

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

February 25, 1985

MECS M E M O R A N D U M  
No. 20, s. 1985

INSTRUCTIONAL LEADERSHIP TRAINING FOR DEPARTMENT  
HEADS OF PRACTICAL ARTS

To: Bureau Directors  
Regional Directors  
Vocational School Superintendents/Administrators/Principals

1. An Instructional Leadership Program for Department Heads of Practical Arts will be conducted by the Office of Personnel Management and Development, Ministry of Education, Culture and Sports, in cooperation with the Bureau of Secondary Education and the Philippine Association of Practical Arts Supervisors (PAPAS), from March 16-30, 1985, at the Junior Mess, Teachers Camp, Baguio City.
2. The training program is designed to strengthen the capabilities of Department Heads for Practical Arts in managing and supervising the effective implementation of the Practical Arts program. Inclosure No. 1 reflects the contents and processes covered by the program.
3. Participants will come from the seven (7) types of tryout high schools in each region. Inclosure No. 2 indicates the tryout school in Regions I-XII and NCR. Participants from these regions should be drawn from the schools identified in the list.
4. All participants are requested to be at Teachers Camp on the evening of March 16, 1985. It is requested further that participants bring with them samples of the curriculum materials currently used in their schools. Inclosure No. 3 shows the day-to-day schedule of activities.
5. All expenses for the board and lodging of participants during the duration of the training will be borne by MECS from its Teacher Development Funds. Transportation expenses of participants from their station and return will be charged against local funds, subject to usual accounting and auditing regulations.
6. All participants are required to undergo physical examination and submit to the registration committee a health certificate (General Form 86) duly signed by a government physician and attested to by the Schools Superintendent concerned as to their physical fitness to attend training in a high altitude place like Baguio City. Teachers with hypertension, with a history of nervous breakdowns, heart ailment and asthma should not participate in this program.
7. Immediate dissemination of this Memorandum and its inclosures to all concerned is desired.

(SGD.) JAINE C. LAYA  
Minister

Incls.: As stated  
Reference: None  
Attachment: 1-(D.O. 1-76)

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

Course of Study, SECONDARY

SOCIETY or ASSOCIATIONS



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INSTRUCTIONAL LEADERSHIP TRAINING FOR DEPARTMENT  
HEADS OF PRACTICAL ARTS

I. Introduction:

The Leadership program for department heads of Practical Arts was designed to stave off some problems encountered by the secondary school teachers in the country. Specifically, this program addresses itself to the problems identified in the study conducted by the Bureau of Secondary Education. Among other things, the study revealed that teacher need training on teaching strategies, school management techniques/procedures, teaching contents, classroom management, and technique of supervision.

The program therefore, aims to strengthen the capability of the secondary school department heads of practical arts in supervising Practical Arts teachers toward instructional improvement.

II. Objectives:

More specifically, the training program aims to:

1. develop better understanding of the role of the department heads in the implementation of Practical Arts program as well as acquire skills in the preparation and evaluation of projects;
2. select the best teaching strategies that could have maximum potential for students;
3. enhance leadership skills from a core of head teachers in determining their strengths/weaknesses; planning and working out activities to improve their competencies in the different areas of Practical Arts;
4. prepare training manuals for department heads/teachers to insure continuous upgrading of teachers' competencies;
5. develop styles of human relations that are effective in achieving organizational tasks;
6. effect a better head teacher-teacher relationship in the school level;
7. develop the maximum utilization of head teachers as linking pins to the principal for administration's response on problems identified.

III. Pre-Evaluation Plan

1. Assessment of training needs of prospective participants are based on the existing records/study available at the Ministry of Education, Culture and Sports.
2. A checklist on the training needs and skills of prospective participants will be administered at the start of the training program.









Objectives	Content: Planning Consideration Conceptual Framework	Methodology
1. Leadership in supervision	Environmental Context of Practical Arts. Overview of Practical Arts Program. The present thrusts in relation to PRODED	Lecture/Discussion Forum
1.1 Develop better understanding of the role of the Department Heads in the Implementation of Practical Arts Program.		
2. Select the best teaching strategies that could harness the maximum potentials of students.	<u>Role Expectations</u> - Skills of supervisor - Clinical supervision - Criteria for observing teachers - Teaching strategies most appropriate in Practical Arts - Needs assessment - Pre-observation conference - Supervisory conference - Post conference analysis - Preparation of action plan - Action planning	Lecture/Discussion Seminar Role Playing Demonstration Forum Discussion Demonstration Panel Exercises
1.3 Enhance leadership skills in determining their strengths/weaknesses in working out activities to improve teaching competencies.		
2. Interpersonal Skills	Organizational development Leadership style	Lecture/Discussion Forum Demonstration
2.1 Develop style of human relation that are effective in observing organizational tasks.		
2.2 Effect a better head teacher-teacher's relationship in the salient level.	Contact Counseling Collegueship	Role playing Simulation Games/F1shball T-group







Objectives	Content: Planning Consideration Conceptual Framework	Methodology
Develop the maximum utilization of head teacher as linking pin to the administration response on problem identified.	<ul style="list-style-type: none"> <li>Self awareness and personal values analysis</li> <li>Community culture and values</li> <li>Communication pattern</li> <li>Task analysis</li> </ul>	<ul style="list-style-type: none"> <li>Lecture/Discussion</li> <li>Role playing</li> <li>Games</li> </ul>
3. Proposed Secondary Education Curriculum for Practical Arts		
3.1 Acquire knowledge of the Practical Arts content and materials/methodology	<ul style="list-style-type: none"> <li>Components of Practical Arts                             <ul style="list-style-type: none"> <li>- Fishery Arts</li> <li>- Home Economics</li> <li>- Business and Distributive Arts</li> <li>- Agricultural Arts</li> <li>- Industrial Arts</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Lecture</li> <li>Discussion</li> <li>Demonstration</li> </ul>









V. Post-Evaluation Plan

1. Achievement shall be measured (developmental and summative) in different instrumentations;
2. Action plan shall be formulated and its implementation monitored for the balance of the year.

VI. Follow-up Support Plan -

Continuous evaluation and management support will be extended by the Regional Supervisor in cooperation with the Division Supervisor in Charge of Practical Arts on a bimonthly frequency - for the former and a monthly frequency for the latter.

VII. Effectiveness of the Program Shall Be Measured by:

1. raising of achievement level of students and improvement of quality projects.
2. more use of teaching strategies appropriate to practical arts that will help develop maximum potentials of students.
3. habituals action planning based on sensitiveness in determining the weaknesses/strengths of Practical Arts teachers thus achieving best performance among students.

Outcome: To produce high school students we envision to have who will contribute to the total national development.







LIST OF TRYOUT HIGH SCHOOLS

Region	Type	School	Location	
MCR	City High School	Ramon Magsaysay High School	España Street, Manila	
	Private Sectararian	Our Lady of Grace Academy	12th Avenue, Caloocan City	
	Private Non-Sectararian	J. Abad Santos High School (Arellano University)	Taft Avenue, Pasay City	
	Municipal High School	Malabon Municipal High School	Malabon, Metro Manila	
	Vocational High School	Marikina Institute of Science and Technology	Marikina, Metro Manila	
	Barangay High School	Panghulo Barangay High School	Bautista, Malabon, Metro Manila	
	I	National General	Urdaneta National High School	Urdaneta, Pangasinan
		National Vocational	Speaker E. Perez National Agri- cultural School	San Carlos City (Pangasinan)
		Barangay High School	Sual Barangay High School	Alaminos, Pangasinan
		Provincial	Balacan Provincial High School	Balacan, La Union
City High School		Baguio City High School	Baguio City	
Private Sectararian		St. Columban College	Lingayen, Pangasinan	
Private Non-Sectararian		Northwestern College	Laoag City	
II		National General	Mueva Vizcaya General Comprehensive High School	Bayombong, Nueva Vizcaya
		National Vocational	Bibak National Agricultural School	Bulanog, Tabuk, Kalinga, Apayao
		Provincial High School	Quirino General High School	Cabarrigan, Quirino
	Private Sectararian	Saint Ferdinand College	Ilangan, Isabela	
	Private Non-Sectararian	Cagayan Colleges of Tuguegarao	Tuguegarao, Cagayan	
	Provincial High School	Doña Aurora Barangay High School	San Juan, Aurora, Isabela	
	Municipal High School	Roxas Municipal High School	Roxas, Isabela	
	III	National General	Sapang Palay National High School	Sapang Palay, San Jose del Monte, Bulacan
		National Vocational	Philippine National Agricultural School	Guyong, Sta. Maria, Bulacan
		Sectararian	St. Mary's Academy	Meycauayan, Bulacan
Non-Sectararian		Calumpit Institute	Calumpit, Bulacan	
Provincial		M. E. Del Pilar High School	Pelolos, Balabac	
Municipal		Caracho Municipal High School		



• : Kaniyay, Jaitan  
• : Olonçade City

• : Gorden Heights Barangay High School

• : Barangay High School





IV	Provincial	Gov. F. Leviste Memorial High School	Lemery, Batangas
	National General	Batangas National High School	Batangas City
	National Vocational	J. P. Laurel Sr. Memorial School of Arts and Trades	Malvar, Batangas
	Barangay High School	A. Abdulla Barangay High School	Cavite City
	Private Sectarlan	Conessa College	San Pablo City
	Non-Sectarlan	Laguna College	San Pablo City
V	City High School	Tagaytay City High School	Tagaytay City
	National General	Camarines Sur National High School	Naga City
	National Vocational	Sorsogon College of Arts and Trades	Sorsogon
	Provincial	Dinasalang Provincial High School	Dinasalang, Masbate
	Municipal	Iligao Municipal Technological Vocational School	Iligao, Albay
	Private Sectarlan	St. Bridgett's School	Buni, Camarines Sur
VI	Private Non-Sectarlan	Catanduanes College/High School	Virac, Catanduanes
	Barangay High School	Saban Barangay High School	Saban, Oas, Albay
	National Vocational	Calinog Agricultural and Industrial College	Calinog, Iloilo
	National General	Sta. Barbara National Comprehensive High School	Sta. Barbara, Iloilo
	City High School	Irevelo High School	Iloilo City
	Non-Sectarlan	Silay Institute	Silay City
VII	Sectarlan	St. Paul College	Jaro, Iloilo City
	Barangay	Palaca Dumiltan Barangay High School	Milagao, Iloilo
	Provincial	Don Felix Serra Memorial High School	San Joaquin, Iloilo
	National General	Bohol National High School	Tagbilaran City
	National Vocational	Bohol School of Arts and Trades	Tagbilaran City
	Municipal	Aklan Municipal High School	Aklan, Negros Oriental
VIII	Provincial	Negros Oriental Provincial High School	Dumaguete City
	Barangay	Don Andres Soriano Barangay High School	Don Andres Soriano, Toledo City
	Private Sectarlan	Silliman University	Dumaguete City
	Private Non-Sectarlan	Cebu Central Colleges	Cebu City
	Sectarlan	Milagrosa Academy	Cabuyog City
	Vocational	Biliran National Agricultural College	Biliran, Leyte
Private Non-Sectarlan	National High School	Leyte National High School	Taclaban City
	Private Non-Sectarlan	Leyte College	Taclaban City







Barangay High School	Tabango Barangay High School	Tabango, Leyte
Municipal	Baybay High School	Baybay, Leyte
Provincial	Buraueh Provincial High School	Buraueh, Leyte
National High School	Basilan National High School	Basilan
City High School	Zamboanga City High School	Zamboanga City
Barangay High School	Lamlan Barangay High School	Basilan
Vocational	Katibunan National Agricultural School	Zamboanga del Norte
Private Sectarian	St. Joseph School	Zamboanga City
Private Non-Sectarian	Southern City Colleges	Zamboanga City
National General	Misamis Oriental General Comprehensive High School	Cagayan de Oro City
Vocational	Masipit National Vocational School	Masipit, Agusan del Norte
Provincial	Agusan del Sur Provincial High School	San Francisco, Agusan del Sur
Municipal	Jasaan Municipal High School	Jasaan, Misamis Oriental
Barangay	Bugo Barangay High School	Bugo, Cagayan de Oro City
Private Sectarian	Xavier University High School	Cagayan de Oro City
Private Non-Sectarian	Southern Philippine Academy	Licuan, Cagayan de Oro City
National Vocational	Surigao del Sur Institute of Technology	Centulan, Surigao del Sur
Municipal	Davao City High School	Davao City
Municipal	General Santos City High School	General Santos City
Provincial	J. Elpa Provincial High School	Surigao del Sur
Private Sectarian	Holy Cross of Davao College	Sta. Ana, Davao City
Private Non-Sectarian	Rizal Memorial Colleges	Davao City
Barangay	Morallah Barangay High School	South Cotabate
National General	Iligan City National School	Buruau, Iligan City
National General	Lanao del Norte National Comprehensive High School	Baray, Lanao del Norte
Municipal	Pikit Municipal High School	Pikit, North Cotabato
Barangay	Notre Dame Villega Barangay High School	









Enclosure No. 3 to BECS Memorandum No. 20, 9. 1985)

INSTRUCTIONAL LEADERSHIP TRAINING OF DEPARTMENT  
HEAD OF PRACTICAL ARTS

TENTATIVE SCHEDULE OF ACTIVITIES

Day	8:30-9:45 a.m.	10:00-12:00 Noon	1:30-3:15 p.m.	3:30-5:00 p.m.	8:00-10:00 p.m.
Sunday			Arrival and Registration	Orientation Needs Assessment	Unfreezing
Monday	Opening Program	Environmental Context of Practical Arts	Overview of Practical Arts	The Present Thrust in relation to PRACTICAL ARTS -- Dr. Gonzalez	
Tuesday	Objectives of PA	Work Divisions Community Culture and Values	Group Objectives	Task Analysis	Self-Awareness Exercises
Wednesday	T-Group	T-Group	T-Group	T-Group	Continue T-Group
Thursday	Communication Patterns	Self-Awareness and Personal Values	Games/Team Building	Games/Team Building	
Friday	Practical Arts Concepts and Materials Technology	Home Economics	Agricultural Arts	Industrial Arts	
Saturday	Primary Arts	Business and Distributive Arts	Teaching Strategies Most appropriate for PA	Consolidation into a Handbook of Teaching Strategies	

Evening sessions will be held as the need arises.







Day	8:30-9:45 a.m.	10:00-12:00 Noon	1:30-3:15 p.m.	3:30-5:00 p.m.	5:00-10:00 p.m.
8. Sunday	Free Day	Free Day	Free Day	Free Day	
9. Monday	Role expectation as Supervisor	Role Play	Skills of Supervisor	Simulation Game	Socialization
Tuesday	Critaria for Observing Teachers	Diagnostic Instruments	Demonstration	Demonstration	Critique
11. Wednesday	Practicum for Clinical Supervisor	Clinical Supervisor	Supervisory Conference	Post Conference	
12. Thursday	Preparation of Action Plan	Action Planning	Action Planning	Action Planning	
13. Friday	Preparation of Training Manual for Echo-Training District/Division Level				
14. Saturday	Closing Ceremony	HOME	SWEET	HOME	

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