

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

March 27, 1987

DECS MEMORANDUM
 No. 53, s. 1987

1987 SUMMER DECS-BTVE AND NMYC VOCATIONAL TEACHERS TRAINING PROGRAM

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

1. This Office wishes to announce that the National Manpower and Youth Council will conduct a skills upgrading program for vocational teachers and instructors on April 22-May 19 at the National Manpower and Youth Council National Skills Training Center, Taguig, Metro Manila and at two regional training centers at Talisay and at Davao. This 1987 Vocational Teachers Training Program is the first of a series of interventions to improve the vocational-technical sectors in cooperation with NMYC and industries community.

2. The particulars of the courses to be offered are as follows:

<u>Courses</u>	<u>Duration</u>	<u>Training Centers</u>	<u>Training Fee</u>
Precision Grinding	120 hours	NSTC Taguig	₱ 910.00
Electric Arc Welding	160 hours	NSTC Taguig RYTC Davao	1,930.00
Industrial Electricity	120 hours	NSTC Taguig RYTC Talisay RMTC Davao	960.00
TV Servicing	200 hours	NSTC Taguig RYTC Talisay RMTC Davao	1,170.00
Diesel Engine Mechanics	120 hours	NSTC Taguig RMTC Talisay RMTC Davao	1,340.00
Training Methodology	80 hours	NSTC Taguig RMTC Talisay RMTC Davao	Included in the above fee

The distribution of the expenses in the training program are as follows:

Course	Supplies and Materials	Insurance	Instr. Test	Travel of Trainers Methodology	Adm. Total	TOT
Precision Grinding	6,296.85	50.40	600.00	1,281.00	844.00	5,072.25
Electric Arc Welding	15,621.15	50.40	600.00	1,281.00	1,776.45	19,329.00

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Industrial						
Electricity	10,918.55	83.65	960.00	2,049.00	1,834.55	15,441.35
TV Servicing	13,588.20	50.70	1,080.00	2,305.30	2,042.25	20,983.95
Diesel Engine						
Mechanics	14,982.25	100.00	1,200.00	2,562.00	1,893.80	20,771.85

3. These are the entry requirements:

- a. must be teaching for the current year and will be teaching in the coming school year in the trade area being applied for. Certification to this effect to be contained in the application form;
- b. must have permanent appointment as Junior college instructor;
- c. must not be more than 50 years old on his latest birthday;
- d. recommendations from the school head and properly endorsed by the schools superintendent and/or regional director concerned, the recommendation to include a certification that local school funds are available to cover the training fee, monthly stipend, and travel expenses, food and housing accommodations and other authorized allowances of the recommendee; and
- e. two copies of official Transcript of Records of the recommendee, three copies of each of the enclosed information sheet and Skills Training Contract (if properly accomplished) should be attached to the latter of recommendation.

4. The Vocational Teachers Training Program shall cover skills upgrading, instructional methods, workshop management, trade testing, and related functional areas whenever necessary. A description of the courses may be found in Enclosure No. 4.

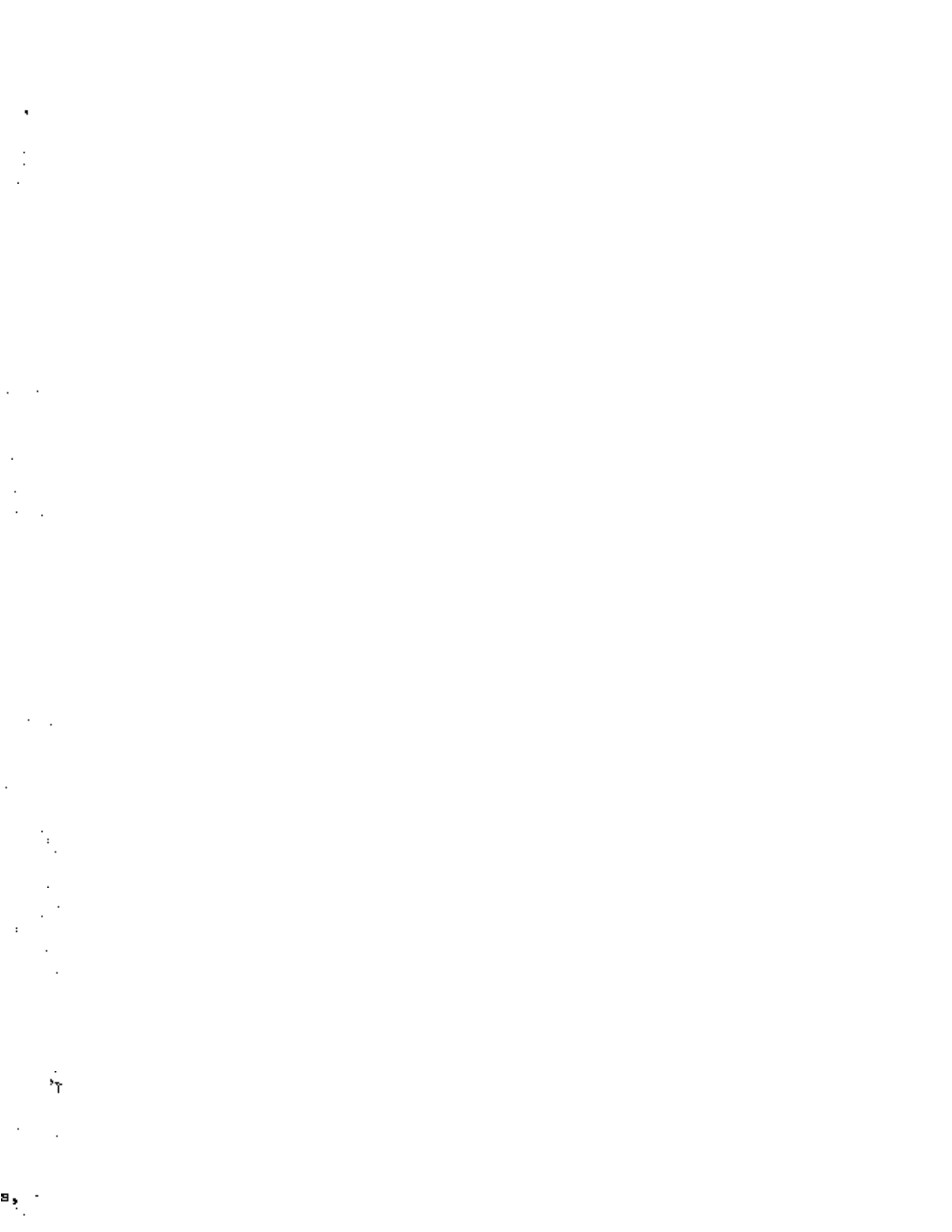
5. The local schools shall pay NMTC the training fee of each teacher-trainee the amount of which is stipulated in the column on courses/cost per trainee to cover cost of supplies and materials, power, depreciation, insurance, trade test and other administration cost. It shall also provide travelling expenses to the training center and return.

6. In coordination with BTVE, the National Skills Training Center Regional Manpower Training Center will conduct the final evaluation of all recommendation to the courses applied for.

7. Considered applicants will be duly notified of their acceptance to the training program by the NMTC-NSTC, Taguig, Metro Manila before the training starts.

8. Application forms should be received at NMTC, Taguig, on or before April 20, 1987. Those accepted will accomplish Incl. No. 1, the information sheet and Incl. No. 2, skills training contract and Incl. No. 3, recommendation of the BTVE director or assistant director to be personally handed to the Director, Regional Training Center.

9. After the training program, the Director, through the Regional Ad Hoc committee shall submit reports to the Director, BTVE on the implementation of the program emphasizing the problems encountered, recommendations and list of trainees indicating the course finished, number of training hours, station, address, division and region for record purposes.



10. Immediate dissemination of this Memorandum is desired.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:

As stated

Reference:

MPCS Memorandum: No. 41, s. 1986

Allotment: 1-2--(M.O. 1-87)

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

FEEES ✓
REPORT ✓
TEACHERS ✓
TRAINING PROGRAM ✓
VOCATIONAL EDUCATION ✓

(NMYC Training Center Desired)

INFORMATION SHEET

(DECS-NMYC Skills Development Program for Teachers and Instructors)

Name _____ Sex _____ Age _____
 Position _____ Civil Status _____
 Course Presently Teaching _____ Latest Efficiency Rating _____
 Name and Address of School _____
 Division _____ Region _____
 Check of Level of Institution: Elem. _____ Secondary _____
 Post Secondary _____
 Check Type of School: Public Sec. Sch. _____ Private H. S. _____
 State College _____ State University _____

Education Attainment:

<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 Development Course(s) Desired: _____

Inclusive Dates of Training Preferred: _____

Certified Correct: _____

(Signature of Applicant)

(School Head)

(This portion will be filled out by the NMYC Training Center Evaluation Committee)

This training schedule of Mr /Ms. _____
in the course(s) _____ is hereby approved for

_____ at _____
(Inclusive Dates of Training)

_____ Place of Training

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SKILLS TRAINING GRANT CONTRACT

I, _____ in consideration of the skills training grant awarded me by the Department of Education, Culture and Sports under the DECS-NMVC Skills Development 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 _____, 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 120 hours to 300 hours;

3. To render a report to the Department 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 _____

(Administrative Officer)



(Inclousre No. 3 to DECS Memorandum No. 63, s. 1987)

Republic of the Philippines
Department of Education, Culture and Sports
BUREAU OF TECHNICAL AND VOCATIONAL EDUCATION
M a n i l a

The Executive Director
Industry Manpower Office
National Manpower and Youth Council
Taguig, Metro Manila

Dear Sir:

Pending approval of the Memorandum of Agreement (MOA) between BIVE-DECS and NMYC-DOLE, the undersigned is recommending _____

_____ this 1987 summer vacation

Thank you for technical assistance you are giving our DECS Instructors.

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DESCRIPTION OF COURSES

The following courses to be offered are :

1. Course Title : Diesel Engine Mechanics
- Duration : 120 hours
- Objectives : At the end of the course, the participants will be able to
- Display skills and knowledges in servicing Diesel Engine
 - Explain engine components design, theories and principles
 - Service engine components and accessories per manufacturer's specification
- Course Content : Diesel Engine Theories and Principles
Engine Failure Analysis
Engine Overhauling
Inspection and Measurement
Machining and Reconditioning
Engine Assembly and Test Run
Engine System and Tune-up

Electronics

2. Course Title : Television Servicing
- Duration : 240 hours
- Objectives Specific :
- Develop safe and desirable attitude in the repair and installation of the television receiver
 - Develop skills in proper use and care of handtools and equipment
 - Analyze the principles of the stages and circuits of both B/W and colored television receiver
 - Develop proper techniques in the installation and servicing of the television receiver
- Course Content : Instrumentation
Circuit Analysis and Trouble Diagnosis
Color Circuit's Diagnosis

Mechanics

3. Course Content : Precision Grinding Course
- Duration : 120 hours
- Objectives : At the end of the course, the participants should be able to:
- Maintain precision grinding machines
 - Select appropriate grinding wheel for particular grinding job
 - Grind surfaces of the workpiece
 - Grind tool and cutter
 - Grind cylindrical and taper workpieces
- Course Content : Maintain Precision Grinding Machines
 Select Appropriate Grinding Wheel for Particular Grinding Job
 Grind Surfaces of the Workpiece
 Grind tools and Cutter
 Grind Cylindrical and Taper Workpiece

Construction

4. Course Title : Electric Arc Welding
- Duration : 150 hours
- Objectives : At the end of the course, the participants will be able to:
- Read and interpret blueprint for welders
 - Set-up the arc welding equipment
 - Select and specify electrode
 - Deposit straight bead on mild steel plate and pipe
 - Weld joints on small steel plate
 - Weld joints on small steel plate
 - Weld joints on pipe
- Course Content : Orientation
 Blueprint Reading
 Set-Up of the Electric Arc Welding
 Selection and Specifications of Electrodes
 Deposit Straight Bead on Mild Steel Plate and Pipe
 Welding of Joints on Mild Steel Plate
 Welding of Pipe Joints

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Electro Mechanical

5. Course Title : Industrial Electricity
- Duration : 120 hours
- Objectives : At the end of the course, the participants will be able to:
- Bank single-phase transformers for 30 line operation
 - Maintain 10 motors according to specification
 - Maintain 30 motors according to specification
 - Maintain D.C. motors
 - Maintain A.C. Motor Controllers
 - Maintain D.C. Motor Controllers
 - Design and install motor branch circuit
 - Operate D.C. generator
 - Operate 30 generator
 - Observe safety practices and desirable habit
- Course Content : Banking Single-Phase Transformers for 30 Line Operation.
Maintenance and Operation of 10 A.C. Motors
Maintenance and Operation of 30 A.C. Motors
Maintenance and Operation of D.C. Motors
Maintenance and Operation of D.C. Motors Controllers
Design of Motor Branch Circuit
Operation of Direct Current Generator
Operation of 30 Alternator

