



**TANGGAPAN NG KALIHIM**  
(Office of the Secretary)

February 17, 1999

**DECS MEMORANDUM**

No. 63, s. 1999

TO: Regional Directors  
Schools Division Superintendents

**READING EDUCATION TRAINING PROGRAM (RETP)  
FOR ELEMENTARY AND SECONDARY TEACHERS**

1. In line with the priority thrust of DECS to retool classroom teachers with instructional competencies critical to the development of basic learning skills and to update them on the current trends in teaching methodologies, the department, through the National Educators' Academy of the Philippines and the Staff Development Division-HRDS will launch the *Reading Education Training Program (RETP)* for elementary and secondary reading teachers effective this summer.
2. Scheduled on April 19 to May 22, 1999, the RETP is a 5-week intensive non-residential course designed to hone further the teachers' reading competencies and to equip them with varied instructional approaches and the latest innovative strategies in teaching Reading. The program will likewise provide them with a broadened understanding of the theoretical bases underlying the implementation of reading programs which are responsive to context-specific needs of learners.
3. The RETP will be conducted simultaneously in the regions and will be supervised by the DECS regional offices through a consortium with Teacher Education Institutions or Centers of Excellence available in the regions. (Please see Inclosure No. 1 for the detailed mechanics).

4. Priority participants to this initial batch are elementary ~~teachers~~ handling English in Grades I, II, III and English/Reading teachers of First Year and Second Year high school. Every region is encouraged to train 160 teachers this summer: 80 in the elementary and 80 in the secondary. Refer to Inclosure No. 2 for the guidelines in selecting the participants.

5. Expenditures incident to the implementation of the training program shall be shared by local and national funds. Seventy percent (70%) of the total expenses shall be charged against regional/division INSET funds while the remaining 30 % shall be subsidized by the central office.

6. Immediate dissemination of this memorandum is desired.

*Andrew Gonzalez*  
ANDREW GONZALEZ, FSC  
Secretary

Incls.: As stated

Reference: None

Allotment: 1-(D.O. 50-97)

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

✓ Course of Study, READING  
✓ TRAINING PROGRAMS

**READING EDUCATION TRAINING PROGRAM (RETP)  
FOR ELEMENTARY AND SECONDARY TEACHERS  
(SUMMER 1999)**

**MECHANICS FOR THE CONDUCT OF THE RETP**

1. The Reading Education Training Program (RETP) is conducted in the regions through a consortium between the DECS Regional offices and Teacher Education Institutions (TEIs) or Centers of Excellence (COEs) available in the area during the summer term.

2. The TEIs or COEs, identified according to criteria set by the regional office, serves as the accredited provider of the training. As such, the TEI or COE provides the training staff, develops lesson materials and conducts the training. The DECSRO supervises and monitors the conduct of the training.

3. A special committee is constituted in the regional office to serve as the Technical Working Group for the over-all management and supervision of the training program.

4. The Technical Working Group (TWG), headed by the Assistant Regional Director is composed of the following: 2 Regional English supervisors (1 from the EED; 1 from the SED); 1 trained trainer in English; and 1 reading expert who has extensive experience in Reading or English.

5. The TWG is tasked to identify, screen and choose the TEI/COE provider, make administrative arrangements with them including fees and other financial requirements, manage training-related concerns, monitor the conduct of the training and submit required reports to NEAP-SDD.

6. All expenses incident to this training program are chargeable against local INSET funds.

(Enclosure No. 2 to DECS Memorandum No. 63, s. 1999)

**READING EDUCATION TRAINING PROGRAM (RETP)  
FOR ELEMENTARY AND SECONDARY TEACHERS  
(SUMMER 1999)**

**GUIDELINES IN THE SELECTION OF PARTICIPANTS TO THE RETP**

1. Participants to the Reading Education Training Program (RETP) are elementary and secondary teachers handling English/Reading in Grades I, II, and III and in First Year and Second Year.
2. They must be permanent teachers and have been regularly assigned to teach Reading or English for the last 2 years.
3. They should not be over 50 years old; physically fit and have good interpersonal/social skills.
4. They should be chosen from among the better English/Reading teachers in the school/district.
5. They should come from schools and/or districts with low academic performance.
6. They must demonstrate skills and competencies in conducting demonstration lessons and/or mini-workshops in their schools and/or districts.
7. They should manifest/express their commitment to help other teachers.