

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

February 7, 1984

DECS MEMORANDUM
No. 27, s. 1984

ADVANCED SHORT-TERM COURSE IN LANGUAGE TESTING

To: Bureau Directors
Regional Directors
School 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 training program on Advanced Short-Term Course in Language Testing to be conducted at the Philippine Normal College (PNC) from April 23 to May 24, 1984. This course is intended to reinforce the basic knowledge and skills of teachers in Language Testing.
2. In areas where no alternates are available for this course, however, alternates are included in the list to facilitate the necessary changes when any of the participants decide to defer later. Names of participants selected for the scholarship are found in the attached list (Inclosure No. 3). Those participants were selected from among the four groups of DECS-PNC scholars to the basic short-term course by the Language Study Center Training Staff of the PNC.
3. Each participant shall be entitled to the following privileges:
 - a. Study leave on official time with pay for the duration of the training
 - b. Free registration and other fees
 - c. Monthly stipend of ₱700.
 - d. Transportation expenses to Manila and return (sea and land transportation only).

4. Three copies of each of the following requirements must be submitted by each participant to the ECOS Scholarship Committee, Manila:

- a. Letter of recommendation from the City/Provincial Schools Superintendent and endorsed by the Regional Director.
- b. Information Sheet (Inclosure No. 1) duly accomplished and certified to by the head agency or office.
- c. Scholarship Agreement (Inclosure No. 2) signed by the participant and the City/Provincial Superintendent, head of agency or institution duly subscribed and sworn to.
- d. Health certificate (Form 211) duly accomplished by a government physician.
- e. Clearance from any obligation or pending administrative case.
- f. Recent photograph size 2" by 2".

5. The Staff Development Division, EEC--ECOS, Manila through the regional office should be informed of the availability of participants not later than February 29, 1984, by radio message or telegam. Final instructions will be sent through regional offices on or before March 15, 1984.

6. Participants must be willing and able to advance expenses for board and lodging in case funds are not released on time.

7. Immediate dissemination of the contents of this Memorandum and its enclosures to all concerned is enjoined.

(SGD) JAMES C. LAYA
Minister

Incis:

As stated

Reference:

None

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

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

Course of Study, COLLEGIATE
EXPENSES
LEAVE
SALARY
SCHOLARSHIP
TEACHERS

PERSONAL INFORMATION SHEET

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

I. Educational Qualifications:

A. Degree

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	Grade	Date 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 Dates	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 Evidence 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 Superintendent of Schools

Republic of the Philippines
MINISTRY OF EDUCATION, CULTURE AND SPORTS
M a n i l a

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 MECS 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;
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 immediately report to my office/station and
assume my functions upon the completion or termination of my scholarship,
fellowship or training grant;
7. That I shall serve my office/institution for at least three
(3) years if my scholarship, fellowship, training or study grant is for
a period of one year or less, and for another three years or a fraction
thereof not less than two (2) months after one year;

8. That I shall refund in full to my office such sums of money as may have been defrayed by the Philippine government and/or 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.

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

PARTICIPANTS TO THE ADVANCED SHORT-TERM COURSE IN LANGUAGE TESTING
Summer, 1984

NAME	REGION	DIVISION
Guadalupe F. Patricio	I	La Union
Lourdos A. Arizabal		Dagupan City
Thelma S. Reyes (Alternate)		Pangasinan
Evangelina A. de Gesto	II	Kalinga-Apayao
Gloria M. Likayan		Iligao
Rachel A. Pasion (Alternate)		Isabela
Wesley C. Julian	III	Pampanga
Theodorica O. Baldoza		Nueva Ecija
Merita S. Mariano (Alternate)		Tulagan
Ofelia O. Flaga	IV	Rizal
Aurora M. Atencio		Cavite City
Gertrudes H. Muban (Alternate)		San Pablo City
Gloria M. Ranzal	V	Albay
Jacelyn F. Portuno		Naga City
Milda J. Laborte (Alternate)		Camarines Norte
Erlinda H. Sombito	VI	Negros Occ.
Leonor M. Maglantay		Aklan
Erlinda D. Castillo (Alternate)		La Carlota City
Nolen P. Rebuya	VII	Cebu City
Concepcion Y. Cafieta		Lapu-Lapu City
Ester A. Tolo (Alternate)		Cebu
Ester D. Rojas	VIII	Samar
Elior M. Tan		Southern Leyte
Rosalina B. Rubio (Alternate)		Southern Leyte
Pilar T. Dumalanta	IX	Sulu
Librada S. Carpio		Zamboanga del Norte
Erlinda G. Francisco (Alternate)		Basilan
Puroza C. Nori	X	Cagayan de Oro City
Estela C. Ejem		Misamis Oriental
Edison M. Pabolio (Alternate)		Cagayan de Oro City
Earl P. Diaz	XI	Davao City
Dellicrica I. Suelo		South Cotabato
Luzwininda S. Salacho (Alternate)		Davao City
Rosa V. Cervantes	XII	Cotabato City
Ray A. Rubillar		Lanao del Norte
Rachel L. Loyofa (Alternate)		Iligan City
Edda S. Martiros	MCH	Quezon City
Virginia L. Peñafuerte		Pasay City
Milagros A. San Juan (Alternate)		Quezon City



