

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

March 15, 1984

MECS MEMORANDUM
No. 61, s. 1984

SEMINAR-WORKSHOPS ON EDUCATIONAL PLANNING AND MANAGEMENT
FOR SECONDARY EDUCATION PROGRAM

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Schools Superintendents

1. The Ministry of Education, Culture and Sports, in collaboration with the Sorsogon Regional INNOTECH Center, will hold a series of two live-in national seminar-workshops on educational planning and management for the secondary education sector-officials at the INNOTECH in Quezon City. The first session will be held from April 24 to May 5 for the regions located in the Visayas and Mindanao while the second group will be held from May 15 to May 25 for the regions located in Luzon.

2. The general objectives of the seminar-workshops are:

- a. to assist in establishing a systematic and coordinated approach to the preparation of development plans for the secondary school system;
- b. to strengthen the capability of the secondary school officials to manage their planning operations in the area of secondary education; and
- c. to develop in selected schools a core of secondary school officials who will serve as leaders in educational management and supervision.

The specific objectives are:

- a. to review and revise current regional and institutional plans to ensure congruence with a proposed national development plan for the sector;
- b. to conduct an assessment of the objectives, capabilities and programs of specific schools, particularly in relation to the community, regional and national development;
- c. to set up a coordinated system for the preparation, monitoring and evaluation of the institutional/regional plans, programs and projects;
- d. to consider and plan for alternative educational delivery systems for secondary schools;

- e. to apply the following management tools in given situations: situational analysis, problem solving, decision-making, projections and performance indicators;
- f. to develop alternative styles of management for performing organizational tasks; and
- g. to appreciate the importance of perceiving one's work as a significant contribution to efficient, effective, and economical delivery of secondary education.

3. The expected outputs/outcome for these seminar-workshops are as follows:

- a. Revised regional and institutional plans for SY 1985-86 to SY 1989-90 along the new national development guidelines;
- b. Training designs for regional workshops;
- c. Organization of a core of regional and institutional planning teams composed of academic and administrative staff.

4. In these seminar-workshops, each regional team shall be composed 8 participants, namely: the Assistant Regional Director, Chief, Secondary Education Division; one (1) Assistant Schools Superintendent in charge of secondary education, three (3) subject specialists with specialization other than the majors of the foregoing officials; the Senior Planning Officer, and the Finance Officer.

5. The regional team will, in turn, conduct seminar-workshops for the Secondary Schools Planning Team (SSPT) for 30 schools per region immediately following the national workshops, but not later than June 26, 1984. The SSPT will consist of four: the High School Principal, a Secondary School Head Teacher (SSHT), a Secondary School Teacher (SST), and an officer in charge of school finances.

6. The secondary schools will be selected from various types of public and private schools by the Regional Director. It is suggested that the composition of the participating schools will satisfy the following criteria:

- a. The school is located in a place accessible to a good number of secondary schools;
- b. The school officials have the leadership capability to serve in development activities;
- c. Resources for training are available;
- d. The school is representative of the specific type of secondary school to which it belongs. The number of participating schools by type are as follows:

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<u>No. of Participating Schools</u>	<u>Type of Schools</u>
3	- National High Schools
6	- Provincial/Municipal Schools
6	- Vocational Schools
3	- Barangay Schools
6	- Private Sectarian Schools
6	- Private Non-Sectarian Schools

7. The Senior Planning Officers are required to bring copies of the following: the latest secondary school profiles (1983-1984), both the start-of-the-year and end-of-the-year forms, regional five-year development plan (current), as well as the Statistical Bulletin of all divisions in the regions. The Assistant Schools Superintendents will bring the latest copies of their Division Statistical Bulletins, end-of-the-year and start-of-the-year forms.

8. Travel expenses and per diems of the regional teams at the national level will be drawn from project funds, subject to the usual accounting and auditing regulations. Travel expenses and per diems of the secondary school teams will be charged against local or institutional funds with a nominal assistance to be granted to the regional offices from project funds.

9. Immediate dissemination and implementation of this Memorandum is desired.

(SCD.) JAIME C. LAYA
Minister

Incl.:
As stated

Reference:
None

Allotment: 1-2 --- (D.O. 1-76)
To be indicated in the Formal Index
under the following subjects:

BUREAUS & OFFICES
Course of Study, SECONDARY
OFFICIALS
SEMINAR
STATISTICS (Data)

(Inclosure to KDCS Memorandum No. 61, s. 1984)

A - STATISTICAL REQUIREMENTS OF SECONDARY EDUCATION PLANS

I. Population

1. Population by educational attainment (training skills) by municipality/division
2. School-going age population by single-age (10-24)
3. Literacy rate of population, 10 years and above
4. School age population projection

II. Performance Indicators

A. Enrollment and Graduates (Public and Private Secondary Schools)

1. Total enrollment by sex and by single-age group (1980 to 1983-84)
2. Male and female enrollment, and percentage of total by year and type of school
3. School enrollment ratios (participation rate)
4. Retention rate
5. Survival rate
6. Promotion rate
7. Transition rate
8. Repetition rate
9. Dropout rate
10. Per student cost

B. NCEE

1. Number of applicants in the NCEE by socioeconomic group
2. Number of qualified applicants by socioeconomic group
3. Number of qualified applicants actually enrolled in four-year courses

C. Scholarships

1. Number of scholars by type of secondary education
2. Number of graduates in scholarship program

III. Vocational/Technical Education and Manpower Training

A. Vocational/Technical Education

1. Enrollment and graduates in short term vocational/technical courses
2. Absorption of graduates of vocational/technical schools

B. Manpower Training

1. Inventory of non-formal programs
2. Number, age and location of out-of-school youth (aged 10-24) by training programs
3. Number and characteristics of participants of training programs
4. Number of graduates from training programs and rate of absorption
5. Number and type of participants in apprenticeship training program
6. Absorption rate of apprentices.

IV. Personnel (Public-Private, Formal-Non-Formal, and by Division/Institution)

1. Total number of teachers by sex, age group, year and type of education and salary scale
2. Average working life or service years of a teacher
3. Teachers occupying non-teaching posts
4. Number of full-time and part-time guidance counsellors
5. Teachers' retirement and turnover
6. Pupil-teacher, pupil-school and teacher-school ratios by school and division
7. Number of administrative by category-position

V. Schools, Training Centers, Plants and Facilities (Public-Private, Formal-Non-formal, Urban-Rural)

1. Number of schools at the secondary level of education by division and type
2. Size and enrollment capacity of schools and training programs

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3. Utilization of classrooms at the secondary level

- a. Type of education/school
- b. Number of schools
- c. Office accommodation
- d. Science room
- e. Workshops
- f. Laboratory room
- g. Home Economics

VI. Funding

1. Sources of funds and amount
2. Program of expenditures

B - START OF THE YEAR DIVISION STATISTICAL BULLETIN FORMS

- Table 13 Division Report on Enrolment and Number of Government Secondary Schools Nationally and Locally Funded ~~By~~ Sex and By Curriculum Year
- Table 14 Division Report on Enrolment, Number of Classes and Schools Under Vocational School Administrator/Principal
- Table 15 Division Report on the Number of Teachers in Government and Private Vocational Secondary Schools by Type, By Sex and By Curriculum Year
- Table 16 Division Report on Age Profile of Students in Government Secondary Schools
- Table 17 Division Report on Age Profile of Students in Private Secondary Schools
- Table 18 Division Report on Age Profile of Students in Government Vocational Schools Under Vocational School Administrator/Principal
- Table 19 Division Report on Teaching and Non-Teaching Personnel in Government Secondary Schools (National and Local) By Type and By Sex
- Table 20 Division Report on Number of Teaching and Non-Teaching Personnel in Private Secondary Schools
- Table 21 Division Report on Number of Teaching and Non-Teaching Personnel in Vocational Secondary Schools
- Table 22 Division Report on Textbooks and Library Books in Government Secondary Schools
- Table 23 Division Report on Textbooks and Library Books in Private Secondary Schools

- Table 24 Division Report on Government and Private Secondary School Buildings/Classrooms
- Table 25 Division Report on In-Service Training Programs By District
- Table 27 Division Report on Number of Classes and Teachers By Highest Educational Attainment in Government and Private Secondary Vocational Schools
- Table 28 Division Report on Provincial/City School Board Income and Expenditures
- Table 30 Division Report of Vocational Secondary Schools Income and Expenditures
- Table 33 Division Report on Government and Private Secondary Schools Under the Jurisdiction of Provincial/City Schools/Division Superintendent
- Table 34 Report on Tuition Fee and Other Fees in Government and Private Secondary Schools

C - END OF THE YEAR STATISTICAL BULLETIN FORMS

- Table 3 Promotions and Graduates in Nationally Funded Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal.
- Table 4 Promotions and Graduates in Locally Funded High Schools By Sex and By Curriculum Year
- Table 7 Dropouts and Failures in Nationally Funded Government Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal, By Sex and By Curriculum Year
- Table 8 Dropouts and Failures in Locally Funded High Schools By Sex and By Curriculum Year
- Table 9 Dropouts and Failures in Private Secondary Schools By Sex and By Curriculum Year
- Table 11 Number of Teachers and Teacher Turnover in National/Local Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal
- Table 12 Number of In-Service Training Programs Conducted At the Division Level
- Table 13 Number of Buildings and Classrooms Constructed and Repaired in Nationally Funded Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal

- Table 17 Existing Buildings and Classrooms in Government Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal
- Table 23 Income and Expenditures in National Government Supported Secondary Schools and Government Vocational Schools Under Vocational School Administrator/Principal
- Table 24 Income and Expenditures in Locally Funded Provincial, City, Municipal and Barangay High Schools
- Table 25 Income and Expenditures in Private Secondary Schools

