



AUG 21 2007

DepED MEMORANDUM
No. 333 , s. 2007

**TRAINING PROGRAM IN ORGANIZATION, ADMINISTRATION
AND SUPERVISION IN SPECIAL EDUCATION (OAS-SPED)**

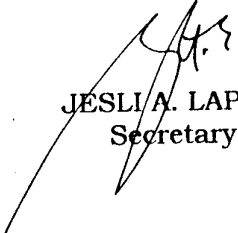
To: Bureau Directors
Regional Directors
Schools Division/City Superintendents

1. The Special Education Division, Bureau of Elementary Education (SPED-BEE) announces the Training Program in Organization, Administration and Supervision of Special Education (OAS-SPED) at the Philippine Normal University (PNU), Taft Avenue, Manila. This program is a graduate course open to supervisors and administrators with Special Education classes in their schools. It consists of two-terms: the first term will be held in August to September 2007 and the 2nd term will be on November to January 31, 2008. Enrolment for the first term will be on August 17, 2007 to be followed by a briefing session at the BEE Conference Room in the afternoon. Classes will start on August 20, 2007.
2. The training program is designed to provide administrators and supervisors with competencies in establishing and maintaining viable SPED programs in their jurisdiction and to enhance their leadership and management skills of special education programs.
3. Priority divisions from which the nominees should come from are listed in Enclosure No. 1. These nominees shall be screened by the existing Regional Integrated Scholarship Committee (RISC) based on the criteria set in Enclosure No. 2. Regional nominees for the training shall submit the documents outlined in Enclosure No. 2 including the Memorandum of Agreement (MOA) in Enclosure No. 3 to the Special Education Division, Bureau of Elementary Education, DepED Complex, Meralco Avenue, Pasig City on or before August 8, 2007.
4. Enclosure Nos. 4A and B contain the list of documents to support the application of the nominees, as well as the application form needed for admission to the PNU.

5. Grantees under this training shall be entitled to their salaries, free tuition fees and a monthly stipend of Three Thousand Pesos Only (PhP3,000.00). Their traveling expenses to and from the venue during the training shall be borne by the Bureau of Elementary Education. They are also advised to travel either by land or sea. Other allowable expenses incident to the participation of the trainees shall be charged against local funds subject to its availability and usual accounting and auditing procedures.

6. For further inquiries, please contact Ms. Mirla R. Olores, Chief, Special Education Division-Bureau of Elementary Education (SPED-BEE), DepED Central Office, Pasig City at tel. no. (02) 631-99-93.

7. Immediate dissemination of this Memorandum is desired.



JESLI A. LAPUS
Secretary

Encls.:

As stated

Reference:

DepED Memorandum: No. 87, s. 2006

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

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

SPECIAL EDUCATION
TEACHERS
TRAINING PROGRAMS

Reformatted by: Maricar/DM-OAS-SPED
07-17-07

Enclosure No. 1 to DepED Memorandum No. 333, s. 2007

**TRAINING PROGRAM IN ORGANIZATION, ADMINISTRATION AND
SUPERVISION IN SPECIAL EDUCATION (OAS-SPED)**

REGION	DIVISION	NO. OF TRAINEES
I	Pangasinan II	1
	Candon City	1
II	Nueva Vizcaya - (Bayombong CS)	1
	Isabela	1
III	Nueva Ecija	1
	Bulacan	1
IV- A	Calamba City	1
	Antipolo City	1
IV-B	Romblon	1
	Mindoro Occidental – (ES I)	1
V	Camarines Sur	1
	Catanduanes	1
VI	Guimaras	1
	Antique (Del. Salazar Mem. SPED Center)	1
VII	Cebu City – (Zapatera SPED Center)	1
	Bohol (ES I)	1
VIII	Leyte (ES I)	1
	Biliran (Caibiran SPED Center)	1
IX	Dapitan City	1
X	Oroquita City	1
XI	Panabo City	1
	Davao City (ES I)	1
XII	Cotabato – (Midsayap SPED Center)	1
	Surigao del Norte	1
CARAGA	Butuan City	1
	Baguio City	1
CAR	Caloocan City - (Bagong Silang Elem.)	1
	Marikina City	1
NCR	Makati City	1
	Maguindanao	1
ARMM		
TOTAL		30

Enclosure No. 2 to DepED Memorandum No. 333, s. 2007

**CRITERIA FOR SELECTION OF NOMINEES FOR THE OAS-SPED
TRAINING (REVISED)**

1. Is a Bachelor's degree holder with a grade point average of not lower than 2, B or 85;
2. Holds a permanent status in the last three (3) years with Very Satisfactory (VS) performance;
3. Is actually administering or supervising SPED Programs;
4. Is not more than 50 years of age;
5. Is not pregnant at the time of nomination;
6. Has no administrative and/or criminal record;
7. Has been certified by government physician to be medically fit;
8. Has not availed of any scholarship program for the last two (2) years; and
9. Has high sense of commitment to implement the program.

**PERTINENT PAPERS TO BE SUBMITTED TO THE
REGIONAL SPED SCHOLARSHIP COMMITTEE**

1. Form 212 (Personal Data Sheet) duly certified by the Administrative Officer
2. Photocopy of Transcript of Records duly certified by the Administrative Officer
3. Form 86 (Health Certificate)
4. Service Record
5. Certification from the District/Division/Supervisor/Superintendent on nominee's performance rating relevant to actual administration/supervision of SPED and recommending him/her for the training
6. Endorsement from the Regional Director
7. Duly accomplished Training Contract

Enclosure No. 3 to DepED Memorandum No. 333, s. 2007

Republic of the Philippines
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City

MEMORANDUM OF AGREEMENT
(Training Contract)

I, _____, _____
(Name of Trainee) (Position and Station)

(School/Division/Region)
represented by _____
(Principal/Superintendent)

in consideration of the privilege of the trainee to avail of

(Name of Training)
the training on official time with pay, do hereby agree to the following obligations
as a trainee:

1. Specialize in _____
(Title of Course)

at the _____ for the period of
(Institution)

_____ which will be the duration of the training:

2. Maintain at least the minimum standards for the training and that failure to do so would be sufficient ground for disqualification in the event of which shall refund whatever amount has been paid by the government;

3. Conduct myself in such a manner so as not to bring disgrace or dishonor for myself, my school/agency;

4. Submit to the Bureau of Elementary Education at the end of the training a copy of my action plan;

5. Immediately report to my station and assume my functions upon the completion or termination of the training;

6. Shall serve my school/agency for at least two (2) years after each term of training;
7. Shall refund in full to my office/agency and to SPED-BEE, DepED such sums of money as may have been defrayed by the Philippine government for my control, that should be forced to stop schooling, I shall immediately notify in writing with pertinent document the DepED and the training institution; and
8. Shall live up to the terms and conditions of this grant.

(Trainee)

In Witness Hereof, we have hereunder set hands this _____ day
of _____ 2007 at _____.

School Principal

Division Schools Superintendent

Copy Furnished:

Office/Agency
Bureau of Elementary Education

Enclosure No. 4-A to DepED Memorandum No. 333, s. 2007

**Philippine Normal University
GRADUATE COLLEGE
Manila**

O.R. No. _____

APPLICATION FOR THE GRADUATE COLLEGE ADMISSION TEST (GCAT)

Name: _____ Age: _____ Sex: _____

Address: (Residence) _____

Address: (Institution) _____

Degree: _____ Year Obtained: _____

University/College: _____

Undergraduate Grade Point Average (GPA): _____

Master's Degree Grade Point Average : _____

Intended Area of Specialization: _____

First time to take the GCAT? () Yes () No

If No, how many times have you taken the GCAT? _____

When was the last time you took the GCAT? _____

To the GCAT Committee:

The above applicant is qualified to take the GCAT

(Department Head)

Schedule of Examination

Date: _____ Time: _____ Room: _____

[] Passed [] On Probation [] Failed

Enclosure No. 4-B to DepED Memorandum No. 333, s. 2007

**PHILIPPINE NORMAL UNIVERSITY
Graduate College
Manila**

In connection with your expressed desire to be admitted to the graduate program of the College of Education, please find attached: (a) Application forms for admission and (b) Information on the Graduate Program of the Philippine Normal University Graduate College, Manila.

Please be informed that the following documents are needed to support your application:

1. Original copies of your Official Transcript of Records (undergraduate and graduate work, if any) plus three (3) photocopies
2. Accomplished application forms GCAT Ph 200.00
3. Two (2) copies of 2" x 2" recent picture
4. Permit to study (if currently employed)

The deadline for filing application forms with the required documents for Summer 2007 will be on March 2007. Graduate College Admission Test in Education (GCATE) is scheduled on _____.

Do not hesitate to write or call on us, if you have any further questions about admission at tel. nos. 527-0372; 527-0364.

Very truly yours,

LUCILA R. FETALVERO
Graduate College Faculty Secretary