

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

February 24, 1981

MEC O R D E R
No. 13, s. 1981

GUIDELINES TO IMPLEMENT SPECIAL PROVISION NO. 2
OF THE GENERAL APPROPRIATION BILL, PAGE 507

To: Regional Directors

1. For the information, guidance and compliance of all concerned, hereunder are guidelines to be observed relative to the utilization of the portion of the national government assistance to locally-funded high schools which shall be used for nonformal education activities, under special provision No. 2, Aid to Local Schools, of the 1981 General Appropriation Act, Batas Bilang 80:

- a. The clientele or beneficiaries of the nonformal education activities are the out-of-school youths and unemployed adults.
- b. Locally-funded schools mean the provincial, city, municipal and barangay high schools.
- c. The portion of the national assistance, for nonformal education activities, will only be made available to those of the above-mentioned schools that have viable projects or project proposals. All project proposals should be approved by the Deputy Minister of Education and Culture for Nonformal Education after submission through the Regional Directors.
- d. Funding or capital will only be given to schools whose project proposals have been approved.
- e. The amount of funds or capital should not be more than P50,000 per project.
- f. Submission of project proposals should be done to reach the Office of the Deputy Minister for Nonformal Education on or before March 31, 1981.

2. Inclosed is a format for the preparation of project proposals. These guidelines should be immediately disseminated for the information and compliance of all concerned.

(SGD.) ONOFRE D. CORPUZ
Minister of Education and Culture

Incl.:
As stated

Reference:
None

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

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

✓ APPROPRIATIONS	✓ OFFICIALS
✓ FUNDS	✓ PROJECT
✓ LEGISLATION	✓ SCHOOLS
✓ NONFORMAL EDUCATION	

(Inclosure to MEC Order No. 13, s. 1981)

FORMAT FOR NONFORMAL EDUCATION PROJECTS

1. TITLE

The title of the project should be clear, short and suggestive of the nature of the project. It should reflect the activities and the goals to be attained.

2. DESCRIPTION OF THE PROJECT

To attain its goals and objectives, the project being planned should be clearly described giving the nature of the activities, the place where these will be held, and the people to be involved.

3. RATIONALE/JUSTIFICATION

This part of the project proposal should contain the reason or reasons for having such a project. It should be supported with facts and figures derived from the most recent surveys on that particular field. It should also include the present status of any related program. It should give all facts to justify the holding of the activity with projections for at least five years.

4. SCHEMES AND STRATEGIES

A project, to be implemented needs to have definite schemes or strategies to follow. This is to ensure the smooth operation of the project. Strategies should include the series of evaluations both formative and summative as well as a system of feedbacks to ensure the quality of performance desired.

5. COST AND RETURN ANALYSIS

This part of the project proposal is very important. One who proposes a project should know how much the project will cost and for how long. This will enable him to first assemble whatever amount of capital he can give. He therefore needs to break down the expenses by items. He should be able to specify the amount needed for personnel maintenance, building and project materials, etc. He should have a clear concept of time for recoverability.

In this analysis, a listing of outputs should be made as part of the capital. The expected output in financial terms should be made clear. The expected changes in values of the participants should be clear. This would help in making a successful project.