



TANGGAPAN NG KALIHIM
(Office of the Secretary)

February 17, 1999

DECS MEMORANDUM
No. 64, s. 1999

To: Regional Directors

**ORGANIZATION AND ORIENTATION OF THE
REGIONAL TECHNICAL WORKING GROUP FOR
THE READING EDUCATION TRAINING PROGRAM**

1. In preparation for the nationwide conduct of the **Reading Education Training Program (RETP)** for elementary and secondary reading teachers scheduled this summer, the regional offices are enjoined to organize a Technical Working Group which will be tasked to oversee the over-all implementation of the said program in the regions.
2. The Technical Working Group (TWG), composed of six members, will be chaired by the Assistant Regional Director and assisted by the Regional English Supervisor for elementary, Regional English Supervisor for secondary, a trained trainer in Reading/English and a Reading/English expert. The trained trainer in English and the Reading expert may be chosen from any level or position provided the trainer has the technical expertise and experience in language training and the subject expert, the extensive content knowledge and theoretical background in Reading.
3. A special member of the technical working group would come from the Teacher Education Institution or Center of Excellence which will be identified, screened and accredited by the regional office as the provider of the training program. The college or university, either public or private, shall therefore be selected based on criteria which shall generally consider, among others, the following:
 - a. the institution's proven track record of having implemented the best reading program in the region;
 - b. the capability of the school's training staff to undertake the program;

- a. the existence of adequate training facilities, e.g. training rooms, function rooms, audio-visual/multimedia equipment, dormitory facilities, etc. and
- b. the institution's central location and accessibility to participants.

The selection of the TEI or COE should be made as soon as possible so that the institution's duly designated representative, preferably the Chair of the English Department, can be involved in the preparatory program planning activities.

4. Specifically, the TWG is responsible to choose the TEI or COE, make necessary administrative arrangements with these institutions, including payments and other financial requirements, provide technical input/advice on guidelines, mechanics and other training-related matters, monitor the conduct and outputs/outcomes of the training, and prepare and submit reports to appropriate offices.

5. The newly-formed TWG is requested to attend a **Three-day National Trainers Training and Orientation on March 4-6, 1999** at the National Educators Academy of the Philippines, Teachers Camp, Baguio City where the RETP will be officially launched and the program implementation mechanics will be finalized. Participants are expected to arrive at the venue on March 3 in the afternoon and leave on March 7 in the morning.

6. Travel expenses of the members of the Regional Technical Working Groups, including per diems before and after the orientation shall be charged against local funds. Expenses for board and lodging of participants, resource persons and management staff, transportation for the resource persons and management staff, including honoraria of resource persons, supplies and materials and miscellaneous training-related expenditures shall be charged against the Training and Development Funds of HRDS, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of this memorandum is desired.

Andrew Gonzalez
ANDREW GONZALEZ, FSC
Secretary

Reference: DECS Memorandum No. 63, s. 1999

Allotment: 1—(D.O.-50-97)

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

- COMMITTEES
- Course of Study, READING
- TRAINING PROGRAMS