

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

February 13, 1981

MEMORANDUM
No. 39, s. 1981

1981 SUMMER MEC-NMYC SKILLS UPGRADING PROGRAM
FOR VOCATIONAL TEACHERS AND INSTRUCTORS

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Vocational School Superintendents/Administrators

1. Pursuant to the Memorandum of Agreement between the Ministry of Education and Culture and the National Manpower and Youth Council dated August 1, 1977, on the skills upgrading program for vocational teachers and instructors, the 1981 Summer Training courses at the Office of Manpower Skills Development, Taguig, Metro Manila, will start on April 13 and end on May 29.

2. The courses to be offered, duration in training hours and the number of trainees to be accepted are as follows:

<u>Courses</u>	<u>Duration</u>	<u>No. of Trainees</u>
General Automotive Mechanics	256 hours	20
Machine Shop		
Lathe Machine Operation	256 "	10
Milling Machine Operation	256 "	10
Grinding Machine Operation	256 "	6
Welding (Tig/Mig)	256 "	15
Electricity		
Motor Rewinding	256 "	16
Motor Controllers	256 "	16
Instrumentation and Industrial Control	256 "	16
Electronics		
Applied Electronics	256 "	20
Digital Logic	256 "	12

Ref. and Air Conditioning	256 hours	15
Pipe Fitting	256 "	10
Sheet Metal	256 "	10
Industrial Sewing Machine	256 "	
Operation	256 "	40

5. An applicant for a training grant under this skills upgrading program must:

- a. possess a permanent appointment as teacher/instructor if he/she is teaching in a government school;
- b. be actually teaching in a government or private school the course(s) which he will take under the program and his latest efficiency rating must at least be Satisfactory;
- c. be not more than 50 years old on his last birthday; and
- d. be recommended by the school head and indorsed favorably by the schools superintendent and/or the regional director; the recommendation to include a certification that local school funds are available to cover the monthly stipend, travel expenses and other authorized allowances of the recommendee.

4. Recommendations to this program should be coursed through channels to the Minister of Education and Culture, Attention: Director, Bureau of Secondary Education, follow the inclosed form for the letter of recommendation. Two cop. of the official Transcript of Records of the recommendee and three copies of each of the inclosed Information Sheet and Skills Training Grant Contract properly accomplished should be attached to the letter of recommendation. These papers should be sent in time to reach the Office of the Minister of Education and Culture on or before March 15.

5. Recommendees will be duly notified of their acceptance or non-acceptance to the training program. In order to avoid unnecessary inconveniences, the accepted recommendees should present their notices of acceptance to the Office of Manpower Skills Development when they report for their scheduled training.

6. In addition to his regular salary, a teacher trainee from public schools outside the Metro Manila area shall be entitled to a monthly stipend of P300 for the duration of his skills training grant, travel expenses from his/her station to the Office of Manpower Skills Development, Taguig, Metro Manila

and return, and cost of materials and supplies not exceeding P500 needed by the trainee in making required training aids and projects that will be used for instructional purposes in his/her school, subject to the availability of local school funds and the usual accounting and auditing requirements.

7. Trainees from public schools within Metro Manila may be given monthly transportation and meal allowance expenses not exceeding P300 to and from the Manpower Skills Development Office chargeable against the funds of their respective schools, subject to the availability of funds and the usual accounting and auditing requirements.

8. A teacher trainee who is awarded a certificate of completion in a course in this program shall be entitled to credits in shopwork of three (3) units on the graduate level, or five (5) units on the undergraduate level in the school where he/she is enrolled.

9. The NMYC will not charge any fee from the participants for training. Dormitory and canteen Services are available at the Office of Manpower Skills Development at P525 a month.

10. Immediate dissemination of the contents of this Memorandum is desired.

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

Incls.:
As stated

Reference:
MEC Memorandum No. 27, s. 1980

Allotment: 1-2-3-4--(D.O. 1-75)

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

BUREAUS & OFFICES
EXPENSES
SCHOOLS

TEACHERS
TRAINING PROGRAM
VOCATIONAL EDUCATION

LETTER OF RECOMMENDATION

Date

The Honorable
The Minister of Education and Culture
Arroceros St., Manila
(Through Channels)

Attention: Director, Bureau of Secondary Education

S i r:

I have the honor to recommend Mr./Ms. _____
of this school for a skills training grant in
the course(s) _____
at the NMYC Office of Manpower Skills Development, Taguig, Metro
Manila, under the MEC-NMYC Skills Upgrading Program for Vocational
Teachers and Instructors from _____, 19____ to _____
_____, 19____.

The recommendee has a contract/permanent appointment as
teacher/instructor in this school where he is presently assigned
to teach the course(s) in _____. His/Her latest
efficiency rating is _____.

In this connection, I hereby certify that local school
funds are available to cover the authorized expenses of Mr./Ms.
_____ as a training grantee under this program
which includes a monthly stipend of P_____, traveling expenses
from his/her station to the NMYC Office of Manpower Skills Develop-
ment, Taguig, Metro Manila, and return, and cost of materials and
supplies needed for the production of training aids and projects
required in the course(s) to be taken not exceeding P500. I fur-
ther certify that Mr./Ms. _____ has no pending ad-
ministrative or criminal charges against him/her.

Inclosed are the Information Sheet and Skills Training
Grant Contract of Mr./Ms. _____ duly accomplished.
Also inclosed are two copies of his/her latest official Transcript
of Records.

Veru truly yours,

Incl.:
As stated

(Inclosure No. 2 to MEC Memorandum No. 39, s. 1981)

INFORMATION SHEET
(MEC-NMYC Skills Upgrading Program for Teachers and Instructors)

Name _____ Sex _____ Age _____

Position _____ Civil Status _____

Course Presently Teaching _____ Latest Efficiency Rating _____

Name and Address of School _____

Educational Attainment:

<u>Degree/Curriculum Completed</u>	<u>Major Field</u>	<u>Year Graduated</u>
_____	_____	_____
_____	_____	_____

In-Service Training Program Attended:

<u>Title of Training Program</u>	<u>Where Taken</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____

Industrial Work Experience Related to Present Teaching Assignment:

<u>Employer</u>	<u>Type of Work</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____

Skills Upgrading Course(s) Desired: _____

Inclusive Dates of Training Preferred: _____

(Signature of Applicant)

Certified Correct:

(School Head)

(This portion will be filled out by the MEC-NMYC Technical Committee)

Date _____

The training schedule of Mr./Ms. _____

in the course(s) _____ is hereby approved for _____

at _____
(Inclusive Dates of Training) (Time of Training)

SKILLS TRAINING GRANT CONTRACT

I, _____ in consideration of the skills training grant awarded me by the Ministry of Education and Culture under the MEC-NMYC Skills Upgrading Program for Vocational Teachers and Instructors and of the payment of my salary, monthly stipend and other authorized allowances by my school during the period of such skills training grant, do hereby agree:

1. To specialize in _____ at the Office of Manpower Skills Development, Taguig, Metro Manila, for a period of _____;
2. To return to my present station upon the termination of my skills training grant and to render to the same at least one (1) year of service for every course taken under the program with a duration of 240 hours to 300 hours;
3. To render a report to the Ministry of Education and Culture through my school/agency regarding the training activities that I undertook under the program, within one month upon my return to my station;
4. To turn over to my school/agency upon my return, all the training aids and projects where materials and supplies used were provided by my school/agency; and
5. To reimburse to my school/agency the amount equal to the total compensation in the form of salary, monthly stipend, and other allowances paid to me during the period of my skills training grant in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 19____ at _____, Philippines.

(Signature of Applicant)

(Designation)

SUBSCRIBED AND SWORN to before me this _____ day of _____, 19____ at _____, Philippines, the affiant exhibiting his/her Residence Certificate No. _____ issued at _____ on _____, 19____.