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MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

January 6, 1981

MEC M E M O R A N D U M
No. 3, s. 1981

TRAINING PROGRAMS FOR INTERMEDIATE SCIENCE,
MATHEMATICS AND SOCIAL STUDIES 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 intermediate science, mathematics, and social studies teachers during the summer of 1981.

2. In preparation for this training program, a series of three-day trainers' conferences will be held in March 1981 in six regional offices designated as centers. The schedule of the trainers' conferences is as follows:

<u>Cluster of Regions</u>	<u>No. of Participants</u>	<u>Center</u>	<u>Date</u>
III and NCR	172	Manila	March 16-18
I and II	207	Baguio City	March 18-20
IV and V	160	Legazpi City	March 23-25
VI, VII and VIII	201	Cebu City	March 25-27
IX and XII	142	Zamboanga City	March 30-April 1
X and XI	148	Cagayan de Oro City	April 1-3

The tentative program of activities for the trainers' conferences is found in Inclosure No. 2.

3. The trainers' conferences aim to enable the participants to work cooperatively and harmoniously in planning and conducting training programs for the upgrading of instruction in intermediate science, mathematics and social studies. Specifically, the participants should be able to:

- a. demonstrate familiarity with the components of the division training program (see division training program objectives);
- b. plan continuing inservice training programs for intermediate science, mathematics and social studies (regional, division, district or school levels); and
- c. conduct division training programs in their own region.

4. The consultants/lecturers for the trainers' conferences shall come from the Bureau of Elementary Education, UP Science Education Center, MEC Social Studies Center and the Textbook Board Secretariat. Their names are found in Inclosure No. 1.
5. The participants for the trainers' conference shall be the Chief of Elementary Education Division, the regional supervisor, division supervisor and specialists for intermediate science, social studies and mathematics. The Directors of the Regional Staff Development Center may attend to enable them to acquaint their staff and student-teachers about the MEC Project Textbooks. The definite number of participants in the trainers' conferences is given in Inclosure No. 3.
6. Each participant for the trainers' conference is requested to bring with him at least one supplementary book being used in the division on the subject area he supervises/teaches.
7. Transportation expenses, per diems and daily allowances incurred by the participants in the trainers' conferences shall be charge 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 trainers from MEC-BEE and the CDCs shall be borne by the TBS.
8. The division training programs shall be held for seven (7) days sometime between May 16 and June 6, 1961. However, the schools superintendent shall decide the exact dates and venues of training.
9. At the end of the training program, the participants should be able to work cooperatively and harmoniously in upgrading knowledge of the curriculum and the management of the classroom instructional system. Specifically, they should be able to:
 - a. demonstrate familiarity with the MEC textbooks and teacher's manuals in terms of objectives, content, strategies, evaluation techniques and interrelationships among them;
 - b. demonstrate how to use the MEC textbooks and other instructional materials in relation to the learning continuum
 - (1) prepare sample lesson plans
 - (2) construct teaching devices in intermediate science, mathematics and social studies
 - c. construct sample evaluation instruments for specific lessons; and
 - d. draw up a budget of work for the effective coverage of the textbooks to accommodate existing instructional materials.
10. All intermediate science, mathematics, and social studies teachers and principals and head teachers of public elementary schools shall attend the division training programs.

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

- a. Trainers - Honorarium at ₱25/day for 7 days
- b. Trainees - (1) Stipends at ₱15/day for 7 days for those within commuting distance from the training center; and (2) Stipends at ₱15/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 trainers' conferences and division training programs are the following:

	<u>Trainers'</u> <u>Conference</u>	<u>Division</u> <u>Training</u>
a. ESS 5 TX and TM	/	/
b. ESS 6 TX and TM	/	/
c. ESM 5 TX and TM	/	/
d. ESM 6 TX and TM	/	/
e. ESSS 5 TX and TM	/	/
f. ESSS 6 TX and TM	/	/
g. Learning Continuum for Science, Mathematics and Social Studies	/	/

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:

N o n e

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

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

BUREAUS & OFFICES
CONFERENCE
Course of Study, ELEMENTARY
EXPENSES

OFFICIALS
REPORT
TEACHERS
TRAINING PROGRAM

LECTURERS/CONSULTANTS FOR THE TRAINORS' CONFERENCES

UP Science Education Center

Mrs. Lanniene Capalad
Mrs. Lourdes Carale
Miss Bella Dumas
Prof. Josefina Fonacier
Mrs. Elvira Galvez
Prof. Porfirio Jesuitas
Dr. Carolina V. Perez

MEC Social Studies Center

Miss Fe Hidalgo
Miss Aurea Duran
Mrs. Merlita Noledo
Miss Sonia Bobis
Miss Elizabeth Jose
Mrs. Irene C. Robles

MEC Bureau of Elementary Education

Dr. Pablo E. Natividad
Miss Lucy U. Eleazar
Mrs. Isabel V. Castro
Miss Araceli M. Nicolas
Miss Miralinda A. Ocampo
Miss Raquel A. Valle
Mrs. Estelita B. Capiña
Mrs. Angelita M. Esdicol

Textbook Board Secretariat

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

TENTATIVE PROGRAM OF ACTIVITIES FOR THE TRAINORS' CONFERENCES

<u>Day</u>	<u>Time</u>	<u>Topic/Activity</u>	<u>Incharge</u>
1	A.M. First Session	- Opening Program	Host Region
	Second Session	- Lecture-Demonstration on the Management of the Classroom Instructional System	BEE
	P.M. First Session	- Discussion of the MEC Project Textbooks: ESS 5 and 6, ESM 5 and 6, ESSS 5 and 6	CDCs and BEE
	Second Session	- Continuation of Discussion	
2	A.M. First Session	- Continuation of Discussion	
	Second Session	- Lecture-Discussion on the Use of Textbooks and Learning Continuum (group by subject areas)	CDCs and BEE
	P.M. First Session	- Discussion-Demonstration and Practicum on the Use of Textbooks and Learning Continuum	CDCs and BEE
	Second Session	- Lecture-Discussion and Practicum on Evaluation Procedures (group by subject areas)	BEE
		a. Task Analysis	
		b. Preparation of Sample Criterion-Referenced Test Items	
3	A.M. First Session	- Continuation of Practicum on Evaluation Procedures	BEE
		a. Table of Specifications	
		b. Preparation of Sample Items Based on the Table of Specifications	
	Second Session	- Preparation of Outline and Schedules of the Division Training Programs for Intermediate Science, Mathematics and Social Studies on the Use of the Project Textbooks and Learning Continuum (group by regions/divisions)	BEE and TBS
	P.M. First Session	- Assessment of Previous Inservice Training Programs for Intermediate Science, Mathematics and Social Studies (plenary for orientation, then group by regions)	BEE
	Second Session	- Preparation of Plans for Continuing Inservice Programs for Intermediate Science, Mathematics and Social Studies Teachers on the Use of Project Textbooks (group by regions)	BEE
		- Submission of Outputs	TBS and BEE
		a. Activities and Schedules for Division Training Programs in May to June, 1981	
		b. Plans for Continuing Inservice Programs	
		Closing Program	Host Region

GUIDELINES FOR THE TRAINORS' CONFERENCES AND DIVISION TRAINING PROGRAMS
FOR INTERMEDIATE SCIENCE, MATHEMATICS AND SOCIAL STUDIES TEACHERS

1. The chief of the elementary education division, regional supervisors, division supervisors and specialists for intermediate science, mathematics, and social studies; the director of the Regional Staff Development Center shall attend the trainors' conferences for their cluster of regions to be held for three (3) days in March 1981 at the designated 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 student-teachers about the MEC Project textbooks.
3. Based on the number of intermediate science, mathematics, and social studies 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:

	Science		Mathematics		Social Studies		Total
	Super- visor	Special- ists	Super- visor	Special- ists	Super- visor	Special- ists	
Region I							
Regional Office*	1		1		1		4
Abra**	1	1	1	1	1	1	6
Benguet**	1	3	1	3	1	3	12
Ilocos Norte**	1	5	1	5	1	5	18
Ilocos Sur**	1	9	1	9	1	9	30
La Union**	1	3	1	3	1	3	12
Mountain Province	1	1	1	1	1	1	6
Pangasinan**	1	9	1	9	1	9	30
Baguio City	1	1	1	1	1	1	6
Dagupan City	1	1	1	1	1	1	6
Laoag City	1	1	1	1	1	1	6
San Carlos City	1	1	1	1	1	1	6
RSDCs - Mariano Marcos State University							1
St. Louis University							1
Pangasinan State University							1
TOTAL	12	35	12	35	12	35	145
Region II							
Regional Office*	1		1		1		4
Batanes	1		1		1		3
Cagayan**	1	3	1	3	1	3	12
Ifugao	1	1	1	1	1	1	6
Isabela**	1	3	1	3	1	3	12

*Includes the Chief of the Elementary Education Division

**Trainors shall conduct two sets of training

Kalinga-Apayao**	1	3	1	3	1	3	12
Nueva Vizcaya**	1	1	1	1	1	1	6
Quirino	1	1	1	1	1	1	6
RSDC - St. Mary's College							1
TOTAL	<u>8</u>	<u>12</u>	<u>8</u>	<u>12</u>	<u>8</u>	<u>12</u>	<u>62</u>

Region III							
Regional Office*	1		1		1		4
Bataan**	1	1	1	1	1	1	6
Bulacan**	1	3	1	3	1	3	12
Nueva Ecija**	1	3	1	3	1	3	12
Pampanga**	1	5	1	5	1	5	18
Tarlac**	1	3	1	3	1	3	12
Zambales**	1	3	1	3	1	3	12
Angeles City	1	1	1	1	1	1	6
Cabanatuan City	1	1	1	1	1	1	6
Olongapo City	1	1	1	1	1	1	6
RSDC - Assumption College							1
TOTAL	<u>10</u>	<u>21</u>	<u>10</u>	<u>21</u>	<u>10</u>	<u>21</u>	<u>95</u>

Region - NCR							
Regional Office*	1		1		1		4
Caloocan City**	1	5	1	5	1	5	18
Manila**	1	5	1	5	1	5	18
Pasay City**	1	5	1	5	1	5	18
Quezon City**	1	5	1	5	1	5	18
RSDC - University of Sto. Tomas							1
TOTAL	<u>5</u>	<u>20</u>	<u>5</u>	<u>20</u>	<u>5</u>	<u>20</u>	<u>77</u>

Region IV							
Regional Office*	1		1		1		4
Aurora	1	1	1	1	1	1	6
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	1	1	1	6
Occ. Mindoro	1	1	1	1	1	1	6
Oriental Mindoro**	1	1	1	1	1	1	6
Palawan**	1	1	1	1	1	1	6
Quezon**	1	1	1	1	1	1	6
Rizal	1	1	1	1	1	1	6
Romblon**	1	1	1	1	1	1	6
Batangas City	1	1	1	1	1	1	6
Cavite City	1	1	1	1	1	1	6
Lipa City	1	1	1	1	1	1	6
Lucena City	1	1	1	1	1	1	6
San Pablo City	1	1	1	1	1	1	6
RSDC - Palawan Teacher's College							1
TOTAL	<u>17</u>	<u>16</u>	<u>17</u>	<u>16</u>	<u>17</u>	<u>16</u>	<u>101</u>

Region V

Regional Office*	1		1		1		4
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	1	1	1	6
Masbate**	1	1	1	1	1	1	6
Sorsogon**	1	1	1	1	1	1	6
Iriga City	1	1	1	1	1	1	6
Legazpi City	1	1	1	1	1	1	6
Naga City	1	1	1	1	1	1	6
RSDC- Aquinas University							1
TOTAL	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>59</u>

Region VI

Regional Office*	1		1		1		4
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	1	1	1	1	1	6
Guimaras	1	1	1	1	1	1	6
Negros Occ.**	1	1	1	1	1	1	6
Bacolod City	1	1	1	1	1	1	6
Bago City	1	1	1	1	1	1	6
Cadiz City	1	1	1	1	1	1	6
Iloilo City	1	1	1	1	1	1	6
La Carlota City	1	1	1	1	1	1	6
Roxas City	1	1	1	1	1	1	6
San Carlos City	1	1	1	1	1	1	6
Silay City	1	1	1	1	1	1	6
RSDC- West Visayas State College							1
TOTAL	<u>15</u>	<u>14</u>	<u>15</u>	<u>14</u>	<u>15</u>	<u>14</u>	<u>89</u>

Region VII

Regional Office*	1		1		1		4
Bohol**	1	1	1	1	1	1	6
Cebu**	1	1	1	1	1	1	6
Negros Oriental**	1	1	1	1	1	1	6
Siquijor	1	1	1	1	1	1	6
Cebu City	1	1	1	1	1	1	6
Dumaguete City	1	1	1	1	1	1	6
Lapu-Lapu City	1	1	1	1	1	1	6
Mandaue City	1	1	1	1	1	1	6
Toledo City	1	1	1	1	1	1	6
RSDC - Silliman University							1
TOTAL	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>59</u>

Region VIII							
Regional Office*	1		1		1		4
Biliran	1	1	1	1	1	1	6
Eastern Samar*	1	1	1	1	1	1	6
Leyte**	1	1	1	1	1	1	6
Northern Samar	1	1	1	1	1	1	6
Southern Leyte	1	1	1	1	1	1	6
Western Samar	1	1	1	1	1	1	6
Calbayog City	1	1	1	1	1	1	6
Osmoc City	1	1	1	1	1	1	6
Tacloban City	1	1	1	1	1	1	6
RSDC - Divine Word University							1
TOTAL	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>10</u>	<u>9</u>	<u>59</u>
Region IX							
Regional Office*	1		1		1		4
Sulu	1	1	1	1	1	1	6
Basilan	1	1	1	1	1	1	6
Tawi-Tawi	1	1	1	1	1	1	6
Zamboanga del Sur**	1	3	1	3	1	3	12
Zamboanga del Norte**	1	3	1	3	1	3	12
Dipolog City	1	1	1	1	1	1	6
Pagadian City	1	1	1	1	1	1	6
Zamboanga City	1	1	1	1	1	1	6
Dapitan City	1	1	1	1	1	1	6
RSDC - Western Mindanao State University							1
TOTAL	<u>10</u>	<u>13</u>	<u>10</u>	<u>13</u>	<u>10</u>	<u>13</u>	<u>71</u>
Region X							
Regional Office*	1		1		1		4
Agusan del Norte	1	1	1	1	1	1	6
Agusan del Sur	1	1	1	1	1	1	6
Bukidnon**	1	3	1	3	1	3	12
Camiguin	1	1	1	1	1	1	6
Misamis Occ.	1	1	1	1	1	1	6
Misamis Or.**	1	1	1	1	1	1	6
Surigao	1	1	1	1	1	1	6
Surigao del Norte	1	1	1	1	1	1	6
Butuan City	1	1	1	1	1	1	6
Cagayan de Oro City	1	1	1	1	1	1	6
Gingoog City	1	1	1	1	1	1	6
Ozamiz City	1	1	1	1	1	1	6
Surigao City	1	1	1	1	1	1	6
Tangub City	1	1	1	1	1	1	6
RSDC - San Nicolas College							1
TOTAL	<u>15</u>	<u>16</u>	<u>15</u>	<u>16</u>	<u>15</u>	<u>16</u>	<u>95</u>

Region XI							
Regional Office*	1		1		1		4
Davao del Norte**	1	1	1	1	1	1	6
Davao Oriental	1	1	1	1	1	1	6
Davao del Sur**	1	1	1	1	1	1	6
South Cotabato**	1	1	1	1	1	1	6
Surigao del Sur	1	1	1	1	1	1	6
Davao City	1	3	1	3	1	3	12
Gen. Santos City	1	1	1	1	1	1	6
RSDC - Ateneo de Davao							1
TOTAL	8	9	8	9	8	9	53

Region XII							
Regional Office*	1		1		1		4
Lanao del Norte	1	1	1	1	1	1	6
Lanao del Sur I	1	1	1	1	1	1	6
Lanao del Sur II	1	1	1	1	1	1	6
Maguindanao	1	1	1	1	1	1	6
North Cotabato**	1	5	1	5	1	5	18
Sultan Kudarat**	1	1	1	1	1	1	6
Cotabato City	1	1	1	1	1	1	6
Iligan City	1	1	1	1	1	1	6
Marawi City	1	1	1	1	1	1	6
RSDC - Notre Dame Educational Association							1
TOTAL	10	13	10	13	10	13	71

4. Priority shall be given to the division subject supervisor in cases where a school division is entitled to only (1) participant for each subject. Thus, if the division is allotted only one (1) participant for science, the division science supervisor shall attend.
5. 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 school superintendent shall recommend those who have attended previous training programs conducted by EDPITAF, TBS, CDCs, or RSDCs.
6. In divisions where additional trainers for the division training are needed, the participants to the trainers' conference shall conduct training for additional trainers.
7. Observers, if there are any, shall not be entitled to transportation expenses, per diems, and allowances.
8. After the trainers' conferences, the participants shall serve as trainers during the division training programs. The directors of the RSDCs shall conduct on their own an orientation program on the MEC Textbook Project for their staff and student-teachers.
9. All intermediate science, mathematics, and social studies teachers in the public schools in the division shall attend the 7-day training to be held sometime

between May 16 and June 6 to avoid disruption of classes during the regular school year. The principals and head teachers of public elementary schools shall also attend the division training program. Private school teachers may be invited to attend the division training programs as observers depending upon the availability of training materials and facilities at the center. They shall be entitled to training materials only.

10. To attain maximum participation and interaction, it is suggested that one (1) trainer be assigned to handle a group of about fifty (50) teachers per subject area and grade level. For school divisions with two hundred (200) or more participants, the division trainers may conduct the training programs simultaneously in two or more accessible centers to minimize expenses of participants or may conduct two or more sets of division training programs for two or more groups of teachers.
11. 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.
12. 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 by grade levels and subject areas, private school observers, trainers, 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.