



SEP 17 2009

DepED MEMORANDUM

No. 395 , s. 2009

CONFERENCE CUM WORKSHOP OF THE 282 TECHNICAL-VOCATIONAL SCHOOL ADMINISTRATORS/PRINCIPALS/SCHOOL HEADS OF THE STRENGTHENED TECHNICAL-VOCATIONAL EDUCATION PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Technical-Vocational High Schools

1. This Department through the Technical-Vocational (Tech-Voc) Education Task Force will conduct a Conference Cum Workshop for the two hundred eight two (282) Tech-Voc school administrators/principals/school heads on October 2-3, 2009 at the Marikina Convention Center, Marikina Hotel, Marikina City.

2. The conference aims to:

- a. orient the participants on the guidelines for the utilization of the intervention funds for the tools and equipment and the competency assessment subsidy;
- b. report on the teaching and non-teaching trainings and assessment, and the refined/enhanced competency-based curriculum (including those of the ICT, Entrepreneurship, Drafting); and
- c. other issues and concerns concerning the implementation of the STVEP such as submission of data requirements for budgetary purposes, among others.

3. The participants in this conference are the Vocational School administrators/principals/school heads from the 282 identified Tech-Voc schools of the sixteen (16) regions and the selected staff of the Tech-Voc Task Force. No proxy is allowed for vocational school administrators/principals/school heads, except for emergency cases (i.e. sickness, etc.) wherein said school heads cannot attend.

4. The Vocational school administrators/principals/school heads are requested to bring the following data during the conference: a) accomplished Organizational Performance Indicators Framework (OPIF); b) school information; c) student data; d) Tech-Voc enrolment; e) personnel data; f) Tech-Voc teachers' data; and g) National Certificate (NC) I and II and Certificate of Competencies (COCs) passers, (please see enclosure for details). The said data will be submitted to the Technical-Vocational Task Force (in hard and soft copies) during the registration for consolidation, and onward transmittal to the Planning and Programming Division as a requirement for the FY 2010 Tech-Voc Budget.

5. Board and lodging of the participants shall be charged against the Tech-Voc funds, while travel expenses shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
6. For confirmation of attendance and queries, please contact Ms. Pamela Loveria and/or Mr. Romeo King at tel. nos. (02) 633-9346 or (02) 632-0170.
7. Immediate dissemination of this Memorandum is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.:

As stated

Reference:

None

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

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

CONFERENCES
OFFICIALS
TECHNICAL EDUCATION
VOCATIONAL EDUCATION
WORKSHOPS

R-Maricar/DM-Conference Cum Workshop 282 Tech-Voc.
09-09-09

DEPED-OPIF PERFORMANCE INDICATORS

ORIGINAL, 2008

PERFORMANCE INDICATORS	Actual			Targets		
	SY 2005-2006	2006	2007	2008	2009	2010
MFO 2-B: Public Technical-Vocational Education Services						
1. enrollment in public tech-voc school						
2. enrollment of children aged 12-15 in public secondary school						
3. participation rate						
4. completion rate						
5. no. of public tech-voc school graduates						
6. MPS in NAT of Y-II students in public tech-voc schools						
i. English						
ii. Science						
iii. Math						
iv. Filipino						
v. Araling Panipunan						
vi. Overall						
7. MPS in NCAE of Y-IV students in public secondary school						
i. General Scholastic Aptitude						
ii. Technical Vocational Aptitude						
iii. Non-Verbal Ability						
iv. Entrepreneurial Skills						
8. no. of tech-voc enrollees with National Competency 1 Standard issued by TESDA-credited entities						
9. no. of tech-voc enrollees with National Competency 2 Standard issued by TESDA-credited entities						
10. inter-quartile student-teacher ratio in public secondary school						
11. inter-quartile student-classroom ratio in secondary school						
12. ratio of teachers teaching their areas of specialization to total no. of teachers teaching the subject area (ESM, Tech-Voc)						
13. ratio of PEPT passers to the total PEPT takers						
i. No. of test takers						
ii. No. of test passers						
14. % of division w/ capacity to support school-level implementation of competency-based teacher standards (CBTS)						
15. % of DepED secondary school in the SBM Practice						

Strengthened Tech-Voc Education Program School Profile

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Municipality ID

School ID

This form shall be accomplished by the head of the school or its representative/s. Likewise, the school heads shall certify the correctness of the data, and shall be responsible and accountable for any inaccuracy or false data/information reported. He/She shall submit the accomplished forms to the Tech-Voc Task on or before the Conference for School Vocational Administrators/Principals in soft and in hard copy (CD)

SCHOOL INFORMATION SY 2009-2010

Name of School : _____
(Official name)

Address : _____
(If renamed, please indicate old name.)

: _____ **Street :** _____ **Barangay :** _____

Municipality : _____ **Province/City :** _____

Region : _____

Division : _____

Legislative District : _____

Tel. No. : _____

Fax No. : _____

E-Mail Address : _____

1. Category of School <input type="checkbox"/> Original Tech-Voc <input type="checkbox"/> General Secondary and Tech-Voc	2. Type of Tech-Voc School <input type="checkbox"/> Arts and Trade <input type="checkbox"/> Agriculture <input type="checkbox"/> Fisheries	3. Approved Four (4) Areas of Specialization 1 _____ 2 _____ 3 _____ 4 _____	4. Other Areas of Specialization Offered 1 _____ 2 _____ 3 _____ 4 _____ 5 _____
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Quick Count Data :

Male	Female
<input type="text"/>	<input type="text"/>
Total Tech-Voc Enrollment	Total Nationally-Funded Teaching Personnel
Total Instructional Rooms	

Certified True and Correct by :

School Head : _____
(Signature Over Printed Name)

Designation : _____ **Date :** _____

STUDENT DATA

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
TOTAL ENROLMENT										
General Secondary :										
Enrolment										
Repeaters										
Transferees In										
Strengthened Tech-Voc Educ. Program										
Enrolment										
Repeaters										
Transferees In										

Totals in these boxes must tally.

SECONDARY AGE PROFILE, SY 2009-2010

Age	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
10 and Below										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20 and Above										
TOTAL										

Certified True and Correct by :

School Head

(Signature Over Printed Name)

Designation

Date :

STUDENT DATA FOR FY's 2007, 2008, 2009, & 2010

Particulars	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
	Enrolment (Tech-Voc Only)									
SY 2007-2008										
SY 2008-2009										
SY 2009-2010										
SY 2010-2011 (projected)										
Number of Promotees/Graduates (Tech-Voc Only)										
SY 2007-2008										
SY 2008-2009										
SY 2009-2010										
SY 2010-2011 (projected)										
Number of Dropouts (Tech-Voc Only)										
SY 2007-2008										
SY 2008-2009										
SY 2009-2010										
SY 2010-2011 (projected)										

EXISTING NUMBER OF ROOMS IN THE SCHOOL, SY 2009-2010

Instructional Rooms					Non-instructional rooms					
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./Workshops	Used as computer rooms	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Instructional Rooms					Non-instructional rooms					
Used as academic classrooms	Used as Science Laboratories	Used as H.E. rooms	Used as I.A./Workshops	Used as computer rooms	Used as clinic	Used as canteen	Used as offices	Other uses	Not currently used	Total non-instructional rooms

Certified True and Correct by :

School Head : _____ (Signature Over Printed Name)

Designation : _____ Date : _____

STUDENT DATA BY AREA OF SPECIALIZATION, FY's 2007, 2008, & 2010 (As of July 31)

Enrolment by Program	Year 1		Year 2		Year 3		Year 4		TOTAL (Years 1-4)	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Regular Curriculum										
STVEP Curriculum										
PC Hardware Servicing										
Technical Drawing										
Arts and Trade										
Automotive										
Building Construction										
Cosmetology										
Electricity										
Electronics										
Food Trades										
FCM										
Garments										
Machine Shop										
Plumbing										
RAC										
Welding										
Agriculture										
Animal Production										
Crop Production										
Food Processing										
Horticulture										
Fisheries										
Fish Capture										
Fish Culture										
Fish Processing										

Certified True and Correct by :

School Head : _____

(Signature Over Printed Name)

Designation : _____ Date : _____

NATIONALLY-FUNDED PERSONNEL

Position Title Col. 1	SCHOOL PLANTILLA ITEMS				NATIONALLY-FUNDED PERSONNEL							
	Number actually working in the school		On leave	Plantilla item(s) vacant	Plantilla administrators/teachers detailed to other school(s)/DepEd office(s)	TOTAL (Col.3+Col.4+Col.5+Col.6+Col.7)	Plantilla administrators/teachers borrowed from other school(s)		TOTAL Nationally-funded personnel working in the school			
	Male	Female					Male	Female	Male	Female	Male	Female
Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13	
a. Teaching related and Non-teaching												
Vocational School Administrator I-III												
Principal IV												
Principal III												
Principal II												
Principal I												
Head Teacher VI												
Head Teacher V												
Head Teacher IV												
Head Teacher III												
Head Teacher II												
Head Teacher I												
Guidance Coordinator/Counselor												
Librarian												
Administrative Asst. I (Senior Bookkeeper)												
Administrative Aide (Disbursing Officer II)												
TOTAL (Nationally-funded non-teaching personnel)												

b. Teaching												
Instructor I-III												
Master Teacher II												
Master Teacher I												
Teacher III												
Teacher II												
Teacher I												
Sub-Total (Quick Count Data)												
SPED Teacher Item												
TOTAL (Nationally-funded teaching personnel)												

Position Title Col. 1	Carries full-time class teaching load (360 min. or more)				Assigned part-time to class teaching, part-time to ancillary services				Assigned full-time to ancillary services		TOTAL (Col.2+Col.3+Col.4+Col.5+Col.6)	
	Not assigned to ancillary services		Assigned to ancillary services as additional load		Class teaching 200 min. per day or more		Class teaching less than 200 min. per day		Col. 6		Col. 7	
	Col. 2	Col. 3	Col. 4	Col. 5	Col. 6	Col. 7	Col. 8	Col. 9	Col. 10	Col. 11	Col. 12	Col. 13
Instructor I-III												
Master Teacher II												
Master Teacher I												
Teacher III												
Teacher II												
Teacher I												
TOTAL (Nationally-funded teaching personnel)												

Certified True and Correct by : _____
 School Head : _____ (Signature Over Printed Name)
 Designation : _____ Date : _____

TEACHERS DATA BY AREA OF SPECIALIZATION, FYs 2007, 2008, 2009 (as of July 31)

Teaching Assignment	Year I	Year II	Year III	Year IV	Total
PC Hardware Servicing					
Technical Drawing					
Arts and Trade					
Automotive					
Building Construction					
Cosmetology					
Electricity					
Electronics					
Food Trades					
FCM					
Garments					
Machine Shop					
Plumbing					
RAC					
Welding					
Agriculture					
Animal Production					
Crop Production					
Food Processing					
Horticulture					
Fisheries					
Fish Capture					
Fish Culture					
Fish Processing					
Others					
Total Number of Tech-Voc Teachers					

Certified True and Correct by :

School Head :

(Signature Over Printed Name)

Designator :

Date :

NC PASSERS

Name of Student	Year Level	Area of Specialization	NC1, NC2, COCs Aquired	Date of Assessment

Certified True and Correct by : _____
School Head: _____