

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

January 10, 1984

MEMORANDUM
No. 6, s. 1984

TRAINING PROGRAMS IN SPECIAL EDUCATION

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

1. The Ministry of Education, Culture and Sports through its Scholarship Committee hereby announces a twin training program in Special Education (SPED): the Organization, Administration and Supervision (OAS) of SPED, and a course for teachers in SPED this summer 1984. The training programs are designed to equip personnel presently involved in SPED with knowledge and skills as well as to develop desirable attitudes necessary in working with and in meeting the educational needs of children with special needs.

2. Five slots are available for the course on OAS of SPED which is offered at the University of the Philippines (UP) to regional/division supervisors-in-charge of SPED. The duration is for two summers and a practicum of ten (10) weeks following the second summer. Funds for the purpose will come from the appropriations of the Philippine Printing House for the Blind.

3. The training program for teachers will be offered to those who attended short-term courses during summer 1982 or 1983 either at the UP or the Philippine Normal College (PNC) and are actually handling SPED classes. The additional courses offered in these institutions are intended to reinforce basic knowledge and skills of teachers to ensure a more effective implementation of the SPED program. This program will be charged against the MEMS Scholarship Funds.

4. Each grantee will be entitled to the following privileges:

- a. Study leave on official time with pay for the duration of the training
- b. Free tuition/registration and other fees
- c. Monthly stipend of P200
- d. Transportation expenses to Manila and return (sea and land transportation only)

Grantees for OAS Program shall be entitled to book allowance for the duration of the training.

5. Three copies of each of the following requirements except letter C, must be submitted by each nominee to the MECS scholarship Committee, Manila:

- a. Letter of recommendation from the city/provincial schools superintendent and endorsed by the regional directors
- b. Information Sheet (Inclosure No. 1) duly accomplished and certified to by the head of agency or office
- c. Original copy of Transcript of Records and three xerox copies of the same
- d. Scholarship Agreement (Inclosure No. 2 or 3) signed by the nominee and the city/provincial schools superintendent, head of agency or institution duly subscribed and sworn to
- e. Health Certificate (Form 211) duly accomplished by a government physician
- f. Certificate of performance rating for the three years duly certified
- g. Clearance from any obligation or pending administrative case by the division administrative officer or head of agency office
- h. Recent photograph size 2" by 2" to be attached to the Information Sheet (Inclosure No. 1)
- i. Service Record

6. The names of participants selected for the scholarship programs are found in the inclosed lists (Inclosures No. 4 a, b, and c).

7. The SPED Division, RTR, MECS, Manila through the regional office should be informed of their availability not later than February 15, 1984 by radio message or telegram.

8. Final instructions to grantees shall be sent through their respective regional directors and schools superintendents on or before March 3, 1984. They must be willing and able to advance expenses for board and lodging in case funds for stipends are not released on time.

9. Immediate dissemination of the contents of this Memorandum and its inclosures to all concerned is hereby enjoined.

(SGD.) WITWENGILDO C. DURLAO
Deputy Minister

Incis.:

As stated.

Reference: MEC Memorandum No. 163, s. 1980
Ailment: 1-2-3-4 (D.O. 1-76)

To be indicated in the Perpetual Index under the following subjects:
FUNDS SPECIAL EDUCATION TRAINING PROGRAM

(Inclosure No. 1 to NECS Memorandum No. 64-5, 1984)

PERSONAL INFORMATION SHEET

Name _____ Sex _____ Civil Status _____
Office/School _____ Division _____
Region _____ Designation/Position _____
Address _____
Date of Birth _____ Place of Birth _____

I. Educational Qualifications:

A. Degrees

Degrees Received	College/University	Major Field	Year Taken

B. Graduate Courses Taken

Courses Taken	College/University	Units Earned	Year Taken

II. Civil Service Eligibility

Title of Examination	Rating	Title Taken	Place Taken

III. Record of Teaching and Allied Experiences

Inclusive Dates	Designation	Division/Office	No. of Years

IV. Position/s Held Other Than Classroom Teacher

Position Held	Division/Office	Inclusive Date	Years Held

V. Honors/Awards Received or Earned

VI. Participation in Seminars or Workshops in English: (List national and regional seminars only)

Name of Conference: Workshop or Seminar	Place Conducted	Date	No. of Hours	Delegate/ Observer

VII. Scholarship, Fellowship, or Travel Grants Enjoyed:

Nature/Type of Training	Place of Training	Period of Training

VIII. Outstanding Evidences of Educational Leadership:

Position/Role Performed	Place Performed	Date

IX. Efficiency Rating for the Last Three (3) Years:

X. Command of English:

(To be accomplished by the Division Supervisor in English)

	Excellent	Very Good	Average	Poor	Remarks
Written					
Spoken					

Signature of English Supervisor

XI. Reasons for Recommending the Candidate:

I hereby certify that the foregoing statements are true and correct based on data available in this office.

City/Provincial Schools Superintendent

(Inclosure No. 2 to NECS Memorandum No. 6, s. 1984.)

Republic of the Philippines
MINISTRY OF EDUCATION, CULTURE AND SPORTS
Region _____
Division _____

SCHOLARSHIP CONTRACT
FOR COORDINATORS/ADMINISTRATORS/SUPERVISORS IN SPECIAL EDUCATION
(Scholarship with pay)

I, _____,
and the _____, represented by _____,
_____ in consideration of the training granted me by the
Ministry of Education, Culture and Sports on official time with pay, do hereby
agree to the following terms and conditions:

1. That I will undergo training on the Organization, Administration and Supervision of Special Education at the University of the Philippines for a period of two summers and ten weeks of professional laboratory experiences after the second summer;

2. That I shall maintain satisfactory grades in every subject and that failure on my part to do so would be sufficient ground for my disqualification in the event of which I shall refund whatever amount has been paid by the government in favor of my scholarship;

3. That I shall conduct myself in such a manner as not to bring disgrace or dishonor to myself and/or my office/agency;

4. That I shall defray other expenses in connection with my training not chargeable to the government or the grantor and be able to advance expenses for stipends and books pending release of funds by the government as provided for in this training program;

5. That I shall claim reimbursement of book allowance only upon presentation of receipts not exceeding P300;

6. That I shall submit to the head of office and to the Ministry of Education, Culture and Sports through the NECS Integrated Scholarship Committee at the end of each quarter, term or semester, my official school transcript grades, certification of performance or their equivalent, report of projects and term papers; a copy of my thesis and/or seminar paper;

7. That I shall immediately return to my present assignment upon the termination of my training and to organize, supervise, improve, and expand classes of exceptional children in public schools, and conduct inservice education programs in special education for at least three years;

8. That I shall reimburse the Republic of the Philippines through the Ministry of Education, Culture and Sports in an amount equal to the total compensation and allowances paid to me during the period of my training in the event that, through inexcusable neglect or circumstances within my control like transfer to another agency, going abroad, pregnancy, etc, I fail to abide by the terms of this contract at any time during or after the



period of my training. Should I be forced to stop schooling, I shall immediately notify in writing, with pertinent documents, the MECS and the training institution.

9. That I shall live up to the terms and conditions of this grant.

IN WITNESS WHEREOF, we have hereunder set our hand this _____
day of _____, 19____, at _____.

(Head of Office or Agency)

(Scholar)

Copy furnished:

- Office/Agency
- MECS Integrated Scholarship Committee (2 copies)
- Finance Officer

(Inclosure No. 3 to DCS Memorandum No. 6, 5-1954)

Republic of the Philippines
MINISTRY OF EDUCATION, CULTURE AND SPORTS
Manila

MEMORANDUM OF AGREEMENT
(Scholarship Contract)

I, _____,
and the _____, represented by _____,
in consideration of the authority for me to
avail myself of _____ on
official time with or without pay, do hereby agree to the following terms
and conditions:

1. That I will specialize in _____ at
the _____ (school) for a period of _____
which will be the duration of the
scholarship.

2. That I shall maintain at least the minimum standards of the
program and that failure on my part to do so would be sufficient ground
for my disqualification in the event of which I shall refund whatever amount
has been paid by the government in favor of my scholarship;

3. That I shall conduct myself in such a manner as not to bring
disgrace or dishonor to myself and/or my office/agency;

4. That I shall submit to the head of office and to the Ministry
of Education, Culture and Sports through the DCS Incorporated Scholarship
Committee at the end of each quarter, term or semester, my official school
transcript/grades, certification of performance or their equivalent,
report of projects and term papers; a copy of my thesis and/or seminar
papers;

5. That, if there is sufficient reason for the extension of my
scholarship, I shall submit the necessary application for such extension
with supporting papers, within a reasonable time before the expiration
of the original period;

6. That I shall return to my present office/station _____
upon the termination of my scholarship to render at least
three (3) years of service to the organization or classes for gifted and
handicapped children in the public schools in special education.

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7. That I shall refund in full to my office such sum of money as may have been defrayed by the Philippine government and/or the sponsor for my transportation, allowances, salary and other expenses incident to my scholarship, fellowship, or training or study grant, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control.

8. That I shall live up to the terms and conditions of this grant.

IN WITNESS WHEREOF, we have hereunder set our hand this _____ day of _____, 19____, at _____

(Head of Office or Agency)

(Scholar)

Copy furnished:

- Office/Agency
- MECS Integrated Scholarship Committee (2 copies)
- Finance Officer

(Inclosure No. 2a to NECS-Memorandum No. 6, s. 1934)

LIST OF PARTICIPANTS
SECOND SUMMER TRAINING IN SPECIAL EDUCATION

Venue: Philippine Normal College

NAME	REGION	DIVISION
1. Onofre Sanchez	I	Ilocos Norte
2. Evangelina Rubang	I	Ilocos Sur
3. Alicia Allayban	II	Cagayan
4. Elizabeth Canapi	II	Cagayan
5. Soledad Tomas	II	Isabela
6. Le Galing	III	Nueva Ecija
7. Aurora Aguilar	III	Bataan
8. Milagros Amponin	IV	Batangas
9. Trilinda Torres	IV	Lipa City
10. Fe Balquin	V	Albay
11. Santidad Gavarrn	V	Sorsogon
12. Emilie Andrada	VI	Roxas City
13. Nocoli Mag-aro	VI	Negros Occidental
14. Herlita Abrasado	VII	Negros Oriental
15. Colista Agus	VIII	Eastern Samar
16. Amor Muñoz	VIII	Ormoc City
17. Parida Madjinulla	IX	Sulu
18. Salvo To Rsa	X	Ozamiz City
19. Daisy Godito	X	Surigao del Norte
20. Helen Libunao	XI	South Cotabato
21. Sofia Gauce	XI	Davao City
22. Nena Alba	XI	Davao City
23. Adoia Debatos	XII	Iligan City
24. Bella Lancstosa	XII	Maguindanao
25. Teresita Collado	NCR	Quezon City
26. Marilita Bazaizo	NCR	PNB

(Inclosure No. 4b to MECS Memorandum No. 6, s. 1984)

LIST OF PARTICIPANTS
SECOND SUMMER TRAINING IN SPECIAL EDUCATION

Venue: University of the Philippines

NAME	REGION	DIVISION
1. Felicitano C. Barbico	I	Baguio City
2. Editha C. Clemente	I	Laoag City
3. Pilar de Castro	II	Iligao
4. Florentina A. Castillo	II	Batanes
5. Juliana B. Miyadan	II	Iligao
6. Candelaria T. Manankil	III	Pampanga
7. Pilar del Pilar	III	Nueva Ecija
8. Agelia Salazar	IV	Marinduque
9. Simona Carolino	IV	Batangas
10. Teresita D. Bailon	V	Legazpi City
11. Anicia E. Bonafe	V	Albay
12. Lucena S. Ngujo	VII	Lapu-Lapu City
13. Corazon G. Aljibe	VIII	Eastern Samar
14. Estrellita Ybanez	VIII	Calbayog City
15. Luzviminda Loristo	XI	Davao City
16. Benedicta O. Hilarido	XI	Davao
17. Loreto P. Miranda	XII	Cotabato City
18. Wilfrida Alfocho	XII	Iligan City
19. Adolfo M. Jordan	NCR	Manila
20. Leticia P. Lubi	NCR	Manila
21. Lilia L. Esquerre	NCR	Pasay City
22. Remedios Evisa	NCR	Pasay City
23. Lilia S. Raz	NCR	Quezon City
24. Felita Iria	NCR	Quezon City
25. Rebecca Mina	NCR	PVSE
26. Bonifacio V. Lucio	MECS	PPHE

(Inclosure No. 4c to MECS Memorandum No. 5, s. 1984)

LIST OF PARTICIPANTS
ORGANIZATION, ADMINISTRATION, SUPERVISION
IN SPECIAL EDUCATION

Venue:

	NAME	REGION	DIVISION
1.	Miss Loreto Pada	I	Ilocos Sur
2.	Mrs. Anita C. Paodban	II	Iligan
3.	Miss Iluminada Velasco	IV	San Pablo City
4.	Mrs. Erlinda S. Gencaya	VI	Iloilo City
5.	Mr. Abraham Guillermo	XII	North Cotabato
	Alternate		
	Mrs. Leticia Labastida	XII	Iligan City

