

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

December 9, 1980

MEC M E M O R A N D U M  
No. 232, s. 1980

TRAINING PROGRAMS FOR FIRST YEAR HIGH SCHOOL ENGLISH, SECOND  
YEAR HIGH SCHOOL PILIPINO, AND THIRD YEAR  
HIGH SCHOOL SCIENCE TEACHERS

To: Bureau Directors  
Regional Directors  
Schools Superintendents  
Presidents, State Colleges and Universities  
Directors, Regional Staff Development Centers

1. The Ministry of Education and Culture, through the Textbook Board Secretariat, shall conduct division training programs for first year high school English, second year high school Pilipino and third year high school science teachers during the summer of 1981.

2. In preparation for these training programs, a series of three-day trainors' conferences will be held in February and March 1981 in four (4) regional offices designated as centers. The schedule of the trainors' conferences is as follows:

<u>Cluster of Regions</u>	<u>No. of Participants</u>	<u>Center</u>	<u>Date</u>
I, II, and III	146	Ifugao National Agricultural School	February 16-18
IV, NCR, and V	146	Lemery, Batangas	February 23-25
VI, VII and VIII	147	Dumaguete City	March 2-4
IX, X, XI and XII	165	Iligan City	March 9-11

The tentative program of activities for the trainors' conferences is given in Inclosure No. 2.

3. After the trainors' conferences, the participants should be able to:

- a. evolve regional and division inservice training programs for first year high school English, second year high school Pilipino and third year high school science teachers;

b. draw up guidelines on the effective use of:

- (1) MEC Project Textbooks; and
- (2) existing supplementary instructional materials and devices.

c. conduct division training programs in their own region.

4. The participants for the trainers' conferences shall be the chief of the secondary education division, the regional private school area supervisor, the regional supervisor, division supervisor, and division specialists for first year high school English; the regional supervisor, division supervisor and division specialists for second year high school Pilipino; and the regional supervisor, division supervisor, and division specialists for third year high school science. The directors of the regional staff development centers or their representatives may attend to enable them to acquaint their staff and student teachers about the MEC Project textbooks. The definite number of participants for the trainers' conferences is given in Inclosure No. 3.

5. Each participant for the trainers' conference is requested to bring with him at least one instructional material being used in the division in the subject area he supervises/teaches.

6. Transportation expenses, per diems and daily allowances incurred by the participants for the trainers' conferences shall be charged against the funds for training provided by TBS to the regional offices for this purpose. Expenses of the directors of the RSDCs and those of the consultants/lecturers from the MEC-BSE and the CDCs shall be borne by the TBS.

7. The consultants/lecturers for the trainers' conferences shall come from the Bureau of Secondary Education, UP Science Education Center, PNC Language Study Center and the Textbook Board Secretariat. Their names are found in Inclosure No. 1.

8. The division training programs shall be held for seven (7) days sometime between May 16 and June 6, 1981. However, the schools superintendents shall decide the exact dates and venues of training.

9. At the end of the division training program the participants should be able to:

- a. determine the congruence of the objectives, content, strategies, evaluation materials of the MEC textbooks and teacher's manuals;
- b. construct sample evaluation instruments for specific lessons in the textbooks and other materials;

- c. demonstrate how to use the MEC textbooks and other existing instructional materials; and
- d. draw up a budget of work for the effective coverage of the textbooks.

10. All first year high school English, second year high school Filipino, and third year high school science teachers in public secondary schools shall attend the division training programs.

11. Participants in the division training program shall be entitled to honorarium/stipends as follows:

- a. Trainors: Honorarium at ₱25 per day for 7 days
- b. Trainees: (1) Stipends at ₱15 per day for 7 days for those within commuting distance from the training center (2) Stipends at ₱15 per day for 8 days for those not within commuting distance from the training center.

However, they shall not be provided with transportation expenses.

12. The training materials which shall be given to the participants in the trainors' conferences and division training programs are the following:

	<u>Trainors'</u> <u>Conference</u>	<u>Division</u> <u>Training</u>
HSE I TX and TM	1	1
HSP II TX and TM	1	1
HSS III TX and TE	1	1

13. In view of the importance of these training programs for upgrading teacher competencies, the full support and cooperation of all concerned is requested.

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

Incls.:

As stated

Reference:

MEC Memorandum: No. 282, s. 1979

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

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

BUREAUS & OFFICES	HONORARIUM
CONFERENCE	OFFICIALS
Course of Study, SECONDARY	TEACHERS
FUNDS	TRAINING PROGRAM

(Inclosure No. 1 to MEC Memorandum No. 232, s. 1980)

LECTURERS/CONSULTANTS FOR THE TRAINORS' CONFERENCES

UP Science Education Center

Mrs. Merle A. Tan  
Dr. Clementina J. Esguerra  
Mrs. Marcelita Magno  
Miss Evelyn Josue  
Miss Amelia Punzalan

PNC Language Study Center

Dr. Lilia R. Cortez  
Prof. Estela Eclipse  
Prof. Josefina Cabanilla  
Miss Teresa Bumanglag  
Mrs. Lourdes Ribo  
Miss Gloria Baylon  
Mrs. Clemencia Espiritu  
Mrs. Nena Baira  
Mr. Paquito Badayos  
Mr. Patrocinio Villavfuerte

MEC-Bureau of Secondary Education

Dr. Esperanza Gonzalez  
Mrs. Lorenza Mamaril  
Mrs. Anita Guardian  
Dr. Mariquita Mendoza  
Mrs. Ricarda de Castro  
Mrs. Lucila Moscoso  
Mrs. Adelina Orbe

Textbook Board Secretariat

Mr. Ballegui L. Maglambayan  
Miss Gloria A. Almendras  
Mrs. Ramona C. Vega

(Inclosure No. 2 to MEC Memorandum No. 232, s. 1980)

TENTATIVE PROGRAM FOR ACTIVITIES FOR THE TRAINORS' CONFERENCES

<u>Day</u>	<u>Time</u>	<u>Topic/Activity</u>	<u>In Charge</u>
1	A.M. First Session	- Opening Program	Host Region
	Second Session	- The Communication Arts and Science Programs in the Secondary Education Curriculum	BSE
	P.M. First Session	- Orientation on the Content and Strategies of the MEC Project Textbooks	CDCs
	Second Session	- Continuation of Orientation on the Content and Strategies of the MEC Project Textbooks	CDCs
2	A.M. First Session	- Lecture-Discussion on the Use of Textbooks and Supplementary Instructional Materials	Textbook Writer and BSE
	Second Session	- Lecture-Discussion on Additional Subject Matter Background for each Subject Area	Textbook Writer and BSE
	P.M. First Session	- Preparation of Table of Specifications for Achievement Tests in HSE I, HSP II, and HSS III	BSE and CDCs
	Second Session	- Preparation of Sample Test Items Based on Table of Specifications for Each Subject	BSE and CDCs
3	A.M. First Session	- Preparation of Division Training Programs for HSE I, HSP II, and HSS III Teachers on the Use of MEC Project Textbooks	TBS and BSE
	Second Session	- Assessment of Regional and Division In-Service Training Program for HSE I, HSP II, and HSS III Teachers	BSE
	P.M. First Session	- Revision of Previous Regional and Division In-Service Training Program in HSE I, HSP II, and HSS III	BSE
	Second Session	- Presentation of Outputs	TBS, CDCs, BSI
		- Closing Program	Host Region

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(Inclosure No. 3 to MEC Memorandum No. 232, s. 1980)

**GUIDELINES FOR THE TRAINORS' CONFERENCES AND DIVISION TRAINING PROGRAMS FOR FIRST YEAR HIGH SCHOOL ENGLISH, SECOND YEAR HIGH SCHOOL PILIPINO AND THIRD YEAR HIGH SCHOOL SCIENCE TEACHERS**

1. The chief of the secondary education division, regional supervisors, division supervisors and specialists for high school English, Pilipino and science; the director of the Regional Staff Development Center or his representative shall attend the trainors' conference for the cluster of regions to be held for 3 days in February and March 1981 at the regional office designated as center.
2. Subject specialists shall be selected by the schools superintendent. These subject specialists must have some familiarity and expertise with the content and approach espoused by the MEC Project textbooks since these subject specialists shall be utilized as trainors for the division training programs. The directors of the Regional Staff Development Centers, shall be expected to acquaint their staff and students about the MEC Project textbooks.
3. Based on the number of HSE I, HSP II, and HSS III teachers (according to reports received by the Textbook Board Secretariat), each school division shall send only the allotted number of participants to the trainors' conference. Following is the distribution of participants per division per subject area:

	English I		Pilipino II		Science III		Total
	Super-visor	Speci-alist	Super-visor	Speci-alist	Super-visor	Speci-alist	
<b>Region I</b>							
Regional Office*	1		1		1		5
Abra	1	1	1	1	1	1	6
Benguet	1		1		1		3
Ilocos Norte	1	1	1	1	1	1	6
Ilocos Sur**	1	1	1	1	1	1	6
Mountain Province	1		1		1		3
La Union**	1	2	1	2	1	2	9
Pangasinan**	1	3	1	3	1	3	12
Baguio City	1		1		1		3
Dagupan City	1		1		1		3
Laoag City	1		1		1		3
San Carlos City	1		1		1		3
RSDC - M. Marcos State University							1
St. Louis University							1
Pangasinan State University							1
<b>TOTAL</b>	<b>12</b>	<b>8</b>	<b>12</b>	<b>8</b>	<b>12</b>	<b>8</b>	<b>65</b>
<b>Region II</b>							
Regional Office*	1		1		1		5
Batanes	1		1		1		3
Cagayan**	1	1	1	1	1	1	6
Ifugao	1		1		1		3

\*Includes Chief of Secondary Education Division and Regional Private Schools Area Supervisor.

\*\*Trainors shall conduct two sets of training.

Isabeña**	1	1	1	1	1	1	6
Kalinga-Apayao	1		1		1		3
Nueva Vizcaya	1		1		1		3
Quirino	1		1		1		3
RSDC - St. Mary's College							1
TOTAL	<u>8</u>	<u>2</u>	<u>8</u>	<u>2</u>	<u>8</u>	<u>2</u>	<u>33</u>

Region III							
Regional Office*	1		1		1		5
Bataan	1	1	1	1	1	1	6
Bulacan	1	1	1	1	1	1	6
Nueva Ecija	1	1	1	1	1	1	6
Pampanga	1	1	1	1	1	1	6
Tarlac	1	1	1	1	1	1	6
Zambales	1		1		1		3
Angeles City	1		1		1		3
Cabanatuan City	1		1		1		3
Olongapo City	1		1		1		3
RSDC - Assumption University							1
TOTAL	<u>10</u>	<u>5</u>	<u>10</u>	<u>5</u>	<u>10</u>	<u>5</u>	<u>48</u>

National Capital Region							
Regional Office*	1		1		1		5
Caloocan City	1		1		1		3
Manila	1	4	1	2	1	3	12
Pasay City	1		1		1		3
Quezon City	1	1	1	2	1	2	8
RSDC - Sto. Tomas University							1
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	<u>4</u>	<u>5</u>	<u>5</u>	<u>32</u>

Region IV							
Regional Office*	1		1		1		5
Aurora	1		1		1		3
Batangas	1	1	1	1	1	1	6
Cavite	1	1	1	1	1	1	6
Laguna	1	1	1	1	1	1	6
Marinduque	1		1		1		3
Occ. Mindoro	1		1		1		3
Oriental Mindoro	1		1		1		3
Palawan*	1	1	1	1	1	1	6
Quezon	1	1	1	1	1	1	6
Rizal	1		1		1		3
Romblon	1		1		1		3
Batangas City	1		1		1		3
Cavite City	1		1		1		3
Lipa City	1		1		1		3
Lucena City							

San Pablo City	1		1		1		3
RSDC - Palawan Teachers' College							1
<b>Total</b>	<u>16</u>	<u>5</u>	<u>16</u>	<u>5</u>	<u>16</u>	<u>5</u>	<u>66</u>
Region V							
Regional Office*	1		1		1		5
Albay**	1	1	1	1	1	1	6
Camarines Norte	1	1	1	1	1	1	6
Camarines Sur**	1	1	1	1	1	1	6
Catanduanes	1		1		1		3
Masbate	1	1	1	1	1	1	6
Sorsogon	1	1	1	1	1	1	6
Iriga City	1		1		1		3
Legazpi City	1		1		1		3
Naga City	1		1		1		3
RSDCs - Aquinas University							1
<b>TOTAL</b>	<u>10</u>	<u>5</u>	<u>10</u>	<u>5</u>	<u>10</u>	<u>5</u>	<u>48</u>
Region VI							
Regional Office*	1		1		1		5
Aklan	1	1	1	1	1	1	6
Antique	1	1	1	1	1	1	6
Capiz	1	1	1	1	1	1	6
Iloilo**	1	2	1	2	1	2	9
Guimaras	1		1		1		3
Negros Occ.**	1	1	1	1	1	1	6
Bacolod City	1		1		1		3
Bago City	1		1		1		3
Cadiz City	1		1		1		3
Iloilo City	1		1		1		3
La Carlota city	1		1		1		3
Roxas City	1		1		1		3
Silay City	1		1		1		3
San Carlos City	1		1		1		3
RSDC - West Visayas State College							1
<b>TOTAL</b>	<u>15</u>	<u>6</u>	<u>15</u>	<u>6</u>	<u>15</u>	<u>6</u>	<u>66</u>
Region VII							
Regional Office*	1		1		1		5
Bohol	1	1	1	1	1	1	6
Cebu**	1	1	1	1	1	1	6
Negros Oriental	1		1		1		3
Siquijor	1		1		1		3
Cebu City**	1		1		1		3
Dumaguete City	1		1		1		3
Lapu-Lapu City	1		1		1		3



Mandaue City	1		1		1		3
Toledo City	1		1		1		3
RSDC - Silliman University							1
TOTAL	<u>10</u>	<u>2</u>	<u>10</u>	<u>2</u>	<u>10</u>	<u>2</u>	<u>39</u>
Region VIII							
Regional Office*	1		1		1		5
Biliran	1		1		1		3
Eastern Samar	1		1		1		3
Leyte**	1	1	1	1	1	1	6
Northern Samar	1		1		1		3
Southern Leyte	1	1	1	1	1	1	6
Western Samar	1	1	1	1	1	1	6
Calbayog City	1		1		1		3
Ormoc City	1		1		1		3
Tacloban City	1		1		1		3
RSDC - Divine Word University							1
TOTAL	<u>10</u>	<u>3</u>	<u>10</u>	<u>3</u>	<u>10</u>	<u>3</u>	<u>42</u>
Region IX							
Regional Office*	1		1		1		5
Basilan	1		1		1		3
Sulu	1		1		1		3
Tawi-Tawi	1		1		1		3
Zamboanga del Norte	1	1	1	1	1	1	6
Zamboanga del Sur	1	1	1	1	1	1	6
Dipolog City	1		1		1		3
Pagadian City	1		1		1		3
Zamboanga City	1	1	1	1	1	1	6
Dapitan City	1		1		1		3
RSDC - Western Mindanao State University							1
TOTAL	<u>10</u>	<u>3</u>	<u>10</u>	<u>3</u>	<u>10</u>	<u>3</u>	<u>42</u>
Region X							
Regional Office*	1		1		1		5
Agusan del Norte	1		1		1		3
Agusan del Sur	1		1		1		3
Bukidnon	1		1		1		3
Camiguin	1		1		1		3
Misamis Occidental	1		1		1		3
Misamis Oriental	1	1	1	1	1	1	6
Siargao	1		1		1		3
Surigao del Norte	1		1		1		3
Butuan City	1		1		1		3
Cagayan de Oro City	1		1		1		3
Gingoog City	1		1		1		3

Ozamiz City	1		1		1		3
Surigao City	1		1		1		3
Tangub City	1		1		1		3
RSDC - San Nicolas College							1

TOTAL	<u>15</u>	<u>1</u>	<u>15</u>	<u>1</u>	<u>15</u>	<u>1</u>	<u>51</u>
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Region XI

Regional Office*	1		1		1		5
Davao del Norte	1	1	1	1	1	1	6
Davao Oriental	1		1		1		3
Davao del Sur	1		1		1		3
South Cotabato	1	1	1	1	1	1	6
Surigao del Sur	1		1		1		3
Davao City	1	1	1	1	1	1	6
Gen. Santos City	1		1		1		3
RSDC - Ateneo de Davao							

TOTAL	<u>8</u>	<u>3</u>	<u>8</u>	<u>3</u>	<u>8</u>	<u>3</u>	<u>36</u>
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Region XII

Regional Office*	1		1		1		5
Lanao del Norte	1		1		1		3
Lanao del Sur I	1		1		1		3
Lanao del Sur II	1		1		1		3
Maguindanao	1		1		1		3
North Cotabato	1	1	1	1	1	1	6
Sultan Kudarat	1		1		1		3
Cotabato City	1		1		1		3
Iligan City	1		1		1		3
Marawi City	1		1		1		3
RSDC - Notre Dame							
Educational Association							

TOTAL	<u>10</u>	<u>1</u>	<u>10</u>	<u>1</u>	<u>10</u>	<u>1</u>	<u>36</u>
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- Priority shall be given to the division subject supervisor in cases where a school division is entitled to only one (1) participant for each subject. Thus, if the division is allotted only one (1) participant for science, the division science supervisor shall attend.
- In cases where there are more than one participant allotted for the division, the remaining slots shall be given to subject specialists. If there are not enough subject specialists available, the division schools superintendent shall recommend those who have attended previous training programs conducted by EDPITAF, TBS, CDCs, or RSDCs.
- Observers, if there are any, shall be entitled to available training materials only.
- After the trainors' conferences, the participants shall serve as trainors during the division training programs.

8. All HSE I, HSP II, and HSS III teachers in the public schools in the division shall attend the 7-day training to be held sometime between May 16 to June 6 to avoid disruption of classes during the regular school year. Private school teachers may be invited to attend the division training programs depending upon the availability of training materials and facilities at the center. They shall be entitled to training materials only.
9. To attain maximum participation and interaction, it is suggested that one (1) trainor be assigned to handle a group of about fifty (50) teachers per subject area. For school divisions with two hundred (200) or more participants, the division trainors shall conduct the training programs simultaneously in two or more accessible centers to minimize expenses of participants.
10. The schools superintendent shall determine those teachers who are within commuting distance from the training center. Those within commuting distance shall be entitled to stipend for 7 days and those not within commuting distance shall be entitled to stipend for 8 days.
11. The schools superintendent shall submit to the Textbook Board Secretariat a copy of the report on the training program conducted in the division. This report, which shall include number of trainees, trainors, activities undertaken, training materials received and distributed, funds received and disbursed, is expected to be received by TBS two weeks after the division training program. The report shall be addressed to the Director, Textbook Board Secretariat, 4th Floor, Marvin Plaza, 2153 Pasong Tamo, Makati, Metro Manila, attention: The Chief, Training Section.

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