

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

May 30, 1980

MEC M E M O R A N D U M  
No. 121, s. 1980

PRODED WORKSHOP ON PROJECT PREPARATION AND ORIENTATION  
OF CHIEFS OF ELEMENTARY EDUCATION ON PROCEED

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units

1. The PRODED Project Technical Staff (PTS) will hold a workshop on Project Preparation at Covelandia, Binakayan, Kawit, Cavite on June 16-20, 1980.
2. The purpose of the workshop is to refine regional project proposals in accordance with World Bank requirements for their representatives who are coming at the end of June.
3. The participants to this workshop shall be the Assistant Regional Director, the Chief of Elementary Education Division, and the Regional Planning Officer of the 13 MEC regional offices.
4. The participants are requested to bring with them to the workshop their project proposals as well as the statistical data that back up these proposals.
5. Inasmuch as the MECRO Chiefs of Elementary Education Divisions will be attending the seminar-workshop on SAFE-TIP at the La Salette Shrine in Silang, Cavite on June 1-11, they may extend their stay until June 20. In the meantime, they are requested to attend an Orientation Seminar on Project PROCEED which will be held at the PRODED conference room, BEE on June 13.
6. Inclosed is the tentative Program of Activities.
7. Expenses incident to the PRODED workshop and the Orientation Seminar on PROCEED shall be charged against PRODED funds.

8 Immediate dissemination of this Memorandum to all concerned is desired

(SGD ) ABRHAM I FELIPL  
Acting Minister of Education and Culture

Incl

As stated

Reference

N o n e

Allotment 1--(D O 1-76)

To be indicated in the Perpetual Index  
under the following subjects

OFFICIALS  
PROJECTS  
WORKSHOP

(Inclosure to MEC Memorandum No. 124, s. 1980)

PROGRAM OF ACTIVITIES

Sunday, June 15

- |            |      |                         |
|------------|------|-------------------------|
| 1:00       | P.M. | - Assembly at MEC       |
| 3:00       | "    | - Arrival at Covelandia |
| 3:00- 6:00 | "    | - Registration          |
| 6:00- 7:30 | "    | - D i n n e r           |
| 7:30-10:00 | "    | - Fellowship Hour       |

Monday, June 16

- |             |                 |  |
|-------------|-----------------|--|
| 8:00-9:30   | A.M.            | - Opening of the workshop                          |
|             | Pambansang Awit | - Miss Chona Castaño<br>Conducting                 |
|             | Invocation      | - Miss Raquel A. Valle                             |
|             | Address         | - Dr. Minda C. Sutaria                             |
| 9:30-10:00  | A.M.            | - Orientation on the Mechanics<br>of the Workshop  |
|             |                 | - Miss Lucy U. Eleazar                             |
| 10:00-10:30 | "               | - Talk: Global Problems<br>of Elementary Education |
|             |                 | - Dr. Juanita S. Guerrero                          |

O P E N F O R U M

- |            |      |  |
|------------|------|--|
| 12:00-1:30 | P.M. | - Lunch Break                            |
| 1:30-3:00  | "    | - Talk: Identifying Regional<br>Problems |
|            |      | - Miss Lucy U. Eleazar                   |

O P E N F O R U M

- |           |   |                               |
|-----------|---|-------------------------------|
| 3:00-3:30 | " | - Coffee Break                |
| 3:30-5:00 | " | - Talk: Prioritizing Problems |
|           |   | - Mr. Magtanggol Marzan       |

O P E N F O R U M

- |            |   |   |
|------------|---|---|
| 5:00- 7:30 | " | - Dinner Break                          |
| 7:30-10:00 | " | - Group Work: Defining the<br>Project/s |

Tuesday, June 17

- |                   |      |   |  |
|-------------------|------|---|--|
| 8:00- 8:15        | A.M. | - | Warming Up                                   |
| 8:15-10:00        | "    | - | Talk: Preparing the Project Proposal         |
|                   |      | - | Miss Edith B. Carpio                         |
| O P E N F O R U M |      |   |  |
| 10:00-10:30       | "    | - | Coffee Break                                 |
| 10:30-12:00       | "    | - | Talk: Preparing the Project Proposal (cont.) |
| 12:00-1:30        | P.M. | - | Lunch Break                                  |
| 1:30-3:00         | "    | - | Talk: Project Appraisal and Evaluation       |
|                   |      | - | Dr. Frine Jimenez                            |
| O P E N F O R U M |      |   |  |
| 3:00- 3:30        | "    | - | Coffee Break                                 |
| 3:30- 5:00        | "    | - | Group Work with Consultation                 |
| 5:00- 7:30        | "    | - | Dinner Break                                 |
| 7:30-10:00        | "    | - | Group Work with Consultation                 |

Wednesday, June 18

Group Work with Consultation

Thursday, June 19

- |             |      |   |                            |
|-------------|------|---|----------------------------|
| 8:00- 8:15  | A.M. | - | Warming Up                 |
| 8:15-10:00  | "    | - | Progress Report by Regions |
| 10:00-10:30 | "    | - | Coffee Break               |
| 10:30-12:00 | "    | - | Progress Report (cont.)    |
| 12:00- 1:30 | P.M. | - | Lunch Break                |
| 1:30-10:00  | "    | - | Group Work                 |

Friday, June 20

- |             |      |   |                                     |
|-------------|------|---|-------------------------------------|
| 8:00-12:00  | A.M. | - | Group Work                          |
| 12:00- 1:30 | P.M. | - | Lunch Break                         |
| 1:30- 3:00  | "    | - | Presentation of Finished Proposals  |
| 3:00- 3:30  | "    | - | Coffee Break                        |
| 3:30- 4:00  | "    | - | Wrap Up and Closing of the Workshop |
| 4:00        |      | - | Home Sweet Home                     |

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