

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

March 22, 1982

MEMORANDUM

No. 95, s. 1982

MARITIME ADMINISTRATORS DEVELOPMENT COURSE

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

1. In line with the on-going staff development program in maritime education, a four-day development course for maritime administrators, sponsored by the Philippine Association of Maritime Institutions (PAMI), in cooperation with the Ministry of Education and Culture through the Bureau of Higher Education, will be held at the Cebu Central Colleges, Cebu City, on April 12-15, 1982, on the theme: "Management of Maritime Education Institution for Maritime Manpower Development."
2. The development course will generally cover the areas on school governance, organization and administration of maritime schools, and educational planning and programming. The course schedule, which is inclosed, consists of a minimum of 36 lecture hours for four days and a practicum which will require the submission by each participant of a proposed five-year school development plan to include such components as faculty, curriculum, support facilities, placement of graduates, and costing, among others.
3. Completion of the course requirements may entitle each participant to a three-unit credit at the graduate level course on school management, subject to the policies and standards of the accrediting institutions concerned.
4. A registration fee of ₱500 will be charged each participant to defray training expenses, snacks and lunch. Board and lodging expenses shall be borne by the participants. Each participant's travel expenses, per diems and allowances shall be charged against school funds, subject to the usual accounting and auditing rules and regulations.
5. Participants will consist of three (3) representatives, preferably the school head, the dean/chairman/superintendent, and registrar of public and private maritime schools.

6. The cooperation of all heads of maritime institutions is enjoined.

(SGD.) ABRAHAM I. FELIPE  
Acting Minister

Incl.:  
As stated

Reference:  
None

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

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

Course of Study, COLLEGIATE  
EXPENSES  
OFFICIALS  
SOCIETY or ASSOCIATIONS

(Inclosure to MEC Memorandum No. 95, s. 1982)  
 MARITIME ADMINISTRATOR'S DEVELOPMENT COURSE PROGRAMME  
 APRIL 12-15, 1982

TIME	MONDAY APRIL 12	TUESDAY APRIL 13	WEDNESDAY APRIL 14	THURSDAY APRIL 15
8:00 - 9:00 A.M.	Course Orientation Atty. Senforiano Alterado	Organization and Administration of Maritime Schools Prof. Regino Giagonia Module I	Orientation on Practicum Dr. Nilo Rosas Curriculum Development	Institutional Planning for Maritime Organization Dr. Fortunata Villamar
9:00 - 9:15 A.M.	Morning Snack			
9:15 - 12:30 Noon	School Governance Dr. Antonio G. Dumlaog	Module II Philippine Governmental Organization Prof. R. Giagonia	Faculty Development Mrs. Zenaida Villaescusa	Educational Planning and Programming Dr. Fortunata Villamar
12:30 - 1:30 P.M.	Lunch Break			
1:30 - 3:00 P.M.	Rules & Regulations on Tertiary Private Education Dr. Antonio G. Dumlaog	Module III Maritime Institutional Organization Prof. R. Giagonia	Support Facilities Development Library-Student Services Dr. Anna Amerilla Mrs. R. Nathanielsz	Continue Educational Planning & Programming Dr. F. Villamar
3:00 - 3:15 P.M.	Sack			
3:15 - 5:30 P.M.	Open Forum Dr. A. G. Dumlaog	Module IV Administration & Supervision of MEC in Relation to Maritime Schools. Prof. R. Giagonia PAMI Activities	Placement of Graduates Mr. A.R. Nicanor PAMI Activities	Evaluation - Dr. Nilo Rosas Closing
EVENING	PAMI Activities			