

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

April 6, 1983

MECS M E M O R A N D U M  
No. 77, s. 1983

SEMINAR-WORKSHOPS ON EDUCATIONAL PLANNING FOR A CORE  
OF MECS SCHOOL DIVISION PLANNING STAFF

To: Bureau Directors  
Regional Directors  
Chiefs of Services and Heads of Units  
School Superintendents

1. The Ministry of Education, Culture and Sports, in collaboration with the Philippine Normal College, will hold a series of simultaneous live-in regional seminar-workshops on educational planning for the core of MECS School Division Planning Unit Staff (DPUS) in the regions.

2. The general objectives of the seminar-workshops are:

- a. to strengthen the capability of the school division officers to manage their planning operations in the area of elementary, secondary and continuing education.
- b. to enhance the leadership capabilities of a core of school division officials in the production and utilization of data and information needed for division level policy formulation, educational planning, program and project development, evaluation, budgeting and decision-making.
- c. to develop teamwork among division planning officials in implementing planning activities.

3. The specific objectives are:

a. Technical Attributes

- (1) To develop better understanding of the role of the school division in the preparation and implementation of projects.







- (2) To acquire knowledge of a host of different factors to consider in program planning and decision-making.
- (3) To demonstrate skills in data management specifically on the systems and procedures in the preparation of projections and performance indicators.
- (4) To set up systems and procedures for the preparation, monitoring and evaluation of division plans/programs/projects.
- (5) To apply management skills in situation analysis, potential problem analysis, decision analysis, and problem analysis in the context of developing and implementing plans.

#### B. Personal Attributes

- (1) To develop alternative styles of human relations that are effective in achieving organizational tasks.
- (2) To identify and internalize the value of the functions of each member of the different committees in charge of the EMIS modules.
- (3) To appreciate the importance of perceiving and thinking of one's work as a significant contribution to the efficient and effective accomplishment of objectives.
- (4) To realize that teamwork, team cooperation, team attitude, and the coherent accomplishments of a group is greater than the sum of fragmented and disparate products/tasks of different individuals.
- (5) To realize that certain personal attributes like commitment, cooperativeness, alertness to potential problems, ability to anticipate consequences of snags in one's work in relation to group tasks, ability to identify causes of snags, and ability to offer solutions could either be driving or restraining forces to the group's effort in task accomplishment when such are not maximized by each of the team members.









4. In the implementation of this seminar-workshop, the assistant regional director will act as coordinator.
5. The regional offices concerned are requested to make the necessary arrangements with the Philippine Normal College for the accommodation and subsistence of the consultants, supportive staff, and the participants. Facilities should be made available to insure the success of the live-in seminar-workshops. Supportive staff (clerks at most two) will be provided by the regional office.
6. The participants to this seminar-workshops are the assistant superintendents (in charge of planning), research and evaluation supervisor, school division administrative officer, and the division planning officer. There should be four (4) participants from the provincial and/or city school divisions.
7. Travel expenses and per diems of participants incident to these seminar-workshops will be charged against the funds for this project, subject to the usual accounting and auditing regulations.
8. Immediate dissemination and implementation of this MECS Memorandum is desired.
9. Inclosed are the suggested program of activities, schedules of workshops and the list of consultants and resource persons.

(SGD.) ONOFRE D. CORFUZ  
Minister

Incls. :  
As stated

Reference:  
None

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

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

OFFICIALS  
SEMINAR  
WORKSHOPS







CONSULTANTS, RESOURCE PERSONS AND LECTURERS

- Dr. Edilberto P. Jagot - President, Philippine Normal College (PNC)  
 Dr. Felix F. Santos - Chief, Planning Service, MECS  
 Dr. Consuelo P. Ledesma - Dean of Graduate School, PNC  
 Atty. Lilia S. Garcia - Administrative Officer and Technical Assistant to the President, PNC  
 Prof. Fara R. Santos - Chairman of Educational Administration, PNC  
 Dr. Jesus Ocheve - Asst. Professor, Graduate School, PNC

Team A

- Dr. Fortunata C. Villamar, Chief, Planning & Programming Division (PS)  
 Dr. Teresa M. Andrade, Chief, Research & Statistics Division (PS)  
 Dr. Fermín R. Manoloto, Head of Education Department (PNC)  
 Prof. Balia P. Regala, Officer-in-Charge, Psychology Department (PNC)

Team B

- Dr. Ester Tuy, Asst. Chief, Project Development & Evaluation Div. (PS)  
 Mr. Cesar Lubrin, Senior Educational Planning Analyst (PS)  
 Dr. Heroulano Meru, Head, Off-campus Unit (PNC)  
 Dr. Leonora Ordoño, Asst. Professor, Education Department (PNC)

Team C

- Dr. Charles C. Villanueva, Asst. Chief, Planning & Programming Div. (PS)  
 Mrs. Salvacion V. Santiago, Educational Planning Analyst (PS)  
 Prof. Rajijulware E. Jafer, Asst. Professor, Social Science Dept. (PNC)  
 Prof. Nicasio Marantan, Asst. Professor, Off-campus Unit (PNC)

REGIONAL SCHEDULES OF WORKSHOPS

Date	April	May	May	May	May
	25-29	2-6	9-13	16-20	23-27
Team					
A	III	II	NCR	I	IV
B	VI	VII	PNC	XI	X
C	V	VIII	PNC	XII	IX









SEMINAR-WORKSHOP FOR A CORE OF MECS SCHOOL DIVISION OFFICIALS

Tentative Program of Activities

1st Day	2nd Day	3rd Day	4th Day	5th Day
Registration	Overview of MECS Programs/Projects/Activities	Temperature Reading	Morning exercises	Morning exercises
<ul style="list-style-type: none"> <li>- Orientation on conference procedures</li> <li>- Introduction of lecturers/consultants/participants</li> <li>- Environmental analysis</li> <li>- Self-awareness and personal values analysis</li> </ul>	<ul style="list-style-type: none"> <li>- Concepts and issues in planning and Management</li> <li>- information needed in planning and decision making</li> </ul>	Target 1 of Division Planners: Data on Pupils/Students	<ul style="list-style-type: none"> <li>- The Ministry Thrust Fund (MTF)</li> <li>- Project Monitoring</li> </ul>	<ul style="list-style-type: none"> <li>Plenary Sessions</li> <li>- Presentation of a Division Action Plan</li> </ul>
<ul style="list-style-type: none"> <li>- Environmental Analysis (Con't.)</li> <li>- Community culture and Values</li> <li>- Social forces and needs</li> </ul>	<ul style="list-style-type: none"> <li>Skills of a planner/manager</li> <li>- Planning process</li> <li>- Mechanics in the formulation of plans and programs</li> </ul>	Target 1 of Division Planners: Data on Pupils/Students	<ul style="list-style-type: none"> <li>- Evaluation of Division Projects</li> </ul>	<ul style="list-style-type: none"> <li>Plenary Sessions</li> <li>- Presentation of a Division Action Plan</li> <li>- Evaluation of the seminar</li> </ul>

B R E A X

M O D O N B R A E A K







Time	1st Day	2nd Day	3rd Day	4th Day	5th
<p>Afternoon: 1:30-3:00</p>	<p>Work related activities: • Role and expectations from OPS/Region/ Division.</p>	<p>Skills of a planner/ manager (Cont.) - Projections/Forecasting - Resource utilization and costing of plans</p>	<p>Target 2 of Division Beta on School Personnel. <del>Target 3 of Division Beta on School Personnel.</del></p>	<p>Curriculum Evaluation</p>	<p>C I O P L</p>
<p>3:00-3:30</p>	<p>Role/Types of Organizations - Person to others - Person to institution - Institution to District - District to Division - Division to Region/ MDS/CTS</p>	<p>Skills of a planner/ manager (Cont.) Division Planning on the operationalization of ETS</p>	<p>Target 3 of Division Planners: Data on Physical Facilities <del>Target 4 of Division Planners: Data on Physical Facilities</del></p>	<p>Test Development</p>	<p>U S</p>
<p>6:00-7:00</p>	D I N K E N				
<p>7:30-9:00</p>	<p>Socialization</p>	<p>Learning Styles of an Adult Preparation of Action Plan</p>	<p>Preparation of Action Plan</p>	<p>Socialization Stratization of Action Plan</p>	<p>U</p>





