

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

April 2, 1987

DECS MEMORANDUM  
 No. 67, s. 1987

1987 SUMMER DECS-MMYC SKILLS DEVELOPMENT 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 Department 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 1987 Teachers Skills Development Program at the National Manpower and Youth Council National Skills Training Center, Taguig, Metro Manila, and the Regional Manpower Training Center in Region V at Iloilo City will start on May 13 and will end on June 2.

2. The courses to be offered, duration of training and the number of trainees to be accepted at the MMYC Skills Training Center at Taguig and the regional manpower training center at Iloilo City are as follows:

Courses	No. of Trainees	Duration	No. of Hours	MMYC Iloilo	NSIA Taguig	Training Fee
(1) Sewing Machine Operation	10	May 13- June 2	120		1	P 570.00
(2) Turning Machine Operation	10	- do -	120		1	580.00
(3) Metrology	10	- do -	120		1	580.00
(4) Furniture and Cabinet Making	10	- do -	120	1		2,190.00
(5) Building Wiring	16	- do -	160	1	1	970.00
(6) Building Construction	16	- do -	120		1	970.00
(7) Electric Arc Welding	10	- do -	120	1		1,620.00
(8) Gas Engine Mechanics	20	- do -	120		1	480.00

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;



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- b. be actually teaching in a government or private school the course(s) which he will take under the program, and his latest efficiency rating must at least be satisfactory;
- c. be not more than 50 years old on his latest birthday;
- d. be recommended by the school head and properly endorsed by the school's 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, training fee and other authorized allowances of the recommendee; and
- e. must have actual experience in the trade upon being applied for.

4. All recommendations on the national level should be coursed through channels to the Secretary of Education, Culture and Sports through MECS Scholarship Committee (Local Scholarships), attention: Director of Secondary Education, using the inclosed forms for the Letter of Recommendation, Information Sheet and Skills Training Grant Contract on or before April 20. The Local Scholarship Committee, (Staff Development Division, Bureau of Secondary Education) shall initially process, evaluate and endorse properly all recommendations to the National Skills Training Center, Taguig, Metro Manila for final evaluation and acceptance of the training grant on or before April 30.

5. For the regional level all recommendations shall likewise be coursed properly through channels to the regional director for approval, initial processing and evaluation following the same attached forms to be properly endorsed to the Training Centers concerned for final evaluation and acceptance on or before April 30.

6. Two copies of Official Transcript of Records of the recommendee, three copies each of the inclosed Information Sheet and Skills Training Grant Contract all properly accomplished should be attached to the letter of recommendation.

7. Before a teacher-applicant is recommended to the training grant, it is the responsibility of the school administrator concerned that the recommendee possesses the basic skills, knowledge and experience in the courses he/she will be upgraded.

8. In coordination with the MECS Local Scholarship Committee, the National Skills Training Center/Regional Empower Training Center will conduct the final evaluation of all recommendations to the courses applied for.

9. Considered applicants will be duly notified of their acceptance to the training program by the MECS Training Centers concerned before the training starts; copy furnished the MECS Scholarship Committee. In order to avoid unnecessary inconveniences, the accepted recommendees should present their notices of acceptance upon they report for their scheduled training.

10. In addition to his regular salary, a teacher-trainee from public schools outside the Metro Manila area shall be entitled to a monthly stipend of P600.00 for the duration of his skills training grant, travel expenses from his/her station to the MECS Training Center and return, and the prescribed training fee, subject to the availability of local school funds and the usual accounting and auditing requirements.









11. Trainees from public schools within Metro Manila may be given monthly transportation and meal allowances expenses not exceeding P600.00 plus the prescribed training fee, subject to the availability of funds of their respective schools and the usual accounting and auditing rules and regulations.
12. After the training program the Local Scholarship Committee/ Regional Director shall submit semi-annual reports on the implementation of the program emphasizing the problems encountered, recommendations and a list of trainees indicating the courses finished, number of training hours, station, address, division and region for record purposes to be rendered separately to the Secretary of Education, Culture and Sports and the DECS Scholarship Committee.
13. The trainees shall also render a report to the Secretary of Education, Culture and Sports through the DECS Scholarship Committee-Local Scholarships, attention: Director, Bureau of Secondary Education within one month upon his/her return to his/her station as stipulated in No. 3 of the Skills Training Grant Contract.
14. A teacher-trainee who is awarded a certificate of completion in course in this program shall be entitled to credits in shopwork of three (3) units on the graduate level, or five (5) units on the undergraduate level in the school where he/she is enrolled.
15. Dormitory facilities and canteen services on a reservation basis are available in the two training sites at a nominal cost.
16. Immediate dissemination of this Memorandum is desired.

(SGD.) LOURDES R. QUILSMEING  
Secretary

Incls.:

As stated

Reference:

DECS Memorandum: No. 41, s. 1966

Allotment: 1-3--(X.O. 1-57)

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

- ✓ CERTIFICATE
- ✓ REPORT
- ✓ TEACHERS
- ✓ TRAINING PROGRAM
- ✓ VOCATIONAL EDUCATION



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(Inclosure No. 1 to DECS Memorandum No. 67, d. 1987)

OUTLINES FOR THE 1987 SUMMER DECS-NMYC SKILLS DEVELOPMENT  
PROGRAM FOR VOCATIONAL TEACHERS AND INSTRUCTORS

1. The 1987 summer DECS-NMYC skills development program for vocational teachers and instructors jointly sponsored by the DECS and NMYC will continue this school year 1987-1988.
2. The training program is open to vocational teachers/instructors who do actual teaching of courses to be undertaken in the program in government or private schools.
3. All applicants must possess the necessary requirements specified in the memorandum.
4. The DECS and the NMYC shall organize a Technical Coordinating Committee with two (2) members each that will plan, organize, coordinate and monitor the Training Program.

a. DECS

Dr. Mamerto R. Mendoza - Chief, SDD-BSE  
Mr. Faustino S. Nardo - Chief, PFD-BSE

b. NMYC

Ms. Carmela I. Torres - Chief, TDD-IVTD  
Ms. Irene M. Isaac - Head, CSS-IMO

5. To facilitate the processing and evaluation of the recommendation of applicants, the DECS-NMYC Technical Coordinating Committee shall designate a national screening committee composed of the following members to take charge of the initial processing and evaluation of recommended applicants for final evaluation by the National Skills Training Center, Taguig, Metro Manila.

Lilia A. Diskano - Sub-Committee Chairman on Local  
Scholarships, SDD-BSE  
Lourdes C. Ilegan - Researcher II, SDD-BSE  
Leticia T. Purisima - Researcher I, SDD-BSE  
Lydia Quintero - NMYC  
Carmelita de Castro - NMYC

A Regional Technical Coordinating Committee shall be likewise created to coordinate the training program in the Regional Manpower Training Center in Region VI, Iloilo City to be composed of the following:

a. DECS

Regional Director, MECSEGO-VI - Dr. Melquiades Pugno  
Vocational Education/Practical Arts Supervisor









b. NMYC

Regional Director, NMYC Region VI -  
Mr. Carlos Gallekano

EMIC

A Regional Screening Committee shall likewise be created to take charge of the initial processing and evaluation of all recommended applicants to the program before the final evaluation of the Regional Manpower Training Centers specified. The EMIC shall notify the considered recommendees before the training starts:

6. All recommendations of applicants to the program must be approved by the Division Superintendents and endorsed by the Regional Director to be coursed properly to the Secretary of Education, Culture and Sports through the DECS Scholarship Committee (Local Scholarships) Attention: Bureau of Secondary Education for initial processing and evaluation. The same procedure shall be done in the regional level. Considered applicants shall be informed accordingly of their acceptance to the program before reporting to actual classes by the National Skills Training Center and the Regional Manpower Training Centers.
7. The Department of Education, Culture and Sports shall make the official announcement on the training program through a memorandum. Although the National Manpower and Youth Council shall also help in the announcement, all recommendations of applicants shall pass the DECS Scholarship Committee for evaluation and approval.
8. After the training program the Technical Coordinating Committee and/or the Regional Technical Coordinating Committee shall submit semi-annual reports on the implementation of this program, which shall be rendered separately to the Secretary of Education, Culture and Sports and the DECS Scholarship Committee.
9. The trainees shall also render a report to the Secretary of Education, Culture and Sports within one month upon his/her return to his/her station as stipulated in No. 3 of the Skills Training Grant Contract, Inclosure No. 4.







(Inclosure No. 2 to DECS Memorandum No. 67, s. 1987)

LETTER OF RECOMMENDATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

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

Attention: Director, Bureau of Secondary Education

Sir:

I have the honor to recommend Mr./Ms. \_\_\_\_\_  
of this school for a skills training grant in the course(s) \_\_\_\_\_  
at the \_\_\_\_\_  
under the DECS-NMYC Skills Development 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\_\_\_\_\_, traveling expenses from his/her station  
to the NMYC \_\_\_\_\_ and return, and the  
prescribed training fee \_\_\_\_\_.  
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,

\_\_\_\_\_  
\_\_\_\_\_

Incl.:  
As stated









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 level of institution: Elem. \_\_\_\_\_ Secondary \_\_\_\_\_ Post Secondary \_\_\_\_\_

Check type of school: Public Sec. Sch. \_\_\_\_\_ Private High School \_\_\_\_\_  
State College \_\_\_\_\_ State University \_\_\_\_\_

Educational 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-NWYC 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\_\_\_\_.

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





