

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

July 19, 1985

MECS MEMORANDUM
No. 107, s. 1985

MAJOR PRODED-ERP ACTIVITIES FOR 1985

To: Regional Directors
School Superintendents

1. In line with the Ministry's efforts to upgrade competencies of MECS field personnel and the institutionalisation of PRODED-ERP, the following workshops and training programs will be conducted on the national and regional levels on the dates specified herein.

a. Workshop on the Performance Appraisal System (PAS)

- A workshop to orient BEE personnel and MECSRO elementary education chiefs on their roles/responsibilities in the implementation of the Performance Appraisal System for PRODED-ERP will be held on July 28-31, 1985 at the Development Academy of the Philippines Convention Center, (DAPCC) Tagaytay City.

- The participants to this workshop are 13 BEE personnel and 13 MECSRO chiefs of elementary education and new ERP coordinators.

- It is expected that at the end of the 3-day workshop, the participants would have:

- (1) acquired knowledge and skills needed to implement the Performance Appraisal System (PAS).
- (2) identified roles/responsibilities in the implementation of PAS.

b. Quarterly Regional Operations Planning Workshop

- A Workshop for Regional Operations Planning will be held at DAPCC, Tagaytay City on August 1-5, 1985.

- Participants to this workshop are the MECSRO elementary education chiefs, ERP Regional coordinators and regional training officers.

- It is expected that at the end of the 6-day workshop, the participants would have:

- (1) evaluated the regional accomplishments for the second quarter;
- (2) discussed the revised 1985-1986 PRODED-ERP activities;
- (3) clarified issues on the implementation of ERP in the regions;
- (4) drawn-up the third quarter Regional Operations Plan; and
- (5) developed guidelines in determining the targets for the Teacher Formation Program V and VI.

The participants are requested to bring the followings:

- (a) 1985 Regional Operations Plan, and (b) Accomplishment Report for the second quarter.

c. Educational Systems Management Program (ESMP) for the H.E. Supervisors and Vocational Supervisors

- The Educational Systems Management Program for H.E. Supervisors and Vocational Supervisors will be held at DAPCC, Tagaytay City on September 1-7, 1985.

- Participants to this training program are regional supervisors in charge of home economics, elementary agriculture and industrial arts.

- It is expected that at the end of the 6-day program, the participants would have:

- (1) manifested specific behavior indicative of positive values and attitudes, personal and interpersonal skills necessary for effective supervision;
- (2) identified ways of discharging their responsibilities in PRODED, particularly in the implementation of the NESC and PRODED-ERP;
- (3) been acquainted with innovative strategies and techniques of supervision;
- (4) been equipped with strategies for teaching Home Economics and Livelihood Education; and
- (5) acquired basic skills in delivering and managing a structured learning episode.

4. The Regional Supervisors trained at DAPCC shall conduct the Educational Systems Management Program (ESMP) for Division Supervisors for Home Economics, Industrial Arts and Agriculture in the regions from September 16 to 21.

2. Program of activities relative to the said training program and workshops are inclosed.

3. Expenses incident to the workshops and training program shall be charged against PRODED-ERP funds, subject to the usual accounting and auditing rules and regulations.

4. It is desired that this Memorandum be immediately disseminated to all concerned.

(SGD.) JAIMZ C. LAYA
Minister

Reference:
None

Allotment: 1-2--(B.O. 1-76)

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

FUNDS
OFFICIALS
PROGRAM, SCHOOL
TRAINING PROGRAM
WORKSHOP



Workshop on HOWE-UP Performance Appraisal System
 DATES, JULY 28-31, 1995

HOSENI SCHEDULE

	Day 1	Day 2	Day 3
9:00 - 10:30	Workshop Orientation	Process Observation Exercises	Interview and Calibration Exercises
10:00 - 10:30	B R N A E		
10:30 - 12:00	Presentation of Performance Appraisal System		
12:00 - 1:30	N O O M	B T N A X	
1:30 - 3:30	Process Observation Exercises	Interview & Calibration Exercises	PM's Skill Development
3:30 - 4:00	B N E A R		
4:00 - 5:00			Implementation Planning Wrap-Up

Regional Operations Planning Workshop
 Aug. 1-5, 1965
 DAPCO, Taguay City

Time	Day 1	Day 2	Day 3	Day 4	Day 5
6:00 -	Workshop Overview	Preparation of Revised Work Programs	Dialogue on Program Implementation Issues	Regional Operations Planning	Departure after breakfast
8:00	Regional Reports				
10:00 - 10:30	B R N A K				
10:30 -	Regional Reports continued				
12:00					
12:00 - 1:30	N O O W B R W A K				
1:30 -					
3:30 - 4:00	B R N A K				
4:00 -	Summary of reports	Guidelines for determining RPP V & VI targets	Regional Operations Planning	CLOSING	
6:00					
Evening					

Educational Systems Management Program for Subject Area Supervisors
 September 1-5, 1985
 MTTC, Logansport City

THEORETICAL COMPONENT

Time	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
8:30 - 10:00		REPORT Orientation	MTTC Orientation	TRP Orientation	Supervisory Skills	Operational Guidelines for TELEPHONE
10:30 - 12:00	Assembly at DAP, In-service Departure for Logansport	Motives/Values (3/4)	Home Economics & Methods Discussion at DAP 2:30	TRP Orientation	Skills In- ventory TRP	Action Planning
12:00 - 1:30	M C O S	M P R A				
1:30 - 3:30	Opening Program Briefing Program	3/4		Job Analysis	Facilitating Skills (Instruction)	Organizing Skills
3:30 - 4:00						
4:00 - 6:00	International Skills	3/4	Evolution	Roles & Respon- sibilities of SAS	Facilitating Skills (Guidelines)	
Evening	- No -	3/4	Adult Learning Process	Socials		



