



REPUBLIKA NG PILIPINAS  
**KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS**  
Meralco Avenue, Pasig, Metro Manila

January 23, 1997

**TANGGAPAN NG KALIHIM**  
DECS MEMORANDUM  
No. 18, s. 1997

DECS INTEGRATED SHORT-TERM SCHOLARSHIP PROGRAM FOR SY 1997

To: Bureau Directors  
Regional Directors  
Secretary of Education, ARMM  
Chairperson, Regional Integrated Scholarship Committee  
Regional Budget/Accounting Officers

1. The Staff Development Division, Human Resource Development Service is announcing the DECS Integrated Short-Term Scholarship Program at the University of the Philippines, Diliman, Quezon City and the Philippine Normal University, Manila for summer 1997. The program is offered to both elementary and secondary school teachers and administrators.
2. The short-term courses are of one month duration (22 contact days). Each region is allotted two (2) slots for each course. However, for the course Values Education (School Based Inset) 3 slots are allotted to each region where participants are one regional V.E. supervisor, a principal of a leader school together with one V.E. teacher/coordinator who is not a department head of any subject area of the same school.
3. The program aims basically to upgrade the teaching competencies of teachers in subject areas where priority training needs have been identified.
4. The screening of nominees shall be done by the existing Regional Integrated Scholarship Committee. A copy of the evaluation and ranking list of nominees shall be forwarded to the Staff Development Division, Human Resource Development Service, DECS not later than February 14. Selected nominees shall submit to SDD-HRDS, a copy of the duly accomplished CS Form 212 with a 2" x 2" photo attached and a duly signed Scholarship Contract upon their arrival in Manila. It is reminded that those with leadership potential, positive attitude and commitment and are willing to arrange their board and lodging during their stay in Manila are preferred in the selection of nominees.
5. Selected scholars should be properly oriented by the Chairperson of Regional/Division Integrated Scholarship Committees on matters relating to the program so that they could prepare for their travel and their stay in Manila.
6. Grantees under DECS Integrated Short-Term Scholarship Program shall be entitled to their salary, travelling expenses to Manila and return, free tuition and stipend of two thousand five hundred pesos (P2,500.00). Stipend of grantees will be paid in the Central Office after submission of the implementing

institution's list of actual attendance, while the travelling expenses from their station to Manila and return shall be paid in advance by the region. (Attn.: Accounting/Budget Officer). The region shall send the bill covering such payments to the Accounting Division, DECS Central Office, Pasig City for reimbursement subject to accounting and auditing regulations.

7. The inclosure of this Memorandum provides detailed information on the scholarship program.

8. Immediate dissemination of this Memorandum to all concerned is desired.

*R. Gloria*  
RICARDO T. GLORIA  
Secretary  
*RS 1/20* *MD 1/21/87*

Incls.:  
As stated

Reference:  
DECS Memorandum: No. 42, s. 1986

Allotment: 1-2-3--(M.O. 1-87)

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

Course of Study, ELEMENTARY  
" " " SECONDARY  
PROGRAMS  
SCHOLARSHIPS  
TEACHERS

(Inclosure No. to DECS MEMO NO. \_\_\_\_\_, 1997

**Elementary Level**

1. Second Summer Training for Teachers of the Mentally Retarded Children.
2. Training of Teachers for Children with Learning Disabilities.
3. Evaluation of Learning Outcomes.
4. Training of Teachers on Teaching-Learning Strategies for Multiability/Multigrade Class.
5. Training of Teachers (Grade IV) in Basic Geography.
6. Course on Early Childhood Education.

**Secondary Level**

1. Health and Music
2. Values Education
3. Career Guidance Program
4. T H E (Focus on Entrepreneurship)
5. Araling Panlipunan (Economics)
6. General Mathematics

**MEMORANDUM OF AGREEMENT**  
(Scholarship Contract)

I, \_\_\_\_\_,  
(Name of Scholar) (Position, Station, Div., Reg.)

in consideration of the scholarship grant in \_\_\_\_\_  
(Title of the course)

at the \_\_\_\_\_ for the period of \_\_\_\_\_  
(Institution) (Duration)

do hereby agree to the following terms and conditions:

1. Shall maintain the minimum standard set for the program and that failure to do so would be sufficient ground for disqualification.

2. Shall conduct myself in such a manner as not to bring disgrace or dishonor to myself and my office/agency.

3. Shall immediately report to my office/station and assume my functions upon the completion or termination of my scholarship or training grant.

4. Shall submit to the head of office and to the Department of Education, Culture and Sports through the DECS Integrated Scholarship Committee at the end of each course a copy of my action plan.

5. Shall implement the action plan upon return to my station and submit to the Chairperson of RISP Committee about status report on activities undertaken, copy furnished SDD-HRDS, DECS.

6. Shall serve my office/institution for at least three (3) years of my scholarship, fellowship, training grant which is for a period of one year or a proportionate three (3) months for every month of scholarship or a fraction thereof;

7. Shall refund in full to my office such sums of money as may have been defrayed by the Philippine government and/or sponsor for my transportation, allowances, salary and other expenses incident to my scholarship, fellowship, or training or study grant, for failure to comply with any of the foregoing conditions through my fault or willful neglect, resignation, voluntary retirement, or other causes within my control;

IN WITNESS HEREOF, I set my hands this \_\_\_\_\_ day of  
19 \_\_\_\_\_ at \_\_\_\_\_.

Witness:

\_\_\_\_\_  
Head of Office or Agency

\_\_\_\_\_  
Scholar

Notarized:

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 1995 affiant exhibiting his Residence Tax  
Certificate as indicated above.

\_\_\_\_\_  
Administrative Officer

Copy furnished:

Office/Agency

DECS Integrated Scholarship Committee (2 copies)

Regional Finance Officer

**CRITERIA FOR SELECTION OF NOMINEES FOR THE SHORT-TERM COURSES  
(Revised)**

1. A bachelor's degree holder related to area of scholarship nominated to with a grade point of not lower than 2, B, or 85;
2. Holds a permanent status in the last three (3) years with very satisfactory (VS) performance;
3. Is actually teaching/supervising the subject or course nominated to;
4. Not more than 50 years of age;
5. Is not pregnant at the time of nomination;
6. Has no pending administrative and/or criminal record;
7. Has been certified by government physician to be medically fit;
8. Has not availed of a similar program in the last two (2) years; and
9. Can communicate adequately in both English and Filipino.

**PERTINENT PAPERS TO BE SUBMITTED TO REGIONAL  
INTEGRATED SCHOLARSHIP COMMITTEE**

1. Form 212 (Personal Data Sheet) duly certified by the Administrative Officer
2. Photocopy of Transcript of Records duly certified by the Administrative Officer
3. Form 86 (Health Certificate)
4. Service Record
5. Certification from principal/school head on nominees' performance rating relevant to actual teaching/supervision of the subject and recommending him for scholarship
6. Endorsement by the superintendent
7. Duly accomplished Scholarship Contract

**COURSES FOR DECS INTEGRATED SHORT- TERM SCHOLARSHIP  
PROGRAM FOR S. Y.- 1997**

**ELEMENTARY LEVEL**

<b>COURSES</b>	<b>VENUE</b>	<b>DATE</b>
1. Second Summer for Teachers of the Mentally Retarded Children	PNU	April 21- May 16
2. Training of Teachers for Children with Learning Disabilities	PNU	April 21- May 16
3. Evaluation of Learning Outcome	PNU	April 21- May 16
4. Training of Teachers in Teaching- Learning Strategies for Multiability/Multigrade Class	PNU	April 7- May 2
5. Training of Teachers (Grade IV) in Basic Geography	UP	April 22- May 23
6. Course on Early Childhood Education	PNU	April 7- May 2

**Secondary Level**

1. Health and Music	UP	April 22 - May 23
2. Values Education	PNU	April 21 - May 16
3. Career Guidance Program	UP	April 22 - May 23
4. T H E (Focus on Entrepreneurship)	UP	April 22 - May 23
5. Araling Panlipunan (Asian Studies)	UP	April 22 - May 23
6. General Mathematics	ISMED	April 14 - May 9