

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

February 4, 1982

MEC M E M O R A N D U M  
 No. 31, s. 1982

1982 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 1982 Summer Training courses at the Office of Manpower Skills Development, Taguig, Metro Manila, will start on April 12 and end on May 28.

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>	<u>No. of Hours</u>
General Automotive Mech.	12 April to 28 May 1982	30	272
<u>MACHINE SHOP</u>			
Turning Operation	- do -	15	272
Milling Operation	- do -	10	272
Grinding Operation	- do -	6	272
<u>METROLOGY</u>	12 April to 23 April 1982	10	80
<u>WELDING</u>			
Tig/Mig	12 April to 28 May 1982	15	272

<u>Courses</u>	<u>Duration</u>	<u>No. of Trainees</u>	<u>No. of Hours</u>
<u>ELECTRICITY</u>			
Electric Machine Rewinding	12 April to 28 May 1982	16	272
Industrial Instrumentation and Industrial Control	19 April to 28 May 1982	16	232
Industrial Electricity/Motor Controllers	12 April to 28 May 1982	16	272
Building Wiring Installation	- do -	14	272
<u>ELECTRONICS</u>			
Colored TV Servicing	- do -	16	272
Digital Logic	- do -	12	272
<u>DIESEL ENGINE MECHANICS</u>			
- do -	- do -	10	272
<u>REFRIGERATION AND AIR CONDITIONING</u>			
- do -	- do -	15	272
<u>PLUMBING AND PIPE FITTING</u>			
- do -	- do -	10	272
<u>SHEET METAL FABRICATION</u>			
- do -	- do -	20	272
<u>DRESSMAKING</u>			
- do -	- do -	25	Morning Session Only (132 hrs.)
<u>TAILORING</u>			
- do -	- do -	25	Morning Session Only (132 hrs.)

3. 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 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 endorsed 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, following the inclosed form for the letter of recommendation. Two copies 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 ₱300 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 ₱500 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 ₱300 to and from the Manpower Skills Development Office chargeable against the funds of their respective schools, subject to the availability thereof 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 National Manpower and Youth Council will not charge any fee from the participants. A participant may elect to stay at the NMYC Dormitory at ₱7.50 a day. Canteen services are also available.

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

(SGD.) ONOFRE D. CORPUZ  
Minister

Incl.::  
As stated

References:  
MEC Memorandums: Nos. 27, 28, 1980 and 39, 40, 1981

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

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

BUREAUS & OFFICES  
EXPENSES  
SCHOOLS

TEACHERS  
TRAINING PROGRAM  
VOCATIONAL EDUCATION

(Inclosure to MEC Memorandum No. 31, s. 1982).

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  
further certify that Mr./Ms. \_\_\_\_\_ has no pending  
administrative 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.

Very truly yours,  
\_\_\_\_\_  
\_\_\_\_\_

Incl:

As stated

**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:**

Degree/Curriculum Completed	Major Field	Year Graduated
_____	_____	_____
_____	_____	_____

**In-Service Training Program Attended:**

Title of Training Program	Where taken	Inclusive Dates
_____	_____	_____
_____	_____	_____

**Industrial Work Experience Related to Present Teaching Assignment:**

Employer	Type of Work	Inclusive Dates
_____	_____	_____
_____	_____	_____

Skills Upgrading Course(s) Desired: \_\_\_\_\_

Inclusive Dates of Training Preferred: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Applicant)

Certified Correct:

\_\_\_\_\_  
(School Head)

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(This portion will be filled out by the MEC-NMYC Technician 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 made by me during the period of my training 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 \_\_\_\_\_.

\_\_\_\_\_  
(Administering Officer)