

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

July 25, 1983

MECS M E M O R A N D U M
No. 155, s. 1983

COUNCIL OF DEPARTMENT CHAIRMEN FOR ENGLISH (CDEE)
SYMPOSIUM-FORUM

To: Bureau Directors
Regional Directors
Presidents, State Colleges and Universities
Heads of Private Schools, Colleges and Universities
Chiefs of Higher Education Divisions

1. The Council of Department Chairmen for English in coordination with the Ministry of Education, Culture and Sports (MECS) will hold its First Annual Convention/Symposium-Forum at the Studio Theatre of Far Eastern University, Manila on August 26-27, 1983.
2. The theme of the convention is "Managerial Functions and Supervisory Responsibilities of Department Heads for English." The rationale for the symposium theme is evident in the following objectives:
 - a. To define the standard functions and responsibilities of department heads for English and analyze attendant problems.
 - b. To stimulate awareness of the ways of upgrading managerial and supervisory skills among academic department heads in general and department heads for English in particular, which will enable them to carry out their managerial functions and supervisory responsibilities with greater efficiency and effectiveness.
 - c. To heighten the English department heads' consciousness of the legal implications in administrative responsibility as concerns faculty and students.
3. Considering the foregoing objectives of the symposium-forum and recognizing the CDEE's unique role in helping enhance English instruction through upgrading of the competencies of department heads this Office authorizes the attendance at the symposium of the department chairman/head for En-

English in all state and private educational institutions; deans; representatives of school heads; chiefs of higher education divisions of MDCS regional offices and chiefs and assistant chiefs of the Bureau of Higher Education.

4. Each participant shall be charged one hundred seventy five pesos (P175) for registration and to cover costs of handouts, lunches and snacks. Expenses to be incurred by the delegates from MDCS and state schools are chargeable against local funds, subject to its availability and the usual accounting and auditing procedures. The delegates from the private institutions may have their own arrangements with their respective schools.

5. To comply with MDCS Order No. 17, s. 1982, the CDCs shall submit to the Ministry of Education, Culture and Sports, through the Bureau of Higher Education, a summary report within thirty (30) days after completion of the seminar.

6. Immediate dissemination of the contents of this Memorandum to all concerned, particularly the presidents of institutions and chairmen of departments of English, is desired.

(SGD.) OMBRE D. CORPUZ
Minister

Reference:

MEC Order: (No. 17, s. 1982)

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

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

CONVENTION
Course of Study, COLLEGEAGE
OFFICIALS
SOCIETY or ASSOCIATIONS
UNIVERSITIES and COLLEGES

