



Republic of the Philippines
Department of Education



Office of the Secretary

NOV 27 2007

DepED MEMORANDUM

No. 477, s. 2007

WRITESHOP ON THE DEVELOPMENT OF THE MANUAL OF IMPLEMENTATION
OF THE STRENGTHENED TECHNICAL VOCATIONAL PROGRAM

To: Undersecretaries
Assistant Secretaries
Regional Directors
Schools Division/City Superintendents
Regional TLE/Tech-Voc Supervisors
Secondary Education Division Chiefs
Vocational School Administrators
Principals/Heads of Public Technical-Vocational High Schools

1. The goal of the Department is to effectively implement the Strengthened Technical-Vocational Education Program (STVEP) in the country. The Program will equip high school students with relevant skills in order to prepare them for higher education, world of work and for entrepreneurial activities. Ultimately the acquisition of life skills will contribute to the country's progress. This is provided in DepED Order No. 48, s. 2007, entitled "Decentralizing Management of the Strengthened Technical-Vocational Education Program (STVEP).
2. To effectively implement the Program, a Manual of Operation is needed which will ensure standard operation and shall put together statutory provisions of applicable laws, circulars, orders and memoranda on the management and supervision of the Technical and Vocational High Schools in the country.
3. In line with the above-cited goal and objective, a writeshop on the Development of the Manual of Implementation and Finalization shall be held the following the schedule below:


Activities	Date	Venue
Development/Drafting	January 7-11, 2008	DAP-Tagaytay City
Refinement	January 28-31, 2008	DAP-Tagaytay City

4. Enclosed is the list of participants to the five-day drafting writeshop who were chosen from among the Tech-Voc school heads now implementing the STVEP. Participants for the finalization will be chosen among the drafting participants.

5. Board and lodging, and modest honoraria of participants, Extra Duty Allowance of Secretariat and Honorarium of Resource Persons and Consultants and other incidental expenses shall be charged against Tech-Voc funds while transportation expenses of the participants shall be charged to local funds subject to the usual government accounting and auditing rules and regulations.

6. The Outline of the Manual of Operation and the matrix for both activities are also enclosed. These will guide the participants on what materials to bring to the venues.

2. Immediate dissemination of this Memorandum is desired.


TEODOSIO C. SANGIL, JR.
Undersecretary
Officer-in-Charge

Encls.:

As stated

Reference:

DepED Order: (No. 48, s. 2008)

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

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

TECHNICAL EDUCATION
VOCATIONAL EDUCATION

Madel:c: Writeshop STVEP
11-22-07
computer used: maricar

MANUAL OF OPERATION FOR THE SPECIAL TECHNICAL AND VOCATIONAL HIGH SCHOOLS
(January 7 - 11, 2008)

PARTICIPANT

(Development / Drafting)

ARTS AND TRADES

1	CAR	Benguet	Tublay School of Home Industries	Estanislao M. Tagtag
2	I	Laoag City	Ilocos Norte College of Arts & Trades	Edwin M. Liban
3	I	Pangasinan I	Pangasinan School of Arts & Trades	Armando Q. Lopez
4	II	Cagayan	Sanchez Mira School of Arts & Trades	Napoleon A. Malto
5	II	Quirino	Cabarroguis Nat'l School of Arts & Trades	Orlando E. Manuel
6	III	Angeles City	Angeles City National Trade School	Aida T. Galura
7	IV-A	Laguna	San Pedro Relocation Center NHS	Victorio N. Medrano
8	IV-A	Cavite	Gen. Mariano Alvarez Technical HS	Jose M. Salazar, Jr.
9	NCR	Muntinlupa City	Muntinlupa Business High School	Carolina F. Chavez
10	NCR	Pasig/San Juan	Rizal Experimental Station (RESPSCI)	Jose D. Gonzales, Jr.
11	NCR	Manila	E. Rodriguez Vocational High School	Beatriz A. Adriano
12	V	Iriga City	Rinconada Natl Tech-Voc School	Renato Bermas
13	V	Sorsogon	Casiguran National Tech Voc School	Florencio Bermundo
14	VIII	Toledo City	Toledo National Vocational School	Concepcion Dayon
15	VI	Negros Occ	Neg Occ Nat Agro-Indus Sch	Patricio Delmo
16	VIII	Eastern Samar	Lawaan National School of Arts & Home Ind	Bienvenido E. Siguan Jr.
17	XI	Tagum City	Tagum National Trade School	Jose M. Baldonado
18	XIII	Agusan del Norte	Nasipit National Vocational School	Evelyn B Paceno

FISHERY

19	I	Pangasinan I	Binmaley School of Fisheries	Ferdinand S. Bravo
20	II	Cagayan	Solana Fresh Water Fishery School	Ricardo A. Rapacon
21	III	Malolos City	Malolos Marine Fishery Schl & Laboratory	Exmundo F. Forteza
22	III	Bataan	Bataan School of Fisheries	Gerardo C. Batalla
23	V	Masbate	Masbate Schoo of Fisheries	Jaime Maramoc
24	VI	Western Visayas	I. V. Ferrer Memorial School of Fisheries	Magdalena P. Bibat
25	VIII	Calbayog City	R. Lentejas Mem. School of Fisheries	Loretta T. Baldo
26	XI	Davao del Sur	Davao del Sur School of Fisheries	Reynaldo Mellorida

AGRICULTURE

27	CAR	Apayao	Apayao National Indust'l Agricultural HS	Joy D. Saleng
28	I	Ilocos Norte	Ilocos Norte Agricultural College	Cezar L. Manangan
29	I	Pangasinan	Speaker Eugenia Perez National Agri School	Raymundo B. Ambanloc
30	II	Cagayan	Alcala Rural School	Ruben Cangas
31	II	Isabela	Jones Rural School	Salvador B. Romo
32	III	Pampanga	Floridablanca National Agricultural Sch	Edwin P. Tamayo
33	V	Albay	Libon Agro-Industrial High School	Amelita P. Sadueste
34	X	Iligan City	Rogongon Agricultural High School	Henry B. Abueva

HEAD/ TEACHER

35	IV-B	Calapan City	Community Vocational High School	Mar Cueto
36	XI	Davao del Sur	Baguio National Sch of Arts & Trades	Danny Morales
37			Region I - TLE Coordinator	Basilio Bacuyag
38	REGIONAL COORDINATOR		Region VIII- TLE Coordinator	Crispin Miranda
39			RegionX I - TLE Coordinator	Nestoria Limosnero

MANUAL OF OPERATION for TECHNICAL VOCATIONAL HIGH SCHOOLS
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This Manual of Operation for Special Technical and Vocational High Schools is prepared to ensure standard operation of the program. Specifically it puts together statutory provisions, rules, regulations, standards, guidelines and instructions as well as pertinent provisions of applicable laws, circulars orders and memoranda on the effective management and supervision of the Special Technical and Vocational High Schools in the Philippines.

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	35.3	Librarian
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		35.1.2 Cashier
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WRITESHOP : Drafting of the Manual of Operation for Technical Vocation High School

MATRIX OF ACTIVITIES

time	January 7-11, 2008					
	7	8	9	10	11	
	day 1	day 2	day 3	day 4	day 5	
8:00-9:00	Registration	Unfreezing	Continuation of writeshop	Unfreezing	Continuation of Finalization	
9:00-10:00	Opening Program	Writeshop Proper	↓	Plenary: Presentation & Critiquing	↓	
10:00-10:15	SNACK					
10:15-11:15	Orientation/ Mechanics	↓	↓	↓	↓	
11:15-12:00	Grouping	↓	↓	↓	↓	
	LUNCH BREAK					
1:00-2:00	Assignments	↓	↓	↓	Clearing House Submission of Output	
2:00-3:00	Finalization of Framework	↓	↓	↓		
3:00 - 3:15	↓	SNACK				
3:15-5:30	↓	↓	↓	↓	Closing Proper	
6:00-7:00	↓	DINNER N				
7:00-9:00	Presentation of Critiquing	↓	Check Point	Draft Finalization	Home Sweet Home	

**Manual of Operation for Technical Vocation High School
(FINALIZATION)**

MATRIX OF ACTIVITIES

time	January 28-31, 2008		
	day 1	day 2	day 3
	8:00-9:00	Registration	Unfreezing
9:00-10:00	Opening Program	Plenary : Presentation and Critiquing	Continuation of final drafting
10:00-10:15	SNACK		
10:15-11:15	Orientation/ Mechanics	continuation - Plenary	↓
11:15-12:00	Compilation of Pre-Validation Report (by team)	↓	↓
	↓	LUNCH BREAK	
1:00-2:00	↓	↓	Submission of Output
2:00-3:00	Writeshop: Inputting the Pre-Validation Comments	↓	↓
3:00 - 3:15	↓	SNACK	
3:15-5:30	↓	Final Drafting	Closing Program
6:00-7:00	DINNER N		
7:00-9:00	↓	↓	Home Sweet Home