

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

August 7, 1980

MEMORANDUM  
No. 163, s. 1980

1981-1982 TEACHER TRAINING PROGRAM IN  
SPECIAL EDUCATION

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

1. The training program for teachers, administrators and supervisors in Special Education for the SY 1981-1982 at the University of the Philippines and the Philippine Normal College is hereby announced by the Scholarship Committee of the Ministry.

2. The training grant for administrators, coordinators and supervisors of special education shall be for a period of two (2) summers and a practicum of ten (10) weeks following the second summer while that for teachers shall last for one (1) summer and two (2) semesters. This training program will lead to a certificate of proficiency and possibly a master's degree in any of the following areas:

- a. Organization, Administration and Supervision of Special Education (OAS)
- b. Education of the Mentally Gifted/Fast Learners
- c. Education of the Mentally Retarded/Slow Learners
- d. Education of the Visually Impaired
- e. Education of the Hearing Impaired
- f. Education of Children with Behavior Problem/  
Emotional Disturbances

3. Each division may nominate three candidates for each area of specialization most needed in the division. The screening committee of the Regional Office will in turn screen these candidates so that only the most competent ones will be referred to the Researchers of the Special Education Division, Bureau of Elementary Education, who will interview and administer tests in the following screening centers:

<u>Region</u>	<u>Center</u>	<u>Date</u>
I	San Fernando, La Union	Nov. 3-7
II	Tuguegarao, Cagayan	Nov. 17-21
III	San Fernando, Pampanga	Nov. 17-21
NCR		
IV	MEC, Manila	Dec. 15-19
V	Logazpi City	Nov. 3-7
VI	Iloilo City	Oct. 27-31
VII	Cebu City	Nov. 24-28
VIII	Tacloban City	Oct. 13-19
IX		
X		
XI	Cagayan de Oro City	Oct. 13-17
XII		

4. Teacher-applicants for the training program must meet the following requirements:

- a. Educational Qualification - B.S.E., B.S.E.ED or its equivalent.
- b. Civil Service Eligibility - Teacher.
- c. Performance Rating - Very Satisfactory for the last three years.
- d. Scholastic Ability - Weighted Average of not lower than B or 2 or its equivalent.
- e. Experience - Teacher must actually be handling classes, on permanent status, and has at least three (3) years of successful teaching experience with normal children.
- f. Health - Must be emotionally stable and physically fit as indicated in a health certificate duly accomplished by a government physician, including a frog test (to be submitted before enrolment) for married women. There shall be no deferment or maternity leave within the stipulated scholarship period.
- g. Special Qualification - Must have a genuine interest in and dedication to the welfare of exceptional children with qualities of leadership.

- h. Age - The teacher nominee should not be more than 40 years old. CAS nominee should not be more than 50 years old.
  - i. Status and Sex - Single teachers are preferred; male recommendees needed for teachers for the blind.
  - j. The nominees must not have any pending administrative case.
  - k. The nominee should not have been a recipient of any scholarship or training grant within the last five (5) years before this nomination.
5. Each grantee will be entitled to the following privileges:
- a. Study leave with pay for the duration of the training;
  - b. Free tuition and other fees;
  - c. Book allowance of P300 for the whole year;
  - d. Monthly stipend of P300 during the period of training; and
  - e. Transportation expenses to Manila and return to be charged against local funds.
6. Three copies of each of the following requirements must be submitted by each candidate to the MEC Screening Committee during the interview:
- a. Letter of recommendation from the provincial/city schools superintendent.
  - b. Information Sheet (Inclosure No. 1) duly accomplished and certified to by the head of agency or office.
  - c. Original copy of Transcript of Records and three (3) xerox copies of the same.
  - d. Scholarship Agreement signed by the nominee and the provincial/city superintendent/the head of agency or institution, duly subscribed and sworn to. (Inclosures Nos. 2 & 3)
  - e. Health certificate (Form 211) duly accomplished by a government physician.
  - f. Performance rating for the last three years duly certified.
  - g. Clearance from any obligation or pending administrative case by the division administrative officer or head of agency or office.

- h. Recent photograph size 2" x 2" to be attached to the information sheet (Form I).
- i. Service Records

7. Funds for this program will be charged against the appropriations provided for in the MEC Integrated Scholarship Fund and R.A. No. 3562 entitled "An Act to Promote the Education of the Blind in the Philippines".

8. Successful candidates shall be notified through their respective superintendents in due time.

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

Incls.:

As stated

Reference:

MEC Memorandum: No. 202, s. 1979

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

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

LEGISLATION  
QUALIFICATIONS  
SCHOLARSHIP  
SPECIAL EDUCATION  
TEACHERS  
TRAINING PROGRAM

VI. Participation in Seminars or Workshops in English: (List national and regional seminars only)

Name of Conference Workshop or Seminar	Place Conducted	Date	No. of Hours	Delegate/ Observer

VII. Scholarship, Fellowship, or Travel Grants Enjoyed:

Nature/Type of Training	Place of Training	Period of Training

VIII. Outstanding Evidences of Educational Leadership:

Position/Role Performed	Place Performed	Date

IX. Efficiency Rating for the Last Three (3) Years:


X. Command of English:

(To be accomplished by the Division Supervisor in English)

	Excellent	Very Good	Average	Poor	Remarks
Written					
Spoken					

Signature of English Supervisor

XI. Reasons for Recommending the Candidate:

I hereby certify that the foregoing statements are true and correct based on data available in this Office. If selected, this recommendee may be released from his/her present assignment.

City/Provincial Superintendent of Schools

PERSONAL INFORMATION SHEET

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Sex: \_\_\_\_\_ Civil Status: \_\_\_\_\_ Age: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Designation/Position \_\_\_\_\_  
Office/School Assignment/Address: \_\_\_\_\_  
Division: \_\_\_\_\_ Region: \_\_\_\_\_

I. Educational Qualification:

A. Degree:

Degree Received	College/University	Major Field	Year Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Graduate Courses Taken

Courses Taken	College/University	Units Earned	Year Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. Civil Service Eligibility:

Title of Examination	Rating	Date Taken	Place Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

III. Record of Teaching and Allied Experiences:

Inclusive Dates	Designation	Division Office	No. of Years
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IV. Position/s Held Other Than Classroom Teacher:

Position Held	Division Office	Inclusive Dates	Year Held
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

V. Honors/Awards Received or Earned:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Republic of the Philippines  
MINISTRY OF EDUCATION AND CULTURE  
Region \_\_\_\_\_  
Division of \_\_\_\_\_

SCHOLARSHIP CONTRACT FOR TEACHERS  
(Scholarship with Pay)

I, \_\_\_\_\_ in consideration of the scholarship granted me by the Ministry of Education and Culture and of the payment of my salary by the Republic of the Philippines during the period of such scholarship, do hereby agree:

1. To specialize in the education of \_\_\_\_\_ children at the University of the Philippines/Philippine Normal College for a period of one (1) summer and two (2) semesters which is the duration of the scholarship.
2. To maintain satisfactory grades in every subject and assume proper decorum throughout the training period.
3. To return to my division upon the termination of my scholarship in order to organize classes for exceptional children in the public schools and assist in conducting inservice education programs in special education for not less than two years.
4. To train understudies in my area of specialization so that in the event that I am promoted or transferred to another division, someone may take over my class.
5. To defray other expenses in connection with my training not chargeable to the government or the grantor and be able to advance expenses for stipends and books pending release of funds by the government as provided for in this training program.
6. To furnish the Special Education Division, Bureau of Elementary Education, a copy of my thesis and/or special project in special education.
7. To reimburse the Republic of the Philippines, through the Ministry of Education and Culture, in an amount equal to the total compensation and allowances paid to me during the period of my scholarship in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract at any time during or after the period of my scholarship.

Should I be forced to stop schooling, I shall immediately notify in writing with pertinent documents, the MEC and the training institution.

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

\_\_\_\_\_  
Grantee

ATTESTED:

\_\_\_\_\_  
Superintendent of Schools

SWORN STATEMENT

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

\_\_\_\_\_  
Administering Officer



Republic of the Philippines  
MINISTRY OF EDUCATION AND CULTURE  
Region \_\_\_\_\_  
Division \_\_\_\_\_

SCHOLARSHIP CONTRACT FOR COORDINATORS/ADMINISTRATORS/SUPERVISORS  
IN SPECIAL EDUCATION

(Scholarship with Pay)

I, \_\_\_\_\_, \_\_\_\_\_  
(Name of Scholar) (Designation)

in consideration of the training granted me by the Ministry of Education and Culture, and of the payment of my salary by the Republic of the Philippines during the period of such training, do hereby agree:

1. To undergo training on the Organization, Administration and Supervision of Special Education at the University of the Philippines for a period of two summers and ten weeks of professional laboratory experiences after the second summer;

2. To maintain satisfactory grades in every subject and assume proper decorum throughout the training period;

3. To return to my present assignment upon the termination of my training for at least two years, and to organize, supervise, improve, and expand classes of exceptional children in public schools, and conduct inservice education programs in special education;

4. To defray other expenses in connection with my training not chargeable to the government or the grantor and be able to advance expenses for stipends and books pending release of funds by the government as provided for in this training program;

5. To claim reimbursement of book allowance only upon presentation of receipts not exceeding P300;

6. In the event that I get promoted within the contract period, I shall continue to undertake the organization, supervision, improvement and expansion of classes for exceptional children;

7. To reimburse the Republic of the Philippines, through the Ministry of Education and Culture in an amount equal to the total compensation and allowances paid to me during the period of my training in the event that, through inexcusable neglect or circumstances

within my control like transfer to another agency, going abroad, pregnancy, etc., I fail to abide by the terms of this contract at any time during or after the period of my training. Should I be forced to stop schooling, I shall immediately notify in writing, with pertinent documents, the MEG and the training institution.

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

\_\_\_\_\_  
(Grantee)

ATTESTED:

\_\_\_\_\_  
Superintendent of Schools

SWORN STATEMENT

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

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