

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

November 26, 1984

MEMO MEMORANDUM
No. 195, s. 1984

TRAINING PROGRAMS FOR GRADES 5 AND 6 ENGLISH AND FILIPINO TEACHERS
ON EFFECTIVE UTILIZATION OF PROJECT TEXTBOOKS AND EXISTING
INSTRUCTIONAL MATERIALS

To: Bureau Directors
Regional Directors
School Superintendents
Presidents, State Colleges and Universities

1. The Ministry of Education, Culture and Sports through the Textbook Board Secretariat and the Bureau of Elementary Education shall conduct division training programs for Grades 5 and 6 English and Filipino teachers sometime between February and March, 1985 on the effective utilization of the Project textbooks and existing instructional materials.

2. In preparation for these training programs, regional trainers' conferences for three days will be held sometime between December 11, 1984 and January 30, 1985 in designated centers, as follows:

<u>GROUPINGS</u>	<u>NO. OF PARTICIPANTS</u>	<u>CENTERS</u>	<u>DATES</u>
BCR	51	P. Gomez Elementary School Manila	December 11-13, 1984
I, IV and VII	139	Senior Mesa Teachers Camp Zaguito City	December 18-20, 1984
II and V	138	Cicol University Loganipi City	January 2-10, 1985
VI, VIII and XIII	159	Eladio School of Arts and Trades, Iloilo City	January 15-17, 1985
IX and XI	82	Western Mindanao State University, Marboanga City	January 22-24, 1985
X and XII	108	Don Mariano Marcos State University, Cagayan de Oro	January 28-30, 1985

Inclosure No. 1 shows the tentative program of activities for the regional trainers' conferences.

3. After the regional trainers' conferences, the participants should be able to:

- a. evolve regional and division inservice training programs for Grades 5 and 6 English and Filipino teachers
- b. drawing guidelines on the effective use of:
 - (1) Project textbooks particularly 5B English 5 and 6 and 5B Filipino 5 and 6
 - (2) existing instructional materials

4. The participants for the regional trainers' conference shall be the Chief of Elementary Education Division, the regional supervisor, division supervisor and specialists for Grades 5 and 6 English and Filipino. Inclosure No. 2 shows the number of participants in the regional trainers' conferences.

5. Transportation expenses and daily stipends of P100 for 5 days of the regional trainers' conference participants shall be charged against the funds for training provided by TNS to the regional offices for this purpose. Expenses of the trainers from ERCS-REF and the FMO-FSC shall be borne by the CRS.

6. The division training programs shall be held for five (5) days sometime between February and March 1965. However, the schools superintendents shall decide the exact dates and venues of training after receiving training funds.

7. At the end of the division training programs, the participants should be able to:

- a. determine the competence of the objectives, content, strategies, evaluation materials of the Project textbooks particularly ES English 5 and 6 and ES Filipino 5 and 6;
- b. construct sample evaluation instruments for specific lessons in the textbooks and other materials;
- c. demonstrate how to use the Project textbooks and other existing instructional materials; and
- d. draw up a budget of work for the effective coverage of the Project textbooks.

8. All Grades 5 and 6 English and Filipino teachers in public schools shall attend the division training programs.

9. Participants in the division training programs shall be entitled honorarium/stipend as follows:

- a. Trainers: Honoraria at P60 per day for 5 days
- b. Trainees: (1) Stipends at P45 per day for 5 days for those within commuting distance from the training center (2) Stipends at P45 per day for 5 days for those not within commuting distance from the training center

However, they shall not be provided with transportation expenses.

10. The participants to the regional trainers' conferences and the division training programs shall bring with them at least one supplementary book for Grades 5 and 6 English and Filipino and the following Project textbooks:

ES English 5	ES English 6
ES Filipino 5	ES Filipino 6

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

(SGE.) JAIMIE C. LAYA
Minister

encls : As stated

Reference: ERCS Memorandum No. 111, s. 1965

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

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

CONFERENCE

FUNDS

ERCS

TEACHING AIDS

(Enclosure No. 1 to PFCS Memorandum No. 195, s. 1964)

INITIATIVE PROGRAM OF ACTIVITIES FOR THE REGIONAL TRAINORS' CONFERENCE

<u>DAY</u>	<u>SESSION</u>	<u>TOPIC/ACTIVITY</u>	<u>PLG-AREA</u>
1	A.M.	Opening Program	Host Region
		Current Developments in Elementary Education	BEE
		Lecture-Demonstration on Management of Classroom Instructional System	
	P.M.	Analysis of Project Textbooks: ES English 5 and 6 ES Filipino 5 and 6	PMC-LSC BEE
2	A.M.	Effective Utilization of Textbooks, Minimum Learning Competencies and Other Instructional Materials	PMC-LSC BEE
	P.M.	Lecture-Demonstration and Practicum	PMC-LSC BEE
		a. Task Analysis	
		b. Preparation of Sample Criterion-Referenced Test Items	
		c. Sample Lesson Plans	
3	A.M.	Practicum on Evaluation Procedures	BEE
		a. Table of Specifications	
		b. Preparation of Sample Test Items Based on the Table of Specifications	
	P.M.	Preparation of Outline and Schedules of Division Training Programs for Grades 5 and 6 English and Filipino Teachers on the Use of the Project Textbooks and Other Instructional Materials	TLS
		Closing Program	Host Region

Region III

Regional Office*	1		1		3
Davao	1	2	1	2	11
Davao	1	3	1	3	13
Marikina	2	2	1	2	6
Pangasinan	1	3	1	3	8
Tarlac	1	2	1	2	8
Zamboanga	1	2	1	2	6
Manila City	1	1	1	1	7
Cebu City	1	1	1	1	7
Iloilo City	1	1	1	1	4
TOTAL	10	17	10	17	53

Region-IV

Regional Office*	1		1		3
Cebu City	1	5	1	5	12
Manila	1	5	1	5	12
Pasay City	1	5	1	5	12
Quezon City	1	5	1	5	12
TOTAL	5	20	5	20	31

Region IV

Regional Office*	1		1		3
Aurora	1	1	1	1	4
Batangas	1	1	1	2	5
Cavite	1	2	1	2	5
Legaspi	1	2	1	2	5
Marikina	1	2	1	2	6
Occidental Mindoro	1	2	1	2	6
Oriental Mindoro	1	2	1	2	6
Palawan	1	1	1	1	4
Quezon	1	4	1	4	10
Rizal	1	1	1	1	4
Rosario	1	1	1	1	4
Batangas City	1	1	1	1	4
Cavite City	1	1	1	1	4
Lipa City	1	1	1	1	4
Lucena City	1	1	1	1	4
San Pablo City	1	1	1	1	4
TOTAL	17	25	17	25	55

Region V

Regional Office*	1		1		2
Albay	1	2	1		2
Camarines Norte	1	2	1	2	2
Camarines Sur	2	2	1	2	3
Catanduanes	1	2	1	2	3
Masabata	1	2	1	2	3
Sorsogon	1	2	1	2	3
Legazpi City	1	1	1	1	4
Legazpi City	1	1	1	1	4
Naga City	1	1	1	1	4
TOTAL	19	15	10	15	51

Region VI

Regional Office*	1		1		3
Aklan	1	2	1	2	6
Antique	1	2	1	2	6
Capiz	1	2	1	2	6
Iloilo	1	3	1	3	8
Guimaras	1	1	1	1	4
Negros Occidental	1	2	1	2	6
Bacolod City	1	1	1	1	4
Bago City	1	1	1	1	4
Cadiz City	1	1	1	1	4
Iloilo City	1	1	1	1	4
La Carlota City	1	1	1	1	4
Rexos City	1	1	1	1	4
San Carlos City	1	1	1	1	4
Silay City	1	1	1	1	4
TOTAL	15	20	15	20	71

Region VII

Regional Office*	1		1		3
Bohol	1	2	1		6
Cebu	1	3	1	2	7
Negros Oriental	1	2	1	2	6
Siguayor	1	1	1	1	4
Cebu City	1	1	1	1	4
Dumaguete City	1	1	1	1	4
Lapu-Lapu City	1	1	1	1	4
Mandaue City	1	1	1	1	4
Toledo City	1	1	1	1	4
TOTAL	10	13	10	13	47

Region VIII

Regional Office*	1		1		3
Illigan	1	1	1	1	4
Eastern Samar	1	1	1	1	4
Leyte	1	2	1	2	6
Northern Samar	1	1	1	1	4
Southern Leyte	1	1	1	1	4
Western Samar	1	1	1	1	4
Calbayog City	1	1	1	1	4
Ormoc City	1	1	1	1	4
Tacloban City	1	1	1	1	4
TOTAL	10	10	10	10	41

Region IX

Regional Office*	1		1		3
Sulu	1	1	1	1	4
Basilan	1	1	1	1	4
Tawi-Tawi	1	1	1	1	4
Zamboanga del Sur	1	2	1	2	6
Zamboanga del Norte	1	2	1	2	6
Dipolog City	1	1	1	1	4
Pagadian City	1	1	1	1	4
Zamboanga City	1	1	1	1	4
Dapitan City	1	1	1	1	4
TOTAL	10	12	10	12	43

Region X

Regional Office*	1		1		3
Aguasan del Norte	1	1	1	1	4
Aguasan del Sur	1	1	1	1	4
Butuan	1	2	1	2	6
Candarin	1	1	1	1	4
Misamis Occidental	1	1	1	1	4
Misamis Oriental	1	2	1	1	5
Siargao	1	1	1	1	4
Surigao del Norte	1	1	1	1	4
Butuan City	1	1	1	1	4
Gugayon de Oro City	1	1	1	1	4
Clarin City	1	1	1	1	4
Ozamiz City	1	1	1	1	4
Surigao City	1	1	1	1	4
Tandag City	1	1	1	1	4
TOTAL	15	16	15	16	63

Region XI

Regional Office*	1		1		3
Davao del Norte	1	2	1	2	6
Davao Oriental	1	1	1	1	4
Davao del Sur	1	2	1	2	6
South Cotabato	1	2	1	2	6
Surigao del Sur	1	1	1	1	4
Davao City	1	3	1	2	7
Com. Santa Cruz	1	1	1	1	4

TOTAL	8	11	8	11	39
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Region XII

Regional Office*	1		1		3
Lanao del Norte	1	1	1	1	4
Lanao del Sur I	1	1	1	1	4
Lanao del Sur II	1	1	1	1	4
Maguindanao	1	1	1	1	4
North Cotabato	1	3	1	3	8
Sultan Kudarat	1	2	1	2	6
Cotabato City	1	1	1	1	4
Iligan City	1	1	1	1	4
Marawi City	1	1	1	1	4

TOTAL	10	12	10	12	48
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4. Priority shall be given to the division supervisor in cases where a school division is entitled to only (1) participant for each subject. Thus, if the division is allotted only one (1) participant for English, the division English supervisor shall attend. In cases where there are more than one participant allotted for the division, the remaining slots shall be given to subject specialists.
5. The participants of the regional trainers' conferences shall serve as trainers during the division training programs.
6. Grade 5 and 6 English and Filipino teachers in the public schools shall attend the 5-day training to be held in February and March 1983.
7. The schools superintendent shall determine those teachers who are within commuting distance from the training center. Those within commuting distance shall be entitled to stipend for 5 days and those not within commuting distance shall be entitled to stipend for 6 days.
8. The schools superintendent shall submit to the Textbook Board Secretariat a report on the training program conducted in the division. This report which shall include number of trainees by grade and subject, private school observers, trainers, activities undertaken, training materials used, funds received and disbursed, is expected to be received by TBS one month after the division training program. The report shall be addressed to the Executive Director, Textbook Board Secretariat, Area XI, UP Campus, Diliman, Quezon City, Attention: The Chief, Training Section.

(Inclosure No. 2 to WCES Memorandum No. 195, s. 1984)

SUBELINES FOR THE REGIONAL TRAINERS' CONFERENCES AND DIVISION TRAINING PROGRAMS

1. The chief of the elementary education division, regional supervisors, division supervisors and specialists for Grades 3 and 6 English and Filipino shall attend the regional trainers' conferences to be held for three (3) days sometime between December 11, 1984 and January 30, 1985 at the designated centers.
2. Subject specialists to be selected by the schools superintendent must have some familiarity and expertise with the content and approach espoused by the Project textbooks since these subject specialists shall be the trainers for the division training programs.
3. Each school division shall send only the allotted number of participants to the regional trainers' conference, as follows:

	English		Filipino		TOTAL
	<u>Supervisor</u>	<u>Specialists</u>	<u>Supervisor</u>	<u>Specialists</u>	
Region I					
Regional Office*	1		1		3
Abra	1	1	1	1	4
Benguet	1	2	1	2	6
Ilocos Norte	1	3	1	3	8
Ilocos Sur	1	3	1	3	8
La Union	1	2	1	2	6
Mountain Province	1	1	1	1	4
Pangasinan	1	6	1	6	14
Baguio City	1	1	1	1	4
Dagupan City	1	1	1	1	4
Laog City	1	1	1	1	4
San Carlos City	1	1	1	1	4
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TOTAL	12	22	12	22	69
Region II					
Regional Office*	1			1	3
Batanes	1		1		2
Cagayan	1	2	1	2	6
Ifugao	1	1	1	1	4
Isabela	1	2	1	2	6
Kalinga-Apayao	1	2	1	2	6
Nueva Vizcaya	1	1	1	1	4
Quirino	1	1	1	1	4
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TOTAL	8	9	8	10	35

*Includes the Chief of the Elementary Education Division