



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS

DECS Complex, Meralco Avenue
Pasig City, Philippines



Sama-Sama
sa DECS

Agapang ng Kalihim
of the Secretary

June 25, 1999

DECS MEMORANDUM
No. 259, s. 1999

SEAMEO INNOTECH
HUMAN RESOURCE DEVELOPMENT PROGRAM FOR 1999

To: Bureau Directors
Regional Directors
Schools Superintendents
Divisional Leader School Principals
Vocational High School Principals
Private Secondary School Principals

1. The Regional Center for Educational Innovation and Technology (INNOTECH) under the Southeast Asian Ministers of Education Organization (SEAMEO) announces its course offerings for 1999. Inclosed is the list of HRD courses being offered.
2. Participants to the Program are assistant regional directors, school superintendents, regional/division/district subject supervisors, principals and heads of public and private institutions and teachers in all levels.
3. Deadline for the submission of application for approval by the DECS regional offices should not be later than four (4) weeks, and at SEAMEO INNOTECH, it must be two (2) weeks before the classes start.
4. Attendance of participants from government institutions will be allowed on official time only. Those coming from private institutions shall make financial arrangements with their respective schools.
5. SEAMEO INNOTECH is accredited as a training institution by the Civil Service Commission of the Philippines and as a Continuing Professional Education (CPE) Provider for Professional Teachers by the Philippine Professional Regulation Commission. The Center's training courses and development programs may, therefore, be used to satisfy training requirements for qualifying in civil service positions and for license renewal.
6. Immediate dissemination of this Memorandum is desired.

Andrew Gonzales
ANDREW GONZALEZ, FSC
Secretary

Tel. # 633-72-08
633-72-28

incl.:

As stated

Reference:

DECS Memorandum: No. 78, s. 1997

Allotment: 1—(D.O. 50-97)

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

OFFICIALS
TEACHERS
TRAINING PROGRAMS

SEAMEO INNOTECH COURSE OFFERINGS FOR 1999
(Inclosure to DECS Memorandum No. 259, s. 1999)

Leadership in Curriculum and Instruction

1. Curriculum Management for Excellence
(26 April - 7 May 1999)

The course is aimed at developing and refining the knowledge, skills and attitudes of educators and school managers to enable them to achieve excellence in school and schooling. Discussions, workshops and other activities will focus on the concept of excellence in school, peak performance, creativity in school management, differentiated supervision for improved performance, authentic assessment of learning outcomes, environment building to improve teaching-learning, smart learning skills, outcome-effective models of training programs, and educational leadership for the 21st century.

Course Fee: P16,300 (includes tuition and materials only)

**2. Developing Thinking Skills Across the Pre-School Curriculum:
Laying the Foundation**
(2-13 August 1999)

Participants will be educators involved in early childhood education who wish to be equipped with necessary knowledge, skills and attitudes for effectively developing thinking skills among preschoolers. The course will provide the context for developing thinking skills in early childhood education, and dwell on designing and teaching thinking skill lessons, integrating the teaching of thinking skills with subject matter, and preparing thinking skill assessments.

Experts from Israel will be working with the Center's Professional Staff in the conduct of this course.

Course Fee: P16,300 (includes tuition and materials only)

3. Assessing the Multiple Intelligences (11-22 October 1999)

This course introduces an efficient method of obtaining a descriptive assessment of an individual's multiple intelligence profile. It uses the Multiple Intelligences Developmental Assessment Scales (MIDAS). Such assessment is most useful in providing information to anyone interested in their achievement potential and in the optimum growth and development of children. The course will be useful to:

- educators who want to design and develop a curriculum focusing on the multiple intelligences;
- school leaders who want to raise the level of achievement of their students to even greater heights;
- teachers and counselors who wish to enhance the teaching counseling process and provide direction for students' growth and achievement in the eight areas of intelligence;
- researchers doing investigative work on theoretical or practical applications of the multiple intelligences theory; and
- parents who want to personalize the learning of their children.

Course Fee: P16,300 (includes tuition and materials only)

Leadership in Educational Management

4. Managing Human Resource Development Programs (26-30 July 1999)

The course is designed to provide HRD managers and practitioners with innovative ideas on how to enhance visibility, effectiveness and credibility of HRD programs. It will employ technologies developed from latest studies about human behavior in organizations. Key topics include achieving sustainable organizational advantage through HRD, strategic market planning for HRD programs, employing TQM concepts for human resource development, utilizing technology for HRD, modes of staff development, and rendering global HRD consultancy.

Course Fee: P8,200 (includes tuition and materials only)

5. Total Quality Management for Educational Excellence (14-25 June 1999)

Recognizing that the search for quality is a continuous process, the course focuses on the what, why and how of TQM as applied to education. It motivates participants to strive towards satisfying and delighting their customers, and equip them with requisite knowledge and skills in leading their organization. The course deals with taking up challenges of paradigm shift, applying concepts and principles of TQM, employing technology for

quality management, strategic planning and vision management, developing moral transformational leadership, organizing peak performing teams, managing conflicts in the organization, benchmarking for establishing superior performance, applying portfolio assessment, and installing TQM and Quality Assurance System in one's organization.

Course Fee: P16,300 (includes tuition and materials only)

Leadership in Educational Technology

6. Utilizing Leading-Edge Technologies for Quality Education (12-16 July 1999)

The course will enable participants to gain an overview knowledge of leading-edge technologies which can contribute to improving the quality of education. It targets instructional leaders who wish to use technology to maximize teaching and learning outcomes. Course topics include concepts of technology and quality, using technology tools in the classroom, technology tools for management, issues in the use of technology in education, factors that facilitate the use of technology in education, evaluating the appropriateness of technology, and managing a technology environment. Hands-on experiences in the actual use of video and computer technology will be provided.

Course Fee: P11,500 (includes tuition and materials only)

7. Technology Tools for Producing Instructional Materials (6-10 September 1999)

Target participants are instructional designers and producers of instructional materials. The general objective is to enable them to gain an overview knowledge of technology tools which can be used for producing instructional materials. Focus of interactive discussion and hands-on experiences will be content and presentation design for interactive instructional materials, technology tools for producing print materials, video presentations, and computer assisted/managed instruction. Course outputs will be prototype of instructional materials produced using the technology tools.

Course Fee: P11,500 (includes tuition and materials only)

Leadership in Distance Education and Open Learning

8. Planning, Management and Quality Assurance in Distance Education and Open Learning (4-15 October 1999)

The course is designed to provide an in-depth orientation to the main features and components of distance education as a learning delivery system. Its overall aim is to enable educators in the formal and nonformal system to gain a wider perspective on the present-day strategies in planning, management, monitoring and evaluation of distance education programs and projects. Major content points of the course are state of the art and practice in distance education, planning distance education programs and projects, print and non-print learning packages in distance education, newer technologies for distance education, and managing, monitoring and evaluation of distance education programs and projects.

Course Fee: P16,300 (includes tuition and materials only)

Accommodation at the SEAMEO INNOTECH International House

air-conditioned room with cable television, telephone, and private or common toilet and shower with hot and cold water

Rates (excluding meals) per person

BUDGET ROOM

P450/day double occupancy with common toilet and shower
400/day triple occupancy with common toilet and shower

DE LUXE ROOM

P750/day double occupancy with private toilet and shower and a refrigerator
600/day triple occupancy with private toilet and shower and a refrigerator

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