

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

June 8, 1981

MEC M E M O R A N D U M
No. 112, s. 1981

THIRD NATIONAL CONFERENCE-WORKSHOP
ON ARTS AND SCIENCES EDUCATION

To: Bureau Directors
Regional Directors
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities

1. The Third National Conference-Workshop on Arts and Sciences Education under the auspices of the Association of Philippine Colleges of Arts and Sciences in collaboration with the Bureau of Higher Education (BHE) will be held at the ECQTECH, Cebu City on July 16-18, 1981.

2. The theme of the conference is "The Effective College of Arts and Sciences Administrator."

3. The following general areas with some specific topics will be discussed:

a. Education Management

Educational Management: Skills, Practice
and Procedures

b. Skills Development

- (1) Instructional Supervision
- (2) Personnel Management
- (3) Records Management
- (4) Budget

c. Continuing Education for Deans

- (1) Effective Speech Communication
- (2) Professional Growth
- (3) Outside Linkages

To be able to cover the topics, the meeting will be a live-in seminar.

4. A conference fee of P100 will be charged. Board and lodging expenses ranging from P80 to P100 a day as well as transportation expenses to and from conference site will be to the account of the participants. Expenses incurred by the participants from private institutions may be borne by the schools they are representing. MEC officials' expenses shall be subject to the usual accounting and auditing procedures.

5. Heads of schools are enjoined to send their arts and sciences deans, department chairmen, and senior faculty members to the conference. Educational researchers in the Bureau of Higher Education and chiefs of the higher education divisions in the Ministry of Education and Culture regional offices are enjoined to attend this live-in conference-workshop.

6. Immediate dissemination and implementation of the contents of this Memorandum is desired.

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

Reference:

MEC Memorandum: No. 123, s. 1980

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

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

CONFERENCE
Course of Study, COLLEGIATE
OFFICIALS
SOCIETY or ASSOCIATIONS
WORKSHOP