

Republika ng Pilipinas
(Republic of the Philippines)
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
(MINISTRY OF EDUCATION, CULTURE AND SPORTS)
Manila.

May 25, 1984

MECS MEMORANDUM
No. 107, s. 1984

TRAINING PROGRAMS FOR HIGH SCHOOL TEACHERS ON EFFECTIVE
UTILIZATION OF MECS PROJECT TEXTBOOKS, CURRICULUM
FRAMEWORKS AND OTHER INSTRUCTIONAL MATERIALS

To: Bureau Directors
Regional Directors
Schools Superintendents
Presidents of State Colleges and Universities

1. The Ministry of Education, Culture and Sports, through the Textbook Board Secretariat and the Bureau of Secondary Education, will conduct division training seminar-workshops for high school teachers on the utilization of the MECS Project textbooks, curriculum frameworks and other instructional materials in August 1984.
2. To prepare the trainers for the aforesaid division training seminar-workshops, regional conferences for six days will be held at centers to be designated by the regional directors on July 23-25, 1984 in accordance with the program of activities in Inclosure No. 1.
3. The general objectives of these training programs are:
 - a. to define the effective uses of textbooks and teacher's editions of HS Social Studies III, HS Social Studies IV, HS English IV, HS Filipino IV, other MECS Project textbooks and instructional materials in relation to the curriculum frameworks;
 - b. to involve those who are directly responsible for assisting the teachers in the use of the textbooks and instructional materials in the implementation of the secondary school curriculum;
 - c. to evolve plans for division training seminar-workshops for continuity in the effort to improve instruction through the proper use of textbooks and other instructional materials;

- d. to draw up guidelines for the team approach to effective supervision for the use of textbooks and other instructional materials.

4. The leaders for the regional conferences will have a three-day orientation conference to be held at Teachers Camp, Baguio City on July 9-11, 1984 with the consultants from the BSE, EDC Language Study Center, UP Science Education Center, TEP Practical Arts Center, and the TES.

5. After the orientation conference, the regional chiefs of secondary education and assistant superintendents for secondary schools/supervisor in charge of secondary schools if no assistant superintendents for secondary schools has been assigned in the different school divisions should be able to:

- a. draw up guidelines and strategies for the continuous effective use of the textbooks and the teacher's editions of HS Social Studies III, HS Social Studies IV, HS English IV, HS Filipino IV and other MECS Project textbooks, curriculum frameworks for the different subject areas and instructional materials for the improved implementation of the secondary education program;
- b. acquire additional basic information on the objectives, content, strategies, resource and evaluation procedures of both the MECS Project textbooks and the curriculum frameworks as well as new directions in the different subjects;
- c. identify the specific responsibilities of supervisors, principals and school department heads in sustaining teachers' competence in the use of the above instructional materials for continuous improvement of instruction;
- d. draw up regional and division plans for training and supervisory programs for the continuous effective use of textbooks and the preparation of support instructional materials in the different subjects of the secondary curriculum.

6. The participants in the orientation conference are requested to bring with them lists of all the MECS Project textbooks and other instructional materials being used in the different high schools of their divisions as well as copies of the curriculum frameworks.

7

4

7. Transportation expenses, honoraria and stipends for the participants in the orientation conference will be charged against the training funds provided by TBS to the regional offices. Expenses of the consultants from the BSE, PNC-LSC, UPSEC and TUP-PAC will be borne by the TES.

8. The regional conferences which will be held for six days on July 23-28, 1984 will be attended by the regional and division supervisors of the different subject areas, principals of general and vocational secondary schools and subject specialists (department heads) in these schools.

9. It is expected that after the conference, the participants shall have:

- a. acquired information on the objectives, contents, strategies, and evaluation processes as reflected in HS Social Studies III, HS Social Studies IV, HS English IV, HS Pilipino IV, MECS Project textbooks curriculum frameworks and instructional materials;
- b. discussed the relationships between the textbooks, curriculum frameworks and other instructional materials to be able to use them properly;
- c. gained skills in team supervision for assisting teachers in the continuous effective use of textbooks and instructional materials;
- d. drawn up plans for division training seminar-workshops and supervising programs in the use of existing materials and the preparation of other support instructional materials for improved implementation of the secondary curriculum.

10. The trainers in these regional conferences are regional chiefs for secondary education and the assistant superintendents for secondary education or supervisors who attended the orientation conference. Designated BSE and TBS staff members will serve as resource persons.

11. The participants of the regional conferences will be provided transportation, and stipends to be charged against the training fund provided by the TBS to the regional offices.

12. The division training seminar-workshops which will be held in August 1984 in three selected high schools in each division will be attended by subject teachers specialists/lead teachers of the different subject areas from all the high schools in the division as participants. The list of participants for all the training programs is enclosed.

13. After the division training seminar-workshops, the teachers should be able to:

- a. determine the congruence of the textbooks in HS Social Studies III, HS Social Studies IV, HS English IV, HS Pilipino IV, other MECS Project textbooks and the curriculum frameworks in terms of objectives, content, strategies and evaluation processes;
- b. discuss and demonstrate the implementation of new directions in the teacher of the different subjects;
- c. work with the division supervisor and the principal in helping other teachers to properly utilize MECS Project textbooks and prepare other instructional materials to improve the implementation of the secondary education program;
- d. prepare a plan of work to involve all the teachers in the school in a continuous effort to improve instruction through the proper utilization of materials.

14. Participants in the division training seminar-workshops will be entitled to honorarium/stipends as follows:

- a. Trainers: Honoraria at P35 a day for 6 days
- b. Trainees: Stipends at P20 a day for 7 days

15. In view of the importance of these training programs for upgrading teacher competencies, the full support and cooperation of all concerned is requested.

(SGD.) JAIME C. LAYA
Minister

Incls.: As stated

Reference: None

Allotment: 1-2-3--(D.O. 1-76)

To be indicated in the Perpetual Index

under the following subjects:

Course of Study, **SECONDARY** **OFFICIALS**
FUNDS **SEMINARS**

TEACHERS
TEXTBOOKS

PROGRAM OF ACTIVITIES FOR THE ORIENTATION
AND THE REGIONAL CONFERENCES

<u>Sessions</u>	<u>Topic/Activity</u>
Day 1	Opening Program The Environmental Context of Secondary Education in the Third-Phase National Development Goals The Secondary Curriculum and Its Present Thrusts Intervention Factors in the Effective Implementation of the Curriculum Sharing Period
Day 2	Warming Up Intervention 1: Effective Utilization of Textbooks and Instructional Materials Congruence in Objectives, Content Strategies and Evaluation between Textbooks and Curriculum Frameworks Analysis of Textbooks and Curricula Frameworks Preparation of Work Units
Day 3	Sharing Period Additional Subject Matter Background for Each Subject Area Alternative Strategies of Instructional Materials Utilization Preparation of Lesson Plans
Day 4	Instructional Materials to Support Textbooks in Curriculum Implementation Examination of Lesson Plans to Identify Materials Needed Preparation of Instructional Materials

For the orientation conference all the activities will be covered in 3 days.

Day 5

Intervention 2: Supervision and
Its Goals

The Secondary School System
Supervisory Task

Panel Discussion: Roles of Team
Members in the Improvement of
Instruction through the Proper
Utilization of Instructional
Materials

Intervention 3: Communication
Patterns and Interaction Analysis

Setting Up Work Patterns

Day 6

Micro Teaching with Team Super-
vision

Critique Session

Needs Assessment

Training Designs

(Inclosure No. 2 to NECS Memorandum No. 107, s. 1984)

LIST OF PARTICIPANTS

Orientation Conference (3 days) July 9-11, 1984

Trainers: BSE - 8; JPSEC - 2; PNC-LSC - 2;
TUP-PAC 1; TSE - 2

Trainees

Chief of Secondary Education Division - 13

Asst. Superintendent of Secondary
Schools (13 regions x 2) -106

TOTAL 117

Regional Conference - (6 days) July 23-28, 1984

Trainers

9 per region (8 Asst. Supt. and 1 Regional SED Chief)

x 13 regions

117

Participants

REGION	NUMBER OF SCHOOLS	NUMBER OF LEADER SCHOOLS (10%)	PRINCIPALS	SUBJECT AREA SPECIALISTS	DIVISION SUPV.	REGIONAL SUPV.	TOTAL
I	436	46	24	282	44	1	751
II	152	15	8	90	28	1	277
III	233	23	12	138	36	1	411
IV	434	44	22	284	54	1	797
V	259	26	13	156	36	1	492
VI	359	36	18	216	56	1	671
VII	153	15	8	90	36	1	295
VIII	274	28	14	158	36	1	507
IX	130	13	7	78	36	1	265
X	204	21	11	126	56	1	419
XI	192	19	10	114	29	1	355
XII	133	13	7	78	36	1	265
NCR	106	11	6	66	16	1	206
TOTAL	3,065	311	160	1866	500	13	2547



Divisional Training Officer-Workshops (6 days) August 1984

REGIONS	NO. OF SCHOOLS	PRINCIPALS	TEACHERS	TOTAL
I	389	295	2334	2529
II	137	69	822	891
III	210	105	1260	1365
IV	390	195	2340	2535
V	233	117	1398	1515
VI	323	162	2118	2280
VII	138	69	828	897
VIII	246	123	1476	1609
IX	177	89	702	791
X	183	92	723	815
XI	173	87	1038	1125
XII	120	60	720	780
NCR	95	48	570	618
	TOTALS	1411	16329	27740

