING ON THE DAY OF THE EXAMINATION

1. Notice of admission
2. A 1 by 1 inch copy of recent photograph
3. Pen or ballpen

Issued, April , 1980