

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

April 25, 1985

MECS MEMORANDUM  
No. 64, s. 1985

FOLLOW-UP REGIONAL WORKSHOPS ON THE DEVELOPMENT  
OF LITERACY MATERIALS

To: Bureau Directors  
Regional Directors  
Chief of Service and Heads of Units/Centers  
Schools Superintendents

1. As a follow-up of the National Workshop in the Development of Literacy Materials held at Teachers Camp in Baguio City on March 18-30, 1985, participated in by Regional NFE supervisors, illustrators and selected ECE personnel, a series of workshops will be conducted in the regions from May to September, 1985 under the leadership of the regional directors.
2. The objectives of the regional workshops are as follows:
  - a. To provide the participants experiences in developing literacy materials using indigenous and multi-media materials;
  - b. To develop and produce literacy materials, including designs and illustrations, to be used in each division; and
  - c. To formulate division follow-up plans for the effective utilization of the materials produced.
3. The participants of the workshop are the following:
  - a. Division NFE supervisors
  - b. Illustrators - one from each division
  - c. Selected NFE coordinators - two or more from each division
4. The tentative follow-up plans prepared by the regional NFE supervisors in Baguio City, subject to the revision/approval of the regional directors, shall be followed.
5. It is understood that the financial aid amounting to P36,500 for each region will be used in conducting the workshop subject to the usual accounting and auditing procedures. If possible, other sources of funds, other than registration fees, be tapped for more support to enable each region to train more coordinators and illustrators, and to produce more literacy materials.







6. Inclosed are the guidelines for conducting the workshop.
7. Immediate dissemination and implementation of this Memorandum are enjoined.

(SGD.) JAIME C. LAYA  
Minister

Incl.:

As stated

Reference:

DECS Memorandum No. L, s. 1985

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

To be indicated in the Perpetual Index  
under the following subjects:  
NONFORMAL EDUCATION  
OFFICIALS  
TEACHERS  
WORKSHOP









(Inclosure to MECS Memorandum No. 64, s. 1985)

GUIDELINES FOR CONDUCTING THE REGIONAL  
WORKSHOP ON THE DEVELOPMENT  
OF LITERACY MATERIALS

1. The workshop should not disrupt the holding of classes.
2. The workshop may be conducted in two phases; the first phase for barangay survey/study to determine the literacy materials needed and the second phase the actual development and production of the materials. Barangay study/survey may be done by the division teams in a barangay typical of the barangays of the division. The development of the materials will then follow in a 6 to 7 days live-in workshop. Validating the materials produced may be done in the same barangay surveyed/studied or another barangay near the workshop venue of approximately the same conditions as the one surveyed/studied.
3. The working papers (lectures and notes) used in the national workshop may be used in the regional follow-up workshop. They may, however, be enriched, improved and made more relevant to existing conditions in the regions.
4. The funds allotted for the workshops in the amount of P36,500 for every region will be utilized for board and lodging of the participants, fare to and from the workshop venue, purchase of materials and supplies needed and miscellaneous expenses. Speakers, resource persons and consultants may be invited from the MECS and other government offices and agencies working for the same cause to preclude payment of honoraria.
5. Ways and means should be tried to minimize expenses in order to train as many NFE supervisors, illustrators and coordinators as possible.
6. A report on the completion of the workshop, with samples of the materials produced, is expected at the Bureau of Continuing Education (BCE) in Manila within 15 days after the workshop.

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