

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

May 20, 1983

MECS MEMORANDUM
No. 111, s. 1983

TRAINING PROGRAMS FOR HIGH SCHOOL TEACHERS
IN DIFFERENT SUBJECT AREAS

To: Bureau Directors
Regional Directors
School Superintendents
Presidents, State Colleges and Universities
Directors, Regional Staff Development Centers

1. The Ministry of Education, Culture and Sports, through the Textbook Board Secretariat, will conduct division training programs for fourth year high school science, first and second years high school social studies, first and second years high school mathematics, second and third years high school English, and third year high school Filipino teachers from September to November 1983.

2. In preparation for these training programs, a series of five-day trainers' conferences will be held from June 20 to August 12, 1983 in eight (8) designated regional centers. The schedule of the trainers' conferences is as follows:

<u>Regions</u>	<u>No. of Participants</u>	<u>Center</u>	<u>Date</u>
III-MCR	165	Central Luzon State University Nueva Ecija	June 20-24
II-I	212	Teachers Camp Baguio City	June 27-July 1
IV	149	Luchan, Quezon	July 4-8
V	99	Logazpi City	July 11-15
VI	148	Iloilo City	July 18-22
VII-VIII	188	Tacloban City	July 25-29
IX and XI	172	Zamboanga City	August 1-5
X and XII	227	Cagayan de Oro City	August 8-12

3. After the trainors' conferences, the participants should be able to:

- a. evolve regional and division training programs for:
 - fourth year high school science, first and second years high school mathematics, first and second years high school social studies, second and third years high school English and third year high school Filipino teachers
 - b. draw up guidelines:
 - (1) on the effective use of MECS Project textbooks, existing supplementary instructional materials and devices
 - (2) on the integration of government thrusts into the existing subject areas
 - (3) for the improved implementation of the secondary education curriculum
- conduct division training programs in their own region

The tentative program of activities for the trainors' conference is found in Enclosure No. 1.

4. The participants for the trainors' conferences are the chief and assistant chief of the secondary education division, the regional supervisor, division supervisor, and division specialists for secondary mathematics; the regional supervisor, division supervisor, and division specialists for secondary social studies; the regional supervisor, division supervisor, and specialists for secondary English; the regional supervisor, division supervisor and division specialists for secondary science; and the regional supervisor, division supervisor, and division specialists for secondary Filipino. The directors of the regional staff development centers or their representatives may attend to enable them to acquaint their staff and student teachers about the MECS Project textbooks. The number of participants for the trainors' conferences is given in Enclosure No. 2.

5. Transportation expenses, per diems and allowances, and stipends for the participants of the trainors' conferences will be charged against the training funds provided by TRS to the regional offices. Expenses of the directors of the RSDCs and those of the consultants/lecturers from the MECS-BSE and the CDCs will be borne by TRS. Expenses of lecturers from other government offices will be borne by their respective offices.

6. Each participant for the trainers' conferences is requested to bring with him instructional materials being used in the subject area he supervises or teaches.
7. The consultants for the trainers' conferences are from the MECS-Bureau of Secondary Education, PNC Language Study Center, UP Science Education Center, other government agencies, and the Textbook Board Secretariat. Their names are found in Inclosure No. 3.
8. The division training programs will be held for seven (7) days sometime between September and November 1983. However, the schools superintendents will decide the exact dates and venues of training.
9. At the end of the division training programs the participants should be able to:
 - a. determine the congruence of the objectives, content, strategies, evaluation materials of the MECS Project textbooks and teachers' manuals;
 - b. integrate the government thrusts into the subject areas;
 - c. construct sample evaluation instruments for specific lessons in the textbooks and other materials;
 - d. demonstrate how to use the MECS Project textbooks and other existing instructional materials; and
 - e. draw up a budget of work for the effective coverage of the textbooks.
10. All first and second years high school mathematics, first and second years high school social studies, second and third years high school English, third year high school Filipino and fourth year high school science teachers in public secondary schools will attend the division training programs.
11. Participants in the division training programs will be entitled to honorarium/stipends as follows:
 - a. Trainers: Honoraria at P25 per day for 7 days
 - b. Trainees: (1) Stipends at P15 per day for 7 days for those within commuting distance from the training center (2) Stipends at P15 per day for 6 days for those not within commuting distance from the training center.

However, participants will not be provided with transportation expenses.

12. The training materials which will be given to the participants are the teacher's editions or textbooks of the following:

HSM I	HSSS I	HSE III	HSE III
HSM II	HSSS II	HSE IV	HSE IV

13. In view of the importance of these training programs for upgrading teacher competencies, the full support and cooperation of all concerned is requested.

(SGD.) ONOFRE D. CORPUZ
Minister

Reference:
None

Allotment: 1-2-3-4 (D.O. 1-76)

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

BUREAUS & OFFICES
Course of Study, SECONDARY
TEACHERS
TRAINING PROGRAM

TENTATIVE PROGRAM OF ACTIVITIES FOR THE TRAINORS' CONFERENCE

<u>Day</u>	<u>Time</u>	<u>Topic/Activity</u>	<u>In Charge</u>
1	A.M. First Session	- Opening Program Film Showing: Aklat Para sa Lahat	Host Region
	Second Session	- The Secondary Education Curriculum and Its Present Thrusts	BSE
	P.M. First Session	- Integration of Existing Government Thrusts	BSE
	Second Session	- The New Role of the Secondary School Supervisor	BSE
2	A.M. First Session	- Orientation on the Content and Strategies of the MECS Project Textbooks	CDCs
	Second Session	- Continuation of Orientation on the Content and Strategies of the MECS Project Textbooks	CDCs
	P.M. First Session	- Lecture-Discussion on the Use of Textbooks and Supplementary Instructional Materials	CDCs
	Second Session	- Additional Subject Matter Background for each Subject Area	CDCs
3	A.M. First Session	- Preparation of Table of Specifications for Achievement Tests in MSE II, MSE III, HSM I, II, HSSS I, II, HSS IV, HSP III	CDCs
	Second Session	- Preparation of Sample Test Items Based on Table of Specifications for Each Subject	CDCs
4	A.M. First Session	- The Total Testing Program of the BSE	BSE
	Second Session	- Lecture-Discussion on Specific Concepts of Government Thrusts for Integration into the Subject Areas	Other government agencies and BSE
	P.M. First Session	- Continuation of Lecture-Discussion on Specific Concepts of Government Thrust for Integration into the Subject Areas	Other government agencies

5	A.M. First Session	Assessment of Inservice Training Programs in HSM I, HSM II, HSSS I, HSSS II, HSE II, and HSS IV, HGE III, HSP III.	BSE and TBS
	Second Session	Preparation of Division Training Programs for HSM I, HSM II, HSSS I, HSSS II, HSE II, HSS IV, HSP III teachers on the Use of MECS Project Textbooks	BSE and TBS
	P.M. First Session	Presentation of Outputs/clearing House	TBS and BSE
	Second Session	Closing Program	Host Region and TBS

GUIDELINES FOR THE TRAINERS' CONFERENCES AND DIVISION TRAINING TOOLS

1. The chief and assistant chief of the secondary education division, regional supervisors, division supervisors and specialists for high school mathematics, social studies, English, Filipino and science, the director of the Regional Staff Development Center or his representative shall attend the trainers' conference for the cluster of regions to be held for 5 days from June 20 to August 12, 1983 at the regional office designated as center.
2. Subject specialists shall be selected by the schools superintendent. These subject specialists must have some familiarity and expertise with the content and approach espoused by the MECS Project textbooks since subject specialists shall be utilized as trainers for the division training programs. The directors of the Regional Staff Development Centers, shall be expected to acquaint their staff and students about the MECS Project textbooks.
3. Based on the number of HSM I, HSM II, HSSS I, HSSS II, HSP III, HSE VI, HSE III, and HSE IV teachers (according to reports received by the Textbook Board Secretariat), each school division shall send only the allotted number of participants to the trainers' conference. Following is the distribution of participants per subject area:

	HSM I and II Supv. Spec.		HSSS I and II Supv. Spec.		HSP III Supv. Spec.		HSE II and III Supv. Spec.		HSE IV Supv. Spec.		TOTAL
Region I											
Regional Office*	1		1		1		1		1		7
Abra	1	2	1	1	1	1	1	1	1	1	11
Banguet	1	1	1	1	1		1	1	1	1	9
Ilocos Norte	1	2	1	1	1	1	1	1	1	1	11
Ilocos Sur**	1	2	1	1	1	1	1	1	1	1	11
Mt. Province	1	1	1	1	1		1	1	1	1	9
La-Union**	1	2	1	2	1	2	1	2	1	2	17
Pangasinan**	1	6	1	3	1	3	1	3	1	3	23
Baguio	1	1	1	1	1		1	1	1	1	9
Dagupan City	1	1	1	1	1		1	1	1	1	9
Laog City	1	1	1	1	1		1	1	1	1	9
San Carlos City	1	1	1	1	1		1	1	1	1	9
RSDC											
M. Marcos State											1
St. Louis											1
Pangasinan State											1
TOTAL	12	22	12	14	12	8	12	14	12	14	137

*Includes Chief and Assistant Chief of Secondary Education Division
 ** Trainers shall conduct two sets of training.



Region II

Regional Office*	1		1		1		1		1		7
Bataan	1	1	1	1	1		1	1	1	1	9
Cagayan**	1	2	1	1	1	1	1	1	1	1	11
Iligan	1	1	1	1	1		1	1	1	1	9
Isabela**	1	2	1	1	1	1	1	1	1	1	11
Kalinga-Apayao	1	1	1	1	1		1	1	1	1	9
Nueva Vizcaya	1	1	1	1	1		1	1	1	1	9
Quirino	1	1	1	1	1		1	1	1	1	9
RSDC-St. Mary's College											
TOTAL	6	9	6	7	6	2	6	7	6	7	74

Region III

Regional Offices	1		1		1		1		1		7
Bataan	1	2	1	1	1	1	1	1	1	1	11
Bulacan	1	2	1	1	1	1	1	1	1	1	11
Nueva Ecija	1	2	1	1	1	1	1	1	1	1	11
Pampanga	1	2	1	1	1	1	1	1	1	1	11
Tarlac	1	2	1	1	1	1	1	1	1	1	9
Zambales	1	1	1	1	1		1	1	1	1	9
Angoes City	1	1	1	1	1		1	1	1	1	9
Cabanatuan City	1	1	1	1	1		1	1	1	1	9
Olongapo City	1	1	1	1	1		1	1	1	1	9
RSDC-Assumption											1
TOTAL	10	14	10	9	10	5	10	9	10	9	99

RCR

Regional Office*	1		1		1		1		1		7
Caloocan City	1	1	1	1	1	1	1	1	1	1	10
Manila**	1	4	1	4	1	1	1	4	1	1	19
Pasay City	1	2	1	2	1	1	1	2	1	1	13
Quezon City**	1	3	1	3	1	1	1	3	1	1	16
RSDC-Sto. Tomas											1
TOTAL	5	10	5	10	5	4	5	10	5	4	66

Region IV

Regional Office*	1		1		1		1		1		7
Aurora	1	1	1	1	1		1	1	1	1	9
Batangas	1	2	1	1	1	1	1	1	1	1	11
Cavite	1	2	1	1	1	1	1	1	1	1	11
Laguna	1	2	1	1	1	1	1	1	1	1	11
Marinduque	1	1	1	1	1		1	1	1	1	9
Occ. Mindoro	1	1	1	1	1		1	1	1	1	9
Oriental Mindoro	1	1	1	1	1		1	1	1	1	9
Palawan**	1	1	1	1	1		1	1	1	1	9
Quezon**	1	1	1	1	1		1	1	1	1	9
Rizal	1	1	1	1	1		1	1	1	1	9
Romblon**	1	1	1	1	1		1	2	2	1	9
Batangas City	1	1	1	1	1		1	1	1	1	9
Cavite City	1	1	1	1	1		1	1	1	1	9
Lucena City											
San Pablo City	1	1	1	1	1		1	1	1	1	9
Lipa City	1	1	1	1	1		1	1	1	1	9
RSDC-Palawan Teacher's College											1
TOTAL	16	18	16	15	16	3	16	15	16	15	149

Region V

Regional Office*	1		1		1		1		1		7
Albay*	1	2	1	1	1	1	1	1	1	1	11
Canarines Norte	1	2	1	1	1	1	1	1	1	1	11
Canarines Sur**	1	2	1	1	1	1	1	1	1	1	11
Catanduanes	1	1	1	1	1		1	1	1	1	9
Masbate	1	2	1	1	1	1	1	1	1	1	11
Sorsogon	1	2	1	1	1	1	1	1	1	1	11
Iriga City	1	1	1	1	1		1	1	1	1	9
Legazpi City	1	1	1	1	1		1	1	1	1	9
Alcala City	1	1	1	1	1		1	1	1	1	9
RSDC-Aguinas											1
TOTAL	10	14	10	9	10	5	10	9	10	9	99

Calbayog City	1	1	1	1	1	1	1	1	1	1	9
Ormoc City	1	1	1	1	1	1	1	1	1	1	9
Tacolban City	1	1	1	1	1	1	1	1	1	1	9
RSDC-Divine World											1

TOTAL 10 12 10 9 10 3 10 9 10 9 95

Region IX

Regional Office*	1		1		1		1		1		7
Desilang**	1	1	1	1	1		1	1	1	1	9
Sulu**	1	1	1	1	1		1	1	1	1	9
Tawi-Tawi	1	1	1	1	1		1	1	1	1	9
Zamboanga del Norte**	1	2	1	1	1	1	1	1	1	1	11
Zamboanga del Sur**	1	2	1	1	1	1	1	1	1	1	11
Dibolog City	1	1	1	1	1		1	1	1	1	9
Pagadian City	1	1	1	1	1		1	1	1	1	9
Zamboanga City	1	2	1	1	1	1	1	1	1	1	11
Dapitan City	1	1	1	1	1		1	1	1	1	9
RSDC-Western Mindanao State											1

TOTAL 10 12 10 9 10 3 10 9 10 9 95

Region X

Regional Office*	1		1		1		1		1		7
Agusan del Norte	1	1	1	1	1		1	1	1	1	9
Agusan del Sur**	1	1	1	1	1		1	1	1	1	9
Dukidnon	1	1	1	1	1		1	1	1	1	9
Camiguin	1	1	1	1	1		1	1	1	1	9
Misamis Occidental	1	1	1	1	1		1	1	1	1	9
Misamis Oriental	1	2	1	1	1	1	1	1	1	1	11
Siargao	1	1	1	1	1		1	1	1	1	9
Surigao del Norte	1	1	1	1	1		1	1	1	1	9
Butuan City	1	1	1	1	1		1	1	1	1	9
Cagayan de Oro City	1	1	1	1	1		1	1	1	1	9
Gingoog City	1	1	1	1	1		1	1	1	1	9
Ozamiz City	1	1	1	1	1		1	1	1	1	9
Surigao City	1	1	1	1	1		1	1	1	1	9
Tangub City	1	1	1	1	1		1	1	1	1	9
RSDC-Aricolas College											1

TOTAL 15 15 15 14 15 1 15 14 15 14 136



Region XI

Regional Office*	1		1		1		1		1		1	7
Davao del Norte**	1	2	1	1	1	1	1	1	1	1	1	11
Davao Oriental**	1	1	1	1	1		1	1	1	1	1	9
Davao del Sur**	1	1	1	1	1		1	1	1	1	1	9
South Cotabato	1	2	1	1	1	1	1	1	1	1	1	11
Surigao del Sur	1	1	1	1	1		1	1	1	1	1	9
Davao City	1	2	1	1	1	1	1	1	1	1	1	11
Gen. Santos City	1	1	1	1	1		1	1	1	1	1	9
RSDC-Ateneo de Davao												1
TOTAL	6	10	8	7	8	3	8	7	8	7		77

Region XII

Regional Office*	1		1		1							7
Lanao del Norte	1	1	1	1	1		1	1	1	1	1	9
Lanao del Sur I	1	1	1	1	1		1	1	1	1	1	9
Lanao del Sur II	1	1	1	1	1		1	1	1	1	1	9
Maguidanao	1	1	1	1	1		1	1	1	1	1	11
North Cotabato**	1	2	1	1	1	1	1	1	1	1	1	9
South Cotabato	1	1	1	1	1		1	1	1	1	1	9
Cotabato City	1	1	1	1	1		1	1	1	1	1	9
Iligan City	1	1	1	1	1		1	1	1	1	1	9
Marawi City	1	1	1	1	1		1	1	1	1	1	9
RSDC-Notre Dame Educational Association												1
TOTAL	10	10	10	9	10	1	10	9	10	9		91

4. Priority shall be given to the division subject supervisor in cases where a school division is entitled to only one (1) participant for each subject. Thus, if the division is allotted only one (1) participant for Filipino, the division Filipino supervisor shall attend.

5. In cases where there are more than one participant allotted for the division, the remaining slots shall be given to subject specialists. If there are not enough subject specialists available, the division schools superintendent shall recommend those who have attended previous training programs conducted by EDPIAF, TRS, COCs, or RSDCs.

6. Observers, if there are any, shall be entitled to available training materials only.

7. After the trainers' conferences, the participants shall serve as trainers during the division training programs.
8. All HSE I, HSM II, HSSS I, HSSS II, HSY III, HSE II, HSE III, and HSS IV teachers in the public schools in the division shall attend the 7-day training to be held sometime between September to November, 1983. Private school teachers may be invited to attend the division training programs depending upon the availability of training materials and facilities at the center. They shall be entitled to training materials only.
9. To attain maximum participation and interaction, it is suggested that one (1) trainer be assigned to handle a group of about fifty (50) teachers per subject area. For school divisions with two hundred (200) or more participants, the division trainers shall conduct the training programs simultaneously in two or more accessible centers to minimize expenses of participants.
10. The schools superintendent shall determine those teachers who are within commuting distance from the training center. Those within commuting distance shall be entitled to stipend for 7 days and those not within commuting distance shall be entitled to stipend for 8 days.
11. The schools superintendent shall submit to the Textbook Board Secretariat a copy of the report on the training program conducted in the division. This report, which shall include number of trainees, trainers, activities undertaken, training materials received and distributed, funds received and disbursed, is expected to be received by TBS two weeks after the division training program. The report shall be addressed to the Executive Director, Textbook Board Secretariat, 4th floor, Marvin Plaza, 2153 Pasong Tamo, Makati, Metro Manila, attention: The Chief, Training Section.

LECTURES/CONSULTANTS FOR THE TRAINERS' CONFERENCES

UP Science Education Center

Mrs. Josefina C. Fonacier
Dr. Vivian M. Talisayon
Miss Rosea L. Aguila
Mrs. Laniene S. Capalad
Mrs. Celina N. Clemente
Mrs. Leonarda Pascua
Miss Soledad Ulep
Mrs. Josefina L. Pabellon

MECS-Bureau of Secondary Education

Dr. Esperanza Gonzales
Dr. Ricarda de Castro
Mr. Lamberto Gabriel
Miss Marietta Quinon
Mrs. Concepcion R. Ibarrola
Mrs. Lirio H. Somera
Dr. Pacita Andres
Mrs. Maria Bana
Mrs. Corazon Almario
Miss Soila Chrinas
Miss Ligaya Ko
Dr. Basilisa Jimenez
Mrs. Lucila Mucoso

MECS-Population Education Program

Miss Lina Arevalo
Mrs. Magdalena E. Dugenia
Miss Alice Pato
Miss Herminia Tualla

PNC Language Study Center

Mrs. Estela Eclipse
Mrs. Lourdes Ribo
Mrs. Nena Baira
Mr. Paquito Badayos

MECS-School Health and Nutrition Center

Mrs. Silvina Laya
Miss Sylvia Manlongat
Miss Dolores Rubio

Ministry of Agrarian Reform

Miss Mercedes Evangelista
Mrs. Angelina Mbruz
Miss Nicarora Ronquillo
Miss Gracia Vernal

Local Water Utilities Administration

Mr. Danilo Estiva
Mr. Juanito Gregorio
Mr. Arador Sanibo
Mr. Manuel Yoingco

Product Standards Agency

Mrs. Alice J. Mbrtora
Mrs. Angeles C. Tagamolilla

Ministry of Labor and Employment

Atty. Natividad Roma
Mr. Daniel Sdralin

Textbook Board Secretariat

Mr. Ballegui L. Maglambayan
Mrs. Ramona Campos-Vega
Miss Gloria A. Almendras
Miss Diana B. Tiu
Miss Delia P. Mbya
Miss Filma G. Brawner

