

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

February 26, 1985

MECS MEMORANDUM  
 No. 21, s. 1985

1985 SUMMER MECS-ENPC SKILLS UPGRADING PROGRAM  
 FOR VOCATIONAL TEACHERS AND INSTRUCTORS

To: Bureau Directors  
 Regional Directors  
 Schools Superintendents  
 Presidents, State Colleges and Universities  
 Heads of Private Schools, Colleges and Universities  
 Vocational School Superintendents/Administrators

1. Pursuant to the Memorandum of Agreement between the Ministry of Education, Culture and Sports and the National Manpower and Youth Council dated August 1, 1977, on the skills upgrading program for vocational teachers and instructors, the 1985 Summer Training courses at the Office of Manpower Skills Development, Taguig, Metro Manila, will start on April 8 and will end on May 30, 1985.
2. The courses to be offered, duration of training and the number of trainees to be accepted are as follows:

<u>Courses</u>	<u>Duration</u>	<u>No. of Trainees</u>	<u>No. of Hours</u>
General Automotive Mechanics	April 8 to May 30, 1985	20	280 hrs.
TV Servicing	-do-	18	280 hrs.
Industrial Electricity	-do-	16	280 hrs.
<u>Machine Shop</u>			
Turning Operation	-do-	14	280 hrs.
Milling Operation	-do-	10	280 hrs.
Grinding Operation	-do-	6	280 hrs.
Metrology	-do-	10	80 hrs.
Plumbing	-do-	16	280 hrs.
Pipe Fitting	-do-	16	280 hrs.
Refrigeration and Airconditioning	-do-	18	280 hrs.
Sheet Metal Fabrication	-do-	15	280 hrs.
Electrical Arc/Wig and Mig Welding	-do-	10	280 hrs.
Digital Logic	-do-	16	280 hrs.







3. An applicant for a training grant under this skills upgrading program must:

- a. possess a permanent appointment as teacher/instructor if he/she is teaching in a government school;
- b. be actually teaching in a government or private school the course(s) which he will teach under the program, and his latest efficiency rating must at least be Satisfactory;
- c. be not more than 50 years old on his last birthday; and
- d. be recommended by the school head and endorsed favorably by the schools superintendent and/or the regional director concerned, the recommendation to include a certification that local school funds are available to cover the monthly stipend, travel expenses and other authorized allowances of the recommendee.

4. Recommendations to this program should be submitted through channels to the Minister of Education, Culture and Sports, attention: Director, Bureau of Secondary Education, following the enclosed form for the letter of recommendation. Two copies of the official Transcript of Records of the recommendee and three copies of each of the enclosed Information Sheet and Skills Training Grant Contract properly accomplished, should be attached to the letter of recommendation. These reports should be sent in time to reach the Office of the Minister of Education, Culture and Sports, on or before March 22, 1995.

5. Recommendees will be duly notified of their acceptance or non-acceptance to the training program. In order to avoid unnecessary inconveniences, the accepted recommendees should present their notices of acceptance to the Office of Human Resource Development when they report for their scheduled training.

6. In addition to his regular salary, a teacher trained from public schools outside the Metro Manila area shall be entitled to a monthly stipend of P450 for the duration of his skills training grant, travel expenses from his/her station to the Office of Empower Skills Development, Taguig, Metro Manila, and return, and cost of materials and supplies not exceeding P500 needed by the trainee in making required training aids and projects that will be used for instructional purposes in his/her school, subject to the availability of local school funds and the usual accounting and auditing requirements.

7. Trainees from public schools within Metro Manila may be given monthly transportation and meal allowance expenses not exceeding P450 plus cost of materials and supplies not exceeding P500 needed by the trainee in making required training aids and projects that will be used for instructional purposes in his/her school, subject to the availability of funds of their respective schools and the usual accounting and auditing requirements.

8. A teacher trainee who is awarded a certificate of completion in a course in this program shall be entitled to credits in shortwork of three (3) units on the graduate level, or five (5) units on the undergraduate level in the school where he/she is enrolled.









9. The National Manpower and Youth Council will not charge any fee from the participants. Canteen services are available at the Office of Manpower Skills Development.

10. Immediate dissemination of this Memorandum is desired.

(SGD.) JAIME C. LAYA  
Minister

Incl.:

As stated

Reference:

NECS Memorandum No. 46, s. 1984

Allotment: 1-2-54--(D.O. 1-76)

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

BUREAUS & OFFICES  
EXPENSES  
SCHOOLS  
TEACHERS  
TRAINING PROGRAM  
VOCATIONAL EDUCATION







(Inclosure to NCEC Memorandum No. 21, s. 1985)

LETTER OF RECOMMENDATION

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

The Honorable  
The Minister of Education, Culture and Sports  
Palacio del Gobernador  
Intramuros, Manila  
(Through Channels)

Attention: Director, Bureau of Secondary Education

S i r :

I have the honor to recommend Mr./Mrs. \_\_\_\_\_ of this school for a skills training grant in the course(s) \_\_\_\_\_ at the NMEC Office of Manpower Skills Development, Taguig, Metro Manila, under the MECS-NMEC Skills Upgrading Program for Vocational Teachers and Instructors from \_\_\_\_\_, 19 \_\_\_\_\_ to \_\_\_\_\_, 19 \_\_\_\_\_.

The recommendee has a contract/permanent appointment as teacher/instructor in this school where he is presently assigned to teach the course(s) in \_\_\_\_\_. His/Her latest efficiency rating is \_\_\_\_\_.

In this connection, I hereby certify that local school funds are available to cover the authorized expenses of Mr./Ms. \_\_\_\_\_ as a training grantee under this program, which includes a monthly stipend of P \_\_\_\_\_, travelling expenses from his/her station to the NMEC Office of Manpower Skills Development, Taguig, Metro Manila, and return, and cost of materials and supplies needed for the production of training aids and projects required in the course(s) to be taken not exceeding P500. I further certify that Mr./Ms. \_\_\_\_\_ has no pending administrative or criminal charges against him/her.

Inclosed are the Information Sheet and Skills Training Grant Contract of Mr./Ms. \_\_\_\_\_ duly accomplished. Also inclosed are two copies of his/her latest official Transcript of Records.

Very truly yours,

\_\_\_\_\_

\_\_\_\_\_









INFORMATION SHEET

(MECS-20MYC Skills Upgrading Program for Teachers and Instructors)

Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_

Position \_\_\_\_\_ Civil Status \_\_\_\_\_

Course Presently Teaching \_\_\_\_\_ Latest Efficiency Rating \_\_\_\_\_

Name and Address of School \_\_\_\_\_

Educational Attainments:

<u>Degree/Curriculum Completed</u>	<u>Major Field</u>	<u>Year Graduated</u>
_____	_____	_____
_____	_____	_____

In-Service Training Program Attended:

<u>Title of Training Program</u>	<u>Where Taken</u>	<u>Inclusive Dates</u>
_____	_____	_____
_____	_____	_____

Skills Upgrading Course(s) Desired:

Inclusive Dates of Training Preferred: \_\_\_\_\_

Certified Correct:

\_\_\_\_\_  
(School Year) \_\_\_\_\_  
(Signature of Applicant)

(This portion will be filled out by the MECS-20MYC Technical Committee)

This training schedule of Mr./Ms. \_\_\_\_\_  
in the course(s) \_\_\_\_\_ is hereby approved for \_\_\_\_\_  
at \_\_\_\_\_  
(Inclusive Dates of Training) (Time of Training)







SKILLS TRAINING GRANT CONTRACT

I, \_\_\_\_\_ in consideration of the skills training grant awarded me by the Ministry of Education, Culture and Sports under the MSCS-MMYG Skills Upgrading Program for Vocational Teachers and Instructors and of the payment of my salary, monthly stipend and other authorized allowances by my school during the period of such skills training grant, do hereby agree:

1. To specialize in \_\_\_\_\_ at the Office of Manpower Skills Development, Taguig, Metro Manila, for a period of \_\_\_\_\_;

2. To return to my present station upon the termination of my skills training grant and to render to the same at least one (1) year of service for every course taken under the program with a duration of 240 hours to 300 hours;

3. To render a report to the Ministry of Education, Culture and Sports through my school/agency regarding the training activities that I undertook under the program, within one month upon my return to my station.

4. To turn over to my school/agency upon my return, all the training aids and projects made by me during the period of my training where materials and supplies used were provided by my school/agency; and

5. To reimburse to my school/agency the amount equal to the total compensation in the form of salary, monthly stipend, and other allowances paid to me during the period of my skills training grant in the event that, through inexcusable neglect or circumstances within my control, I fail to abide by the terms of this contract.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Designation)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_ at \_\_\_\_\_, Philippines, the affiant exhibiting his/her Residence Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_, 19 \_\_\_\_\_.

\_\_\_\_\_  
(Administering Officer)





