



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
Maricao Avenue, Pasig City

OFFICE OF THE SECRETARY

March 12, 1997

DECS MEMORANDUM  
No. 78, s. 1997

SEAMEO INNOTECH HUMAN RESOURCE DEVELOPMENT COURSES V

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

1. In line with the Department's policy of providing school officials, teachers and key personnel with opportunities for competency enhancement, this Office encourages broad participation in the human resource development courses being offered from March to June of 1997 by the Regional Center for Educational Innovation and Technology (INNOTECH) under the Southeast Asian Ministers of Education Organization (SEAMEO). Inclosed is the list of HRD courses.

2. Educational leaders such as assistant regional directors, schools superintendents, regional/division/district subject supervisors, principals and heads of public and private institutions and teachers in the different levels of education may participate in these HRD courses. Deadline for submission of application for approval by the DECS regional offices is not later than four (4) weeks and at SEAMEO INNOTECH two (2) weeks before the courses start.

3. Double occupancy accommodation (excluding meals) is available at the Center's International House at the following rates:

Budget	(airconditioned room with common toilet and bath)	₱390/day
De Luxe	(airconditioned room with private toilet and bath)	₱520/day

4. Training fees and other expenditures incurred in connection with participation in any of the aforementioned courses by those coming from government institutions may be charged against local funds subject to its availability and the usual accounting and auditing rules and regulations. Participants from private institutions may make their own financial arrangements with their respective schools.

5. Immediate and wide dissemination of this Memorandum is desired.

*R. T. Gloria*  
RICARDO T. GLORIA  
Secretary

*Rec'd 3/4/67*

Incl.:  
As stated

Reference:  
None

Allotment: 1-2-3-4--(M.O. 1-87)

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

EMPLOYEES  
OFFICIALS  
TEACHERS  
TRAINING PROGRAMS

a. **Two-Week Course on Performance Management and Instructional Leadership (3-14 March 1997)**

The course aims to establish a culture in which individuals and teams take responsibility for the continuous improvement of their skills and competencies to ensure quality educational processes and products.

It highlights two critical concerns to achieve quality in education, namely: performance management and instructional leadership. The first concern pertains to a shared process between the manager/ leader and his/ her associates who are organized into teams. It involves the joint and continuing assessment of performance against these objectives, requirements and plans, and the agreement and implementation of improvement and further development plans. Instructional leadership, on the other hand, encompasses the action that an education leader takes, or delegates to others, to promote growth in student learning.

Course fee: P11,000 (includes tuition and materials only)

b. **Two-Week Course on Futuristics in Education (10-21 March 1997)**

The course aims to equip educational planners and leaders with competencies for imaging futures in education and developing vision-driven programs/ projects.

Major topics include futures study, driving forces within the futures paradigm, contribution of imagination, creativity and speculative writing to futures study, environmental scanning, accessing information on trends via the Internet, the Quick Environmental Scanning Technique (QUEST) and the Cross Impact Analysis.

Course fee: P11,000 (includes tuition and materials only)

c. **Triple T Gathering: Trainers Teach Trainers (1-4 April 1997)**

The seminar-workshop is aimed at bringing together all human resource managers, officers and trainers, teachers and tutors in order to explore, exchange, and discover new ideas and directions in leadership and management training that can bring organizations closer to their vision.

There will be two days of plenary and group sessions and two days of workshops. A participant will have the option to attend any one of the two-day workshops within the conference dates:

1. How to Deliver Powerful Presentations  
*(Becoming an Inspirational Trainer)*
2. How to Make Technology Work for You  
*(Trends in Training Technology)*
3. How to Evaluate the Impact of Training  
*(Conducting Impact Evaluation)*

The seminar proper will feature talks by renowned speakers on such topics as the learning organization, high performance reengineering, more effective training methodologies, and other new and useful ideas.

Course fee: P6,400 (includes tuition, materials, lunch and snacks)

d. **Two-Week Course on Interactive Video Design and Production  
(14-25 April 1997)**

The course includes discussions and workshops on: the role of video in providing instruction for effective learning; designing video-based interactive learning/ training packages; script writing for video and introduction to video production. Course activities include: illustrated lectures; viewing and evaluating interactive video-based learning materials; individual and group exercises in designing an interactive video-based learning package; script writing and production; and presenting and demonstrating the effective use of individual/ group outputs.

Course fee: P 13,750 (includes tuition and materials only)

e. **Two-Week Course on Instructional Design Using Multimedia  
(12-23 May 1997)**

This course will enable participants to design learner-centered instruction using multimedia software. The emphasis will be on how courseware can be developed so that it can more effectively achieve instructional objectives.

**h. Three-Week Course on Monitoring and Evaluation Procedures for Nonformal Education Projects (9-27 June 1997)**

This is a three-week seminar-workshop to develop pertinent monitoring and evaluation plans for proposed nonformal education projects on literacy (basic or functional), employable skills, entrepreneurship, or personal skills development. The basic assumption is that the implementation of an NFE project, as well as the development of a new NFE intervention program, can be promoted and enhanced by proper monitoring and evaluation. NFE leaders and workers must learn and use the monitoring and evaluation skills from planning to instrument making and implementing for more meaningful nonformal education.

Course fee: P16,500 (includes tuition and materials only)

**i. Two-Week Course on Policy Research and Analysis in Educational Development (16-27 June 1997)**

Policy research will assist education specialists, researchers, educators and educational administrators in conducting researches in the pursuit of resolving educational and other related social problems. It will help them produce pragmatic, action-oriented recommendations for the use of policy makers in alleviating such problems.

Course fee: P11,000 (includes tuition and materials only)