

Republika ng Pilipinas
(Republic of the Philippines)
MINISTRI NG EDUKASYON AT KULTURA
(MINISTRY OF EDUCATION AND CULTURE)
Maynila

July 31, 1979

M E C O R D E R
No. 46, s. 1979

IMPLEMENTATION OF THE CORRESPONDENCE COURSE IN
EDUCATIONAL PLANNING AND MANAGEMENT

To: Bureau Directors
Regional Directors
Chiefs of Services and Heads of Units
Presidents, State Colleges and Universities
Schools Superintendents

1. The Ministry of Education and Culture through the Office of the Planning Service will conduct a correspondence course in Educational Planning and Management to be implemented within the five-year period from 1979-1980 to 1983-1984. Eight books have been prepared to constitute the entire course that will cover a period of about ten (10) months. The first year of implementation will start in September 1979 and end in June 1980.
2. The general objective of this course is to provide basic understanding of the foundational elements and some intricacies of educational planning and develop management skills among the clientele with the hope that effective educational plans will be evolved from the regional, division, district and institutional levels of education as well as from other offices under the Ministry of Education and Culture.
3. Full implementation of the course throughout the country (1979-1984) will be participated in by regional directors, assistant regional directors, chiefs of promotional divisions in the regional offices, assistant schools superintendents, division supervisors, district supervisors, secondary school principals, heads/administrators of colleges/universities, statisticians and other personnel in the regions and MEC proper involved in educational planning functions. However, preference should be given to those personnel who have not undergone any training course in educational planning and management.
4. Inclosed is a copy of the distribution scheme for participants in each of the five-year implementation of this course. Based on this distribution scheme, it is requested that the names and addresses of participants for the first year of implementation be



submitted to the Office of the Planning Service, MEC on or before August 20, 1979. (See attached form and master list of 6th class municipalities).

5. Early compliance to this request is earnestly requested.

(SGD.) JUAN L. MANUEL
Minister of Education and Culture

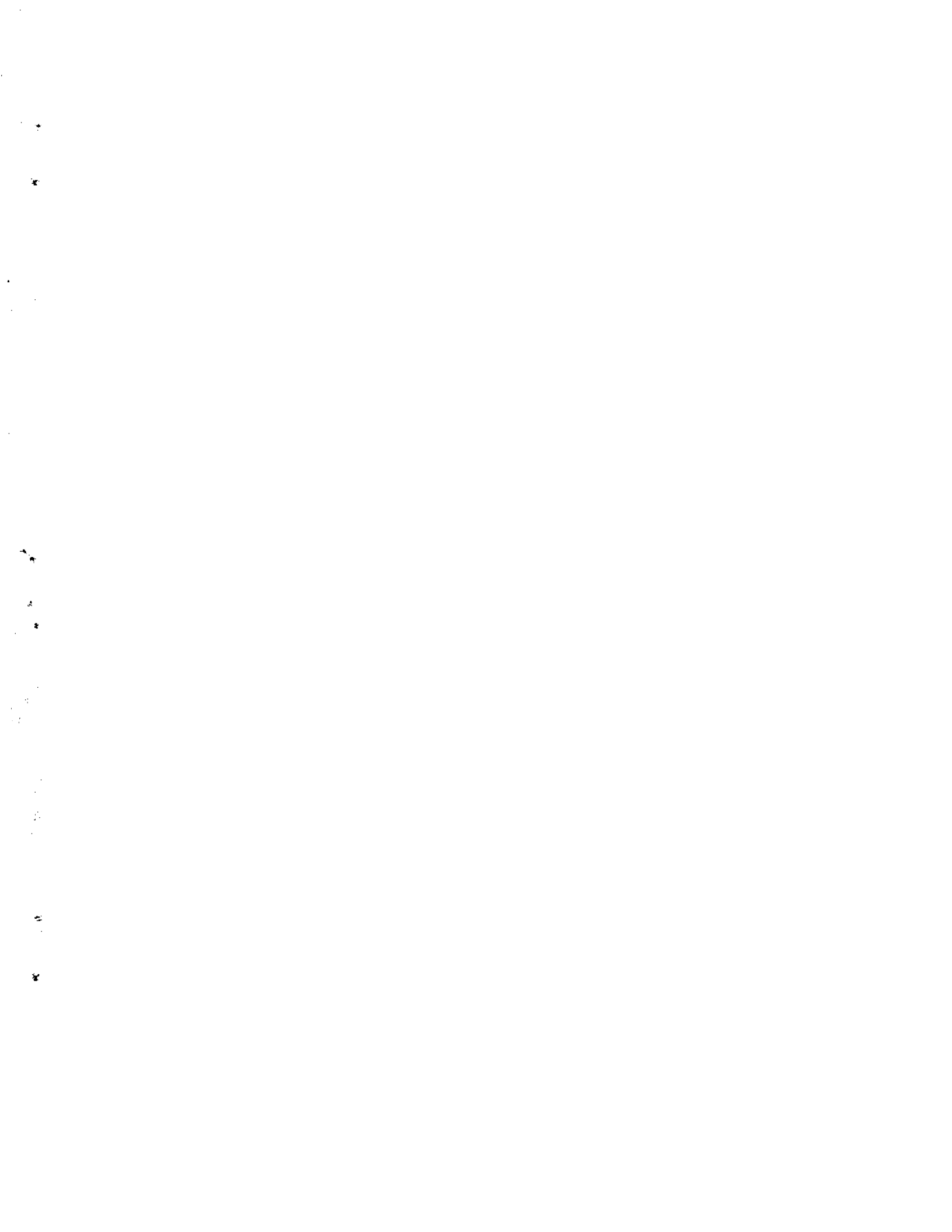
Incl.:
As stated

Reference:
None

Allotment: 1-2-3--(D.O. 1-76)

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

~~Course of Study, COLLEGIATE~~
~~OFFICIALS~~
~~TRAINING PROGRAM~~



DISTRIBUTION OF PARTICIPANTS IN THE
CORRESPONDENCE COURSE PROGRAM

Level	Number of Participants by School Year				
	1979-80	1980-81	1981-82	1982-83	1983-84
District	350	1,000	500	Public	Heads of
District supervisors of the 6th class municipalities				the 1st, 2nd & 3rd class municipalities	Private and
Division	125	125	125	Secondary	Public
One asst. superintendent in charge of planning for every school division				One researcher and evaluation supervisor for every school division	School
Regional directors; asst. regional directors; one researcher of the regional planning unit; MEC Proper staff - one from each division of the OPS and one from each of the staff bureaus, units, centers, and agencies; four public secondary principals and four vocational school heads/				Three chiefs of the promotional divisions of each regional office; researcher of the regional planning unit; MEC Proper staff - one from each division of the OPS; and one from each of the staff bureaus, units, centers, and agencies; four public secondary principals and four vocational school heads/	Principals
Regional/MEC Proper principals and four vocational school heads/				One statistician for every regional planning unit; MEC Proper staff - one from each division of the OPS; and one from each of the staff bureaus, units, centers, and agencies; four public secondary principals and four vocational school heads/	Colleges and Universities
administrators in each region; one head/				One statistician for every division planning unit	(Tertiary Level)
public college or university in each region; one head/administrator of a private college or university in each region.				One statistician for every division planning unit	
256	230	230	2,438	922	
TOTAL	731	1,355	855	2,438	922

GRAND TOTAL - 6,301

(Inclosure to MEC Order No. 45, s. 1979)

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE
BUREAU OF SECONDARY EDUCATION

Region _____

DIVISION _____

REPORT ON SECONDARY PROMOTIONS

CURRICULUM _____

CURRICULUM YEAR _____

SECTION _____

School _____

Date of close of school year _____, 19____

Date diplomas issued to graduates _____

	Boys	Girls	TOTAL
March monthly enrollment			
Total age of students			
Average age			
Number Promoted			
Total age			
Average age			

Date _____, 19____

INSTRUCTIONS

- This form, accomplished in duplicate, should serve as a permanent record of all promotions at the end of the school year in the First, Second, and Third Years at the close of the school year. The original copy should be retained in the office of the principal, and duplicate should be forwarded to the division office as soon as the form is accomplished.
- A separate report for each section of each year of each curriculum is required.
- Names of boys should be written first followed by names of girls listed separately. Students' names should be written in the same order on both copies. The total number of students listed should agree with the yearly enrollment reported on B. P. S. Form 2 for each year.
- Under "Years in School" write 8, 9, 9½, 10, 10½, etc., to indicate the exact length of time the student has been in school from the date in any school to the date of accomplishing this form. The ages of students as reported on this form should be their ages as of April 1 of the current school year. (See item 14 below.)
- Opposite the names of students who dropped out during the year should be entered such brief explanations of causes as "ill," "dropped," "Dropped January 12," etc.
- When two or more subjects, not semestral, are combined in the same manner as to form a unit, the relative weight of each subject should be considered in determining the rating in that unit.
- Final rating signifies the final rating in each subject, which may be either the last cumulative rating or the average of the semestral periodical ratings in that subject.
- Action taken should be indicated in accordance with Circular No. 5, 1932: i. e.: write "Passed" and "Failed" in full; write "Promoted" for promoted and "Ret." for retained.
- Grades and promotions should be determined as follows:
 - A final rating of C or 75 shall be required for academic promotion in each subject, whether this subject be academic, home economics, vocational, physical education, preparatory military training and physical education, or special, and whether it be required, elective (substitute), or optional (additional).
 - Ratings in semestral subjects should not be combined and should be indicated separately.
- The April monthly enrollment recorded on this form should agree with the April monthly enrollment as it appears on B. P. S. Form 2.
- Under "Total Number of Days of Attendance in Curriculum Year," indicate the total number of days the student has attended the curriculum year in current and preceding school years.
- The sum of the ages of all students concerned should appear under "Total age of students" is called for. The total age of students promoted and "Number promoted"

where "Total Enrollment" and "Number of Students Under 'April Monthly Enrollment'" and "Number of Students Under 'April Monthly Enrollment'" shall be the sum of the ages as of April 1 of the current school year of only the students concerned. To find the age of a student as of April 1 for this form, add 1 to his age as of July 1 recorded in P. S. Form 1, School Register.

Principal

APPROVED:

REFERENCES

REGULATIONS: Nos. 34 and 34, s. 1928; 65, s. 1929; (13), 24, and 40.

Municipality _____

PROMOTIONS

Date _____, 19___

CURRICULUM YEAR _____

SECTION _____

CREDITS EARNED	IN PREVIOUS YEARS	CUMULATIVE TOTAL	PROMOTED OR RETAINED	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING	FINAL ACTION TAKEN	FINAL RATING
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Schools Superintendent _____

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37, and 44, s. 1938; 25, 51, and 60, 1939; and 26, s. 1940.
 LAWS: Nos. 8, s. 1931 and 24, s. 1932.
 AL INSTRUCTIONS: Nos. 10, s. 1923 and 12, s. 1925.
 AL LETTER: August 22, 1929.
 Manual: Secs. 104; 110-112; and 115-116.

REPUBLIC OF THE PHILIPPINES
MINISTRY OF EDUCATION AND CULTURE

Region _____

DIVISION _____

ON SECONDARY PROMOTIONS

Due in the division office one week before the last prescribed regular class day for Fourth Year students.

Due in the division office on the Monday following the last prescribed regular class day for other secondary students.

Sample Form for Field Offices Only

LIST OF PARTICIPANTS IN THE CORRESPONDENCE COURSE IN EDUCATIONAL PLANNING AND MANAGEMENT FOR SY 1979-1980

Region _____

<u>Designation</u>	<u>Name of Participants</u>	<u>Address</u>
Regional Director	_____	_____
Asst. Reg'l. Director	_____	_____
Educ'l. Researcher in the Reg'l. Plng. Unit	_____	_____
Asst. Schools Superintendents (In Charge of Planning)	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
Planning Officer/Adminis- trator of a <u>Public</u> College or University	_____	_____
Planning Officer/Adminis- trator of a <u>Private</u> College or University	_____	_____
Public Sec. School Principals	_____	_____
	_____	_____
	_____	_____
	_____	_____
Voc'l. School Heads/ Administrators	_____	_____
	_____	_____
	_____	_____
	_____	_____
	_____	_____
District Supervisors (Assigned in the 6th class municipality)	_____	_____
Division of	_____	_____
	_____	_____
	_____	_____
	_____	_____
Division of	_____	_____
	_____	_____
	_____	_____
	_____	_____
Division of	_____	_____



