



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS  
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS  
DECS Complex, Maralao Avenue  
Pasig City, Philippines



Sama-Sama  
sa DECS

Tanggapan ng Kalihim  
Office of the Secretary

March 23, 2000

DECS MEMORANDUM  
No 134, s. 2000

REGIONAL CONDUCT OF THE READING EDUCATION TRAINING  
PROGRAM (RETP) BATCH 2

To Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1 Pursuant to the objectives of the Reading Education Training Program (RETP) launched by the Department of Education, Culture and Sports last school year per DECS Memorandum No. 63, s. 1999, this Department will implement RETP Batch 2 in all regions, including ARMM, from April 24 to May 29, 2000

2 In view of the participation of the Philippines in the Progress in International Reading Literacy Study (PIRLS) in July 2001, which will involve the testing of 10-year old elementary pupils in 150 randomly-sampled schools throughout the country, each region is enjoined to train 160 Grade 4 English and Filipino reading teachers. All regional and division supervisors of English and Filipino are likewise required to attend the training as participant-observers. The qualifications of the teacher-participants are specified in the enclosed Guidelines in the Selection of Participants to the RETP.

3 The RETP Batch 2 will be conducted, managed and/or supervised by the regional offices through the Regional Technical Working Groups (RTWG) in consortium with the Center for Excellence (COE) or Teacher Education Institutions (TEI) contracted by the regions. Teams from the National Educators Academy of the Philippines (NEAP) and Staff Development Division-Human Resource Development Service (SDD-HRDS), DECS shall be deployed to monitor the implementation of RETP Batch 2.

4 Expenses incident to the implementation of the training program shall be shared by national and regional local funds. Seventy percent (70%) of the total expenses shall be charged against the regional/division INSET funds and the remaining thirty percent (30%) shall be subsidized by the Central Office. Expenses for the conduct of RETP in ARMM shall be fully subsidized by the regional office. Travel and other related expenses of NEAP-SDD monitors shall be charged against HRDS Training and Development Funds subject to the usual accounting and auditing rules and regulations.

5 Immediate dissemination of this Memorandum is desired.

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Secretary

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End

As stated

Reference

DFCS Memorandum (No 63, s 1999)

Allotment 1--(D O 50-97)

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

/ Learning Area, READING  
/ TRAINING PROGRAMS

**READING EDUCATION TRAINING PROGRAM (RETP)  
FOR ELEMENTARY AND SECONDARY TEACHERS  
(Summer 2000)**

**I Guidelines in the selection of participants in the RETP**

- 1 Participants to the Reading Education Training Program (RETP) are 160 Grade 4 English and Filipino reading teachers
- 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, be 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 the schools and/or districts with low academic performance
- 6 After completing the RETP, the chosen participants shall agree to conduct an echo seminar in their region, division or school. They should 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 by signing a Memorandum of Agreement with DECS-NEAP, Regional Technical Working Group and Regional Director

**II Descriptions and Functions of the Regional Technical Working Group (RTWG)**

The RTWG, composed of six members is headed by the Assistant Regional Director with the following members: 2 Regional English Supervisors (1 from EED and 1 from SED), 1 trained trainer in English, 1 reading expert with extensive experience in Reading or English

The RTWG is tasked to oversee the total implementation of the RETP in the regions. Its functions include:

- 1 Identification and final selection of the COE or TEI as the training provider based on the following criteria:
  - a the institution's proven track record having implemented the best reading program in the region,
  - b the capability of the school's training staff to undertake the program, and
  - c the existence of adequate training facilities, e.g. training room, function room, audio-visual, multi-media equipment, dormitory facilities, etc
- 2 Makes necessary administrative arrangements with the training provider as to the conduct and mechanics of the 5-week (30 days) intensive training particularly on the:
  - a mode of payments and other financial requirements,
  - b provision of technical input/advise on guidelines and training related matters

- 3 Screens and selects 160 trainees per region (100 elementary teachers of Grades III, IV and V and 60 secondary teachers of 1<sup>st</sup> and 2<sup>nd</sup> years) based on the criteria set by NTWG and as recommended by their respective divisions
- 4 Executed a MOA with the COE/TEI and another MOA with the chosen participants
- 5 Monitors the conduct and outputs of the training
- 6 Prepares and submits a terminal report to DECS-NEAP
- 7 Monitors and evaluates the echo-seminars conducted by the participants in their region, division or district

**III Center of Excellence (COE) and Teacher Education Institute (TEI)**

Sixteen (16) COEs or TEIs chosen as training providers by the RTWG are tasked to conduct the 5-week (30 days) intensive training simultaneously in 16 regions from April 24 to May 29, 2000

As the training providers which met the criteria set by the RTWG, their responsibilities are as follows

- 1 Execute the intensive training within the scheduled dates and time allotment
- 2 Train the teaching team and staff in the delivery of content and process of the syllabus design
- 3 Submit training outputs and other required reports to the RTWG and NTWG in NEAP specifically the following
  - a List of students/trainees
  - b Ratings of the trainees
  - c Re-entry projects
- 4 Recommend areas for improvement in the syllabus and in the conduct of intensive training