

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

September 3, 1980

MEC M E M O R A N D U M
No. 177, s. 1980

SECONDARY SCHOOL ADMINISTRATORS' CONGRESS

To: Bureau Directors
Regional Directors
Schools Superintendents
Heads of Private Schools, Colleges and Universities
General Secondary and Vocational School Administrators

1. The Ministry of Education and Culture and the Philippine Association of Secondary School Administrators (PASSA) will jointly sponsor a Congress of Secondary School Administrators in Baguio City on November 24-28, 1980.

2. The theme of the Congress is "Secondary Education for the '80s." The objectives are:

- a. To redirect secondary education towards human effectiveness.
- b. To strengthen secondary schools in job creation programs for greater economic productivity.
- c. To integrate public and private secondary institutions through coordination and complementation of efforts.

3. The participants in this congress are principals of general and comprehensive high schools, administrators/principals of vocational schools, principals/administrators of private high schools and/or of high school departments of colleges and universities, assistant superintendents in charge of secondary education and chiefs of secondary education divisions of the MEC regional offices.

4. The administrators are expected to bring with them to this congress complete data about their respective schools as:

a. Administrative Matters

- (1) Name of Institution, address (State if public (type) or private)

(2) Administrative setup

Names of administrators and qualifications

(3) School enrolment per curriculum year -
Boys-Girls Total

(4) Faculty

(a) Number of males: qualifications and status (Permanent, Provisional, Temporary)

(b) Number of females: qualifications and status

(c) State if full time or part time

(5) Physical Plant

(a) Number of buildings

(b) Number of rooms: Categorize as to classrooms, library, shoprooms, laboratory, etc.

(6) Source of Funding

b. Work plans/programs a job creation; for curricular improvements

5. The travel expenses of participants and the congress fee of P300.00 to cover operating expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

6. The Director of the Bureau of Secondary Education is designated coordinator of the congress and shall create commissions and appoint members thereto to effectively implement its programs and objectives.

7. Please give this Memorandum the widest publicity possible.

(SGD.) GONFREDO CORFUZ
Minister of Education and Culture

Reference:

Department Memorandum: No. 120, s. 1976

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

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

Course of Study, SECONDARY
CONFERENCE
OFFICIALS
PROGRAM, SCHOOL
SOCIETY or ASSOCIATIONS