

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

February 26, 1982

MEC M E M O R A N D U M
No. 66, s. 1982

DESCRIPTION AND COURSE CONTENT
OF "VOCATIONAL SCHOOL MANAGEMENT"

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

1. For the information and guidance of vocational school department heads, principals, and supervisors, there are inclosed the description and course content of "Vocational School Management" mentioned in Inclosure No. 1 (Letter K, Part IV) of MEC Memorandum No. 29, s. 1981.
2. It is desired that the contents of this Memorandum be given the widest publicity possible.

(SGD.) FELICITA G. BERNARDINO
Acting Minister

Incl.:

As stated

Reference:

MEC Memorandum: (No. 29, s. 1981)

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

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

ADMISSION or ENROLLMENT	TEACHERS
Course of Study, COLLEGIATE	VACATION CLASSES
GRADUATES	

(Inclosure to MEC Memorandum No. 66, s. 1982)

Title of Course: Vocational School Management

Description:

It is a course that provides management expertise to vocational school administrators in the administration of technical and vocational education programs. The course will include process of vocational educational planning, decision-making and problem-solving, vocational school organization, resource allocation, evaluation and measurement, information and communication, student and personnel management, management accounting, budget and budgetary control, performance audit, supply management, management performance and development of vocational schools and colleges. The course will have two units of credit (2 hours lecture per week).

Content:

Planning

Content and process of vocational planning

Organization

Principles
Functional Analysis
Resource Allocation

Management Accounting

Accounting System
Budget and Budgetary Control
Performance Audit
Supply Management

Information and Communication

Role of Information
Information Technology
Storage and Retrieval of Information

Control

Objective Control
Quality Control
Performance Control

Motivation

Personnel Management
Incentives
Human Relations

Measurement and Evaluation

Progress Evaluation
Measurement

Management Development

Decision Making Techniques
Improving Management Performance
Methods of Training
Educational Management Development