

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

October 19, 1984

MECS MEMORANDUM
No. 174, s. 1984

NATIONAL SEMINAR-WORKSHOPS ON PRODED
SUPPORTED SPECIAL STUDIES OF OPS

To: Assistant Secretaries
Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units

1. The Office of Planning Service (OPS), in cooperation with the Program for Decentralized Development (PRODED), will hold a series of live-in national seminar-workshops at the Philippine Center for Economic Development Hostel (PCHEDH), Pook Diego Silang, U.P. Campus, Diliman, Quezon City on the following dates:

<u>Date</u>	<u>Title of Workshop</u>
November 12-13, 1984	Preparation of MECS Annual Report for CY 1984
November 14-16	Teacher Supply and Demand
November 19-20	Teacher Training Institutions
NOVEMBER 21-24	Sector Monitoring and Plan-Budget Formulation for CY 1986
November 26-28	Preparation of Work and Financial Plan for CY 1985

2. Enclosed are the details, including the tentative schedule of activities of each particular seminar-workshop, and the list of participants.

3. Board and lodging and travel expenses of the participants will be charged against the PRODED funds, subject to usual accounting and auditing regulations.

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

(SGD.) JAIME C. LAYA
Minister

Incls.:

As stated

Reference:

None

Allotment: 1--(D.O. 1-75)

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

FUNDS

SEMINAR

Inclsure 1

DETAILS OF THE FIVE CPS SPECIAL STUDIES NATIONAL SEMINAR-WORKSHOPS

TITLE OF WORKSHOP	OBJECTIVES	EXPECTED OUTPUTS	PARTICIPANTS
<p>A. National Seminar-Workshop on the Preparation of MECS Annual Report for CY 1964</p>	<ol style="list-style-type: none"> 1. To monitor and evaluate the region's achievements and progress in the delivery of educational services and implementation of programs and projects. 2. To arrive at a consensus on the appropriate format and contents of the annual reports at the regional and sub-regional levels of operation. 3. To upgrade competencies of school administrators in evaluating the current condition of education in their respective regions and make appropriate recommendations for its improvement. 	<p>The format of an annual report and the annual report for CY 1964</p>	<ul style="list-style-type: none"> 13 Regional Senior Planning Officers 13 Chiefs, Elem. Div. 13 Staff of the Planning Ser. 1 Bureau of Elem. Ed. 1 Bureau of Sec. Ed. 1 Bureau of Higher E. 1 Div. of C. & S. 1 Cultural Agency
<p>National Seminar-Workshop on Teacher Supply and Demand</p>	<ol style="list-style-type: none"> 1. To assess the extent of the implementation of policies on teacher utilization and development. <ol style="list-style-type: none"> a. To determine the extent of the implementation of the above-referred policies. 	<ol style="list-style-type: none"> 1. Reports on problems/constraints on the implementation of policies on teacher utilization and deployment. 2. Recommendations on the improvement of policies on teacher utilization and development. 	<ul style="list-style-type: none"> 13 Asst. Regional Director 13 Chiefs, Elem. Ed. Division 13 Reg. Schooling Div.

TITLE OF WORKSHOP	OBJECTIVES	EM
	<p>B. To identify constraints met on the implementation of these policies.</p> <p>2. To recommend improvements of policies on teacher utilization and development.</p> <p>3. To develop a system for allocating teacher items.</p> <p>4. To prepare draft materials for improved methodologies of projecting enrolment and teacher requirements.</p>	<p>3. A system of teacher requirements at regional level.</p> <p>4. Material on methodology and teacher requirements.</p> <p>5. Regional workshop on teacher requirements.</p> <p>6. Regional workshop on teacher requirements.</p> <p>7. Update of teacher requirements following the 1980-81 review of teacher requirements (S. 1980).</p> <p>- Regional workshop on teacher requirements (S. 1980).</p> <p>- Regional workshop on teacher requirements (S. 1980).</p>

SCHEDULED OUTPUTS	PARTICIPANTS	INFORMATION REQUIREMENTS TO BRING ALONG
<p>tem for allocating er items at the onal and sub-regional .</p> <p>ials on the projection ology of enrolment teacher requirements.</p> <p>onal proposals for the ral echo seminar- shop.</p> <p>nal Teacher Require- Reports.</p> <p>ec reports on the wing:</p> <p>ports on number of PSI d RA 5447 items by hool districts (SY 83-84 and 1984-85)</p> <p>port on Teacher Turn- er by District, Y 1983-84)</p> <p>port on Teachers on ccial Assignments by istrict (SY 1983-84 and 84-85)</p>	<p>7 Committee on Teacher Supply and Demand</p> <p>8 Selected OPS Staff</p> <p>1 Bureau of Elem. Educ.</p> <p>1 FRODED</p> <p>6 Secretariat</p>	<p>3. Report on Teacher on Special Assignments (SY 1983-84 and SY 1984-85)</p> <p>4. Report on Enrolment/ Graduates by district and by school type, i.e., complete elemen- tary, complete primary, and incomplete primary</p> <p>5. Masterlist of Govern- ment Elementary Schools, SY 1984-85</p>

TITLE OF WORKSHOP	OBJECTIVES	EXPECTED OUTPUTS	PARTICIPANTS
National Seminar-Workshop for Teacher Training Institutions	<ol style="list-style-type: none"> 1. Study the regional profile of the teacher training institutions. 2. Review/assess the admission policies of teacher training institutions. 3. Develop a system for matching teacher education graduates with teacher demand. <ol style="list-style-type: none"> a. determine the growth trend of enrolments in the teacher education program. b. develop a system for projecting enrolment and graduates in teacher educational program. 	<ul style="list-style-type: none"> - Report on Enrolment/Graduates for complete elementary, complete primary and incomplete primary schools by district (BY 1983-84 and 1984-85) - Masterlist of Government Elementary Schools (BY 1984-85) <ol style="list-style-type: none"> 1. Report on problems/constraints in the implementation of policies on teacher education program. 2. Recommendations on the implementation of policies on teacher education program. 3. Projection methodologies on enrolment and graduates in teacher training institutions. 4. Regional enrolment projection for the teacher education program. 5. Organizational feedback mechanism for teacher training institutions. 	<ul style="list-style-type: none"> 15 Assistant Regional Directors 15 Regional Senior Planning Officers 13 Chiefs, Higher Education Division 15 Selected Staff 6 Secretaries 1 Bureau of Higher Education 1 PROHEP

INFORMATION REQUIREMENTS
TO BRING ALONG

A Regional Five-Year
Historical Data on
Enrollment and Graduates of
Teacher Training
Institutions by Year Level
and by Degree Program,
SY 1978-79 to 1983-1984.

TITLE OF WORKSHOP	OBJECTIVES	RE
	<p>4. Develop a feedback mechanism for the teacher training institutions in the regional profile of teacher requirements.</p>	<p>6. Regional implementation policies</p> <p>7. A system of teacher training with</p> <p>8. Five-year plan in the institution</p> <p>9. Proposals for Regional Development</p>
<p>11. National Seminar-Workshop on Sector Monitoring and Plan-Budget Formulation for CY 1986</p>	<p><u>General Objectives</u></p> <p>1. to strengthen the capability of regional officers to manage the planning and budgeting operations and to monitor and evaluate the programs and projects of their respective regions.</p> <p>2. to strengthen teamwork among the regional officials in the pursuit of implementing the planning, budgeting, monitoring and evaluation activities.</p>	<p>1. Budget for CY 1986</p> <p>2. Core investment monitoring activities</p>

EXPECTED OUTPUTS	PARTICIPANTS	INFORMATION REQUIREMENTS TO BEING ALONG
<p>Report on the extent of concentration of examination sites.</p> <p>System for matching higher education graduates to teacher demand</p> <p>5-year historical data on enrolment and graduates teacher training institutions.</p> <p>Drafted memorandum on the final Echo workshop on</p>		
<p>Cost proposals for 1986</p>	<p>13 Assistant Regional Directors</p>	<p>1. Regional data bulletins</p>
<p>Number of trained personnel involved in sector planning and related activities.</p>	<p>13 Regional Planning Officers</p>	<p>2. Regional plans</p>
	<p>14 Regional Finance Officers</p>	<p>3. Priority programs and projects for 1985 and 1986 for all levels</p>
	<p>24 Planning Service Staff</p>	<p>4. School building plan</p>
	<p>5 Staff from FMS</p>	<p>5. Budgetary data and other information</p>

TITLE OF WORKSHOP	OBJECTIVES	EXPECTED OUTPUTS	PARTICIPANTS
<p>W. National Seminar- Workshop on the Preparation of Work and Financial Plan for CY 1985</p>	<p>3. to enhance the leadership capabilities of the regional officials in the production and utilization of data and information needed for plan-budget preparation and project formulation.</p> <p><u>Specific Objectives</u></p> <ol style="list-style-type: none"> 1. to prepare the plan-budget proposals for CY 1986 2. to become familiar with various applications of the investment allocation formula. 3. to be aware of the various activities to be undertaken in sector monitoring. <ol style="list-style-type: none"> 1. To prepare the work and financial plan for CY 1985 based on the approved and comprehensive advice of allotment. 2. To review the regional budget proposals for CY 1985 and priorities the programs and projects based on the approved appropriation for 1985. 	<ol style="list-style-type: none"> 1. Regional work and financial plan for CY 1985 	<ol style="list-style-type: none"> 13 Assistant Regional Director 15 Regional Finance Officers 10 OPS Staff 3 FMS Staff

NTS

INFORMATION REQUIREMENTS
TO BRING ALONG

1. Budget Proposals for
CY 1985
2. Inventory of needs,
such as teachers'
items, tables, chairs,
classrooms, supplies,
etc.
3. Regional Plans

TITLE OF WORKSHEET	OBJECTIVES	EVALUATION
	<ol style="list-style-type: none"><li data-bbox="909 556 1404 661">3. To become familiar with the MECS National and Regional Trustees for 1994 to 1997.<li data-bbox="909 682 1404 913">4. To enhance the leadership capabilities of the regional officials in the production and utilization of data/information for the preparation of work and financial plan, CY 1985.	

EXPECTED OUTPUTS	PARTICIPANTS	INFORMATION REQUIREMENTS TO BRING ALONG
	2 Representatives from who 3&4	<ul style="list-style-type: none"> <li data-bbox="651 554 1032 617">4. Priority programs/projects for CY 1985 <li data-bbox="651 653 1032 716">5. ZEB and other budget preparation forms <li data-bbox="651 751 922 814">6. Regional Data Bulletins

PROGRAM OF ACTIVITIES
 National Seminar-Workshop on the Preparation of the 1984 Annual Report
 November 12-13, 1984

Time	1st Day (Nov. 12)	2nd Day (Nov. 13)
8:00 - 9:00	: Registration of Participants : Orientation	: Performance Indicators : Accomplishments
9:00 - 10:00	: Discussion on the Substantive Content : of the Annual Report	: Evaluation of Developments : Special Projects
10:00 - 10:30	B R E A K	
10:30 - 12:00	: Continuation of the discussion of the : Substantive Content	: Analysis/Synthesis of : Aspects
12:00 - 1:30	L O O K B R E A K	
1:30 - 3:00	: Workshop on Substantive Content of : School Division Annual Report	: Planning of School Division : for the Preparation of : School District and A
3:00 - 3:30	B R E A K	
3:30 - 5:00	: Workshop on Statistical Content of : School Division Annual Report	: OPEN FORUM : Presentation and Review : Regional Annual Report
5:00 - 7:00	D I N E R	
7:00 - 9:00	: Work Session if : Necessary	: Home Sweet Home

Nov. 13)

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the financial

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of School Division
Annual Report

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PROGRAM OF ACTIVITIES
 TEACHERS' SYMPOSIUM
 (November 1964)

TIME	FIRST DAY
	1 - Registration
	2 - Orientation
MORNING	1 - Review of Policies on Teacher Utilization and Deployment 2 - PRODED Concerns
	3 - Schemes in Teacher Utiliza- tion in the Intermediate Grades
AFTERNOON	1 - Presentation of Regional Reports on Teacher Utili- zation and Deployment - NCR, Region I-VI

6 FOR THE SEMINAR-WORKSHOP ON
 SUPPLY AND DEMAND (ISD)
 October 14-16, 1984)

SESSION DAY	TOPIC
- Presentation of Regional Reports on Teacher Utilization and Development - Region VII-XTT	- Updating Data Requirements for Teacher Supply and Demand
- Recommendations on the Implementation of Policies	
- Presentation of Proposed Systems for Teacher Item Allocation	- Preparation of Plans for the Regional Educ. Workshop on ISD
-	-
- Suggestions for the Improvement of Methodology in Determining Teacher Requirements	- Submission of Workshop Requirements
- Determining Teacher Requirements	-

PROGRAM OF ACTIVITIES
SEMINAR-WORKSHOP ON TEACHER TRAINING INSTITUTIONS
(November 19-20, 1984)

TIME	FIRST DAY	
Morning	- Registration	- Preparation education
	- Orientation	
	- Review of Policies on Teacher Training Institutions	- Development teacher tr
	- PRODED Concerns	- Preparation Zaha Works
	- Assessment of the extent of implementation of policies in training institutions.	
Afternoon	- Report on the findings of ERDOTE study on trends on enrolment and graduates in teaching training institutions	- Submission o
	- Comparison of regional profiles with ERDOTE findings	- Home Sweet H
	- Development of a system in projecting teacher education enrolment/graduates	

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SECOND DAY

of projections on teacher
enrolment/graduates

of a feedback mechanism for
raising institutions

of plans for the Regional
shop

of Reports

time

Seminar-Workshop on Sector Monitoring
(1)

Time	1st Day	2nd Day
8:00-9:30 A.M. 8:00-9:30	<ul style="list-style-type: none"> Opening Program - Tambuwang Awit - Presentation of Participants - Opening Remarks - Orientation on Conference Procedure Budget Coverage - 1984 - 1985 	<ul style="list-style-type: none"> Workshop Requir - Status Number Number School Equipm PROJEC Ntc. - Barcelm
9:30-10:30 9:30-10:30	<ul style="list-style-type: none"> - GABCS/MECSRO Share Region - MECSRO Share - PROCEED records (for elementary education) 	(Cont.) Workshop
10:30-11:00		B
11:00-12:00	<ul style="list-style-type: none"> Workshop I 1985 Budget Proposal for Distribution 	(Cont.) Workshop

Program of Activities
Monitoring and Preparation of Budget Proposals, (Y 1986
November 21-24, 1984)

2nd Day	3rd Day	4th Day
Workshop II - Data Generation in Planning on of Teachers of Classrooms Sites ment ts ment Projections	Sector Monitoring Functions: (Planning, Budgeting, Implementation, Evaluation) Program Projects Activities	Workshop V - Monitoring of Programs/Projects - Present Status - Proposed Improvement
Workshop II	EMIS Modules Data Banking, Processing and Utilization - Pupil/Student - Physical Facilities - Personnel - Curriculum - E F E	(Cont.) Workshop VI Evaluation of Performance Indicator
Workshop I and II	Workshop III - Review and Identifica- tion of Data/Informa- tion Base for Plan- ning and Budgeting - List of Reports to be submitted to OMECS and MECSEMO.	(Cont.) Workshop VI on Performance indicators' targets

Seminar-Workshop on Sector Monitoring

Time	1st Day	2nd Day	3rd Day
12:00-1:30 P.M.	N O	O N	B R E A
1:30-2:30	(Cont.) Workshop I Total Proposal for 1986 - OMRCS - WCESRO Share - C1 C2 C3	Presentation of the Budget Proposals: Regions - ECE, I, II, III, IV, & V	Workshop IV Preparation of a Monitoring Model Activities - District - Division - Regional
2:30-3:30	(Cont.) Workshop I (Personal Needs) - Proposed Total Item Needed - New Item Needed	Regions - VI, VII, VIII, IX, X, XI, XII	(Cont.) Workshop
3:30-4:30		B R E A	
4:30-5:30	(Cont.) Workshop I	Reactions, Comments on the proposals	(Cont.) Workshop
5:30-7:00		B R E A	
7:00-9:00	(Cont.) Workshop I		Finalization of Sector Monitoring Model

4th Day

K.

Sector/ Presentation of the suggested format of Annual Report for 1984

IV Closing Program -
- Evaluation of the Workshop
- Distribution of certificates

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PROGRAM OF
SEMINAR-WORKSHOP ON THE FIVE YEAR
PLAN FOR

Time	November 26, 1984	
8:00 - 8:30	Opening Program Orientation on Conference Procedures	Topic and rec vis CY
8:30 - 10:00	- Topics: Presentation of the Comprehensive Advice of Allot- ment by Region. - Review of MOC's Thrusts	Work Wit Reg
10:00-10:30		B R R A
10:30 - 12:00	Work Session - Review & Revision of Programs/Projects priorities based on the Thrusts of MOC CY 1985	
12:00 - 1:00		B R R A
1:00 - 3:00	Work Session (cont.)	
3:00 - 5:30		B R R A
3:30 - 5:00	Work Session (cont.)	
6:00 - 7:00		B R R A
7:00 - 9:00	Work Session	

ACTIVITIES

PREPARATION OF WORK & FINANCIAL
 PLAN FOR 1965

November 27, 1964	November 28, 1964
<p>Work Session: Presentation of formula and formula/procedures for program/project allocation of approved budget, activities for 1965.</p>	<p>Financial Session: Presentation of priorities in terms of programs/project and resource allocation.</p>
<p>Session - Preparation of financial and Work Plan by Region.</p>	<p>By Region</p>
<p>Work Session (cont.)</p>	<p>Presentation of Work & Financial Plan, Regions KCR, I, II, III, IV, V, & VI</p>
<p>Work Session (cont.)</p>	<p>Presentation of Work & Financial Plan, 1965, Regions VII, VIII, IX, X, XI, & XII</p>
<p>Work Session (cont.)</p>	<p>Closing Program</p>
<p>Work Session</p>	