

Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
Maynila

March 29, 1988

DECS O R D E R
No. 29, s. 1988

OPERATIONALIZING THE NATIONAL CENTER FOR TECHNICAL
EDUCATION AND STAFF DEVELOPMENT
(ADB-DECS Project Loan Number 531 RHI)

To: Bureau Directors
Regional Directors
Presidents, State Colleges and Universities
Presidents of Private Colleges and Universities
Technical and Vocational School
Superintendents/Administrators

1. Pursuant to Schedule 6, paragraph 10 of the Loan Agreement (Loan Number 531 RHI), the establishment of the National and Regional Centers for Technical Education and Staff Development shall be undertaken at selected institutions under the Technical and Vocational Education Project (TVEP). The Marikina Institute of Science and Technology (MIST), Marikina, Metro Manila has been identified as the seat of the National Center for Technical Education and Staff Development (NCTESD). The NCTESD shall primarily offer a one-year teacher upgrading program and provide research and development facilities on a permanent basis.

2. The NCTESD shall be administered as a semi-autonomous unit of the Marikina Institute of Science and Technology. An Advisory Board composed of the Undersecretary (incharge of Technical and Vocational Education and Nonformal Education) as Chairman, and the Director of BTVE, Superintendent of MIST and two representatives of industry, as members shall provide policy guidance and program direction to the National Center within the framework of the National Technical and Vocational Education System. The Project Director of the TVEP shall be the Secretary of the Advisory Board. The head of the Center shall be the Executive Director to be assisted by a Deputy Executive Director and an Administrative Support Staff.

3. The NCTESD shall have four divisions, namely: (a) Curriculum and Resource Materials Development Division; (b) Equipment Maintenance, Development and Production Division; (c) Staff Development and Training Division; and (d) Manpower Planning, Research and Development Division. The four divisions shall each be headed by a Chief Technical Education Specialist, assisted by a Supervising Technical Education Specialist. (Organizational Chart and Functions enclosed).

4. The Executive Director of NCTESD shall be designated by the Secretary of Education, Culture and Sports upon recommendation by the Superintendent of MIST after consultation with the Advisory Board as soon as possible but not later than April 30, 1968. The Deputy Executive Director, heads of the four divisions and the Project Implementation Officer (PIO) of the Technical Education Program shall all be designated by the Superintendent of MIST on hold-over capacity until the plantilla of personnel of the NCTESD is approved.

5. All matters pertaining to the implementation of the staff development component of the technical and vocational education project, under ADB Loan No. 531 PHI, not otherwise directed to the Project Director of the TVEP shall be addressed to:

The Executive Director
National Center for Technical Education
and Staff Development
MIST, Marikina, Metro Manila

6. The National Center shall start its operation effective April 1, 1968.

7. For the information and guidance of all concerned.

(SGD.) LOURDES R. QUISUMBING
Secretary

Incls.:

As stated

Reference:

N o n e

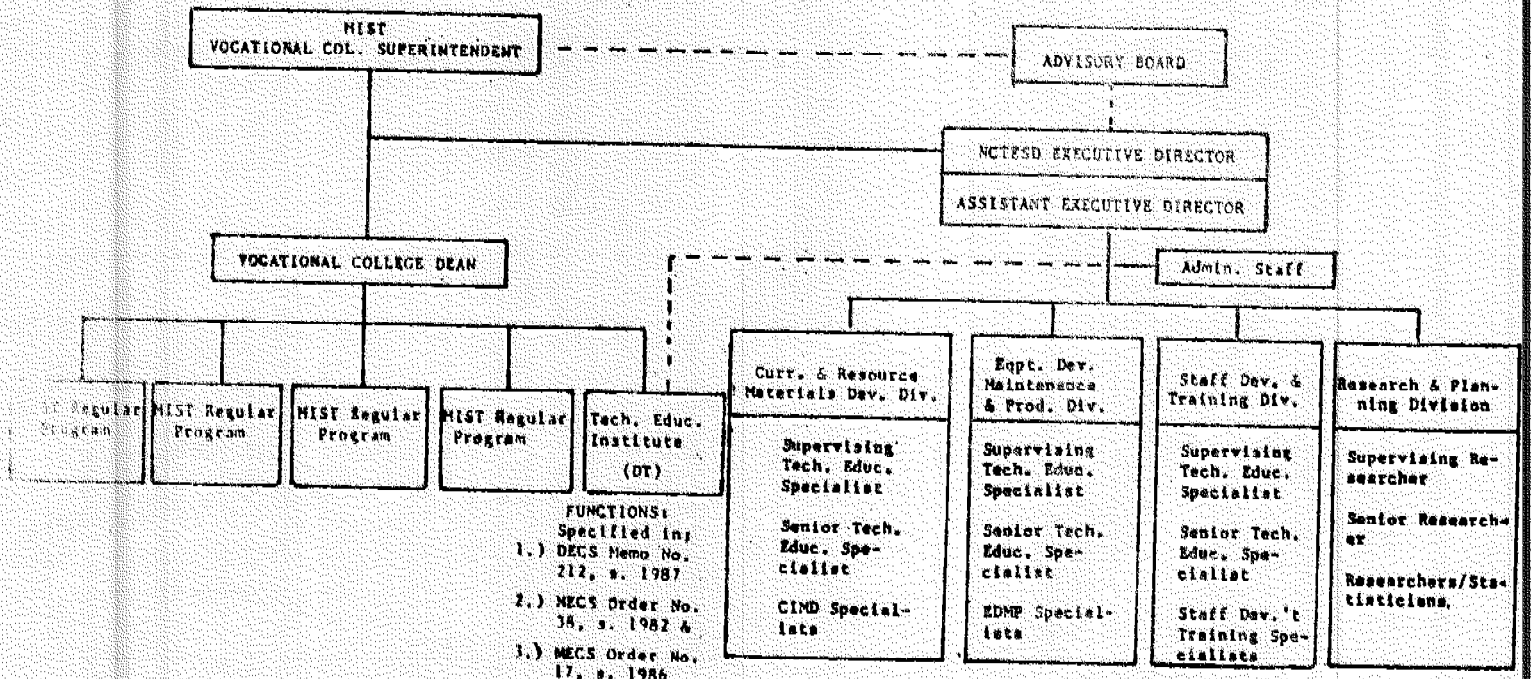
Allotment: 1-3-4--(M.O. 1-87)

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

CENTERS
BOARD or COUNCIL
PROJECT
VOCATIONAL EDUCATION

ORGANIZATIONAL CHART OF MIST AND NCTESD

Inclosure
DECS Order
No. 29 s. 1988



FUNCTIONS:
Specified in:
1.) DECS Memo No. 212, s. 1987
2.) MECS Order No. 38, s. 1982 &
3.) MECS Order No. 17, s. 1986

FUNCTIONS:

- o Identify curriculum and instructional materials needs of technical & vocational education
- o Conduct curriculum and instructional materials evaluation
- o Develop instructional materials, prototypes and models for technology and tool subjects.
- o Initiate acquisition of library materials, videofilms and audio-visual equipment
- o Disseminate/try-out produced curriculum and instructional materials

FUNCTIONS:

- o Establish an inventory system of training equipment of the Centers and other project and non-project tech-voc institutions
- o Establish information storage through catalogs, computer records, data of equipment, parts and materials
- o Set up parts and equipment production, fabrication and repair units
- o Evolve equipment development and production projects for income generating projects in the National Center and other capable tech-voc institutions
- o Develop a scheme and implementation of an equipment recuperation program

FUNCTIONS:

- o Conduct needs assessment for training of tech-voc administrators, supervisors, instructors and non-teaching personnel
- o Develop/evolve design training programs for specific needs for tech-voc education
- o Conduct seminars, workshop, training symposia colloquia to address specific needs of techvoc education
- o Network training programs with tech v institutions
- o Link the National Center with NMYC, industrial sectors and other training agencies for training consortia

FUNCTIONS:

- o Conduct tech-voc manpower planning studies in collaboration with NMYC, the Regional Centers and representatives of industries and training requirements of tech-voc institutions
- o Conduct research on relevant, important and urgent problems in tech-voc education as identified through needs assessment
- o Disseminate research outputs/information through research journals, professional publications and other appropriate channels
- o Establish an inventory/information files of research outputs on tech-voc education for easy retrieval when needed
- o Link the research Section of the National Center with national and international research organizations for development and exchange of research information

