

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

August 23, 1982

MECS M E M O R A N D U M
No. 207, s. 1982

FOURTH CORRESPONDENCE COURSE IN EDUCATIONAL
PLANNING AND MANAGEMENT

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

1. The Ministry of Education, Culture and Sports, through the Planning Service, will conduct the fourth correspondence course in educational planning and management. Eight (8) books will constitute the entire course that will cover a period of about ten months. The fourth year of implementation will start in October 1982 and will end in July 1983.
2. The general objective of this course is to provide basic understanding of the fundamental elements and some intricacies of educational planning and to develop management skills among the school officials with the hope that effective educational plans will be evolved from the regional, division, district and institutional levels of education.
3. Thirty (30) officials of the region and two (2) personnel of each bureau/division/office/center/unit in the Ministry Proper who are involved in educational planning activities may be nominated to join the fourth course. Preference should be given to those personnel who have not undergone any training course in educational planning management.
4. It is requested that the names, designations and addresses of the regional participants for the fourth year of implementation be submitted to the Regional Planning Unit, MECSRO, attention: Assistant Regional Director, and for the OMECS, attention: Chief, Planning and Programming Division, Planning Service, on or before October 1, 1982.
5. Early compliance with this request is desired.

(SGD.) ABRAHAM I. FELIPE
Acting Minister

Reference: MEC Memorandum: No. 180, s. 1981
Allotment: 1--(D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:
Course of Study, COLLEGIATE OFFICIALS TRAINING PROGRAM