

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

February 6, 1984

MEMORANDUM  
No. 26, s. 1984

SUMMER CLASSES FOR TEACHERS OF WORK EDUCATION

To: Regional Directors  
Divisional Directors  
School Superintendents

1. Summer classes for teachers of work education— industrial arts, practical arts and home industries and crafts, and food service for teachers of home economics, food trades and homemaking will be conducted at the Home Industries Training Center, Corner Ayala Boulevard and San Marcelino Street, Manila and at the Food Service Training Laboratory, 1805 Coronado, Marikina St., Marikina, respectively, from April 13 to May 31, 1984.

2. The following courses will be offered:

a. Home Industries Training Center

Product Design	Hand Loom Weaving
Ceramics	Cloze and Food Lamination
Coco-Sea Shell Craft	Wood-Block Crafts
Crocheting	Fiber Crafts (Macramé)
Dressmaking	Leather Craft
Basketry	
Toy and Flower Making	

b. Food Service Training Laboratory

Sanitation Management  
Quantity Cooking  
Baking  
Cake Decoration

3. All officers for the summer courses are expected to observe the following:

- Provide themselves with supplies and materials needed in the course;
- Enroll in courses that involve the use of materials available in their communities or which have relevance to their communities as well as in schools;







- c. All school training sessions which are conducted on a whole day basis, except for teachers enrolled in teacher - training institutions, who may attend either the morning or afternoon sessions **only**.
  - d. Teachers enrolled in Certificate Management should bring white uniform with any style/cut and flat shoes;
  - e. The nature of training is largely on-the-job;
  - f. A certificate of attendance indicating the number of hours actually attended is issued at the end of the training; and
  - g. Teachers who will undergo training from out-of-school funds have to stay in the same school for at least two years so she can train all Certificate and Form 1 teachers in the school.
4. Applications may register for the course by mail or in person at the New Industries Training Center at the above address. A registration fee of thirty pesos (P30) will be required for those taking NIIC courses and fifty pesos (P50) for those taking the Field Service Training. Those applying by mail should send their application to reach the Center not later than the opening of classes.

5. The teachers in attendance for summer classes are entitled to traveling expenses, board and lodging payable from local school funds, subject to availability of funds and the usual accounting and auditing rules and regulations.

(SGD.) JAMES C. LAYA  
Minister

6. Ref: PSC Memorandum No. 7, s. 1983

7. Ref: 1-2-(D.C. 1-7)

8. To be taken up in the Parliament under the following subjects:

CLASSES                      TEACHERS                      VOCATIONAL EDUCATION





