



DepED MEMORANDUM
No. 87 , s. 2006

MAR 07 2006

2006 TRAINING PROGRAM IN ORGANIZATION, ADMINISTRATION
AND SUPERVISION IN SPECIAL EDUCATION (OAS-SPED)


To: Regional Directors
Schools Division/City Superintendents

1. The Special Education Division (SPED), Bureau of Elementary Education (BEE) announces the Training Program in Organization, Administration and Supervision of Special Education (OAS-SPED) at the Philippine Normal University (PNU), Taft Avenue, Manila. The program is a graduate course open to supervisors and administrators with Special Education classes in their schools. This is a two-term program, the first term will be held in Summer 2006 and the 2nd term will be in the 2nd Semester of SY 2006-2007. Enrolment this Summer is scheduled on April 6-8, 2006. Classes will start on April 17, 2006 and end on May 11, 2006.
2. The program aims to provide administrators and supervisors with competencies in establishing and maintaining viable SPED programs in their jurisdiction and to enhance their leadership and management of special education programs.
3. Priority divisions from which the nominees should come from are listed in Enclosure No. 1. These nominees shall be screened by the existing Regional Integrated Scholarship Committee (RISC) based on the criteria set in Enclosure No. 2. The RISC shall then submit the candidates' documents outlined in Enclosure No. 2 including the Memorandum of Agreement (Enclosure No. 3) to the Special Education Division, Bureau of Elementary Education, DepED Complex, Meralco Avenue, Pasig City on or before March 20, 2006.
4. Enclosure Nos. 4 A and B contain the list of documents to support the application of the nominees, as well as the application form needed for admission to the PNU.
5. The recipients of this training are entitled to the following assistance: a) free tuition fees and other school fees; b) salary during the training period; and c) stipend of Three Thousand Pesos Only (PhP3,000.00) per month.
6. Traveling expenses of recipients to and from the venue during the first term of Summer 2006 and the final term 2nd Semester SY 2006-2007 shall be borne by the Bureau of Elementary Education and Christoffel Blindenmission (CBM) International. Trainees are advised to travel either by sea or by land.

7. Their tuition fees will be charged against the funds of the Bureau of Elementary Education (BEE for 10 participants) and the Christoffel Blindenmission (CBM 17 participants) subject to the usual accounting and auditing requirements.

8. For further inquiries, please contact Ms. Mirla R. Olores, Chief, Special Education Division, SPED-BEE at tel. no. (02) 631-99-93.

9. Immediate dissemination of this Memorandum is desired.


FE A. HIDALGO
Undersecretary
Officer-in-Charge

Encls.:

As stated

Reference:

DepED Memorandum: No. 81, s. 2005

Allotment: 1—(D.O. 50-97)

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

SPECIAL EDUCATION
TEACHERS
TRAINING PROGRAMS

Madel:c:OAS-SPED
2-13-06

**TRAINING PROGRAM IN ORGANIZATION, ADMINISTRATION AND SUPERVISION
IN SPECIAL EDUCATION (OAS-SPED)**

REGION	DIVISION	NO. OF TRAINEES
I	Vigan City	1
II	Tuguegarao City	1
III	Balanga City Aurora	2
IV-A	Rizal Batangas City	2
IV-B	Marinduque	1
V	Tabaco City Sorsogon City	2
VI	La Carlota City Guimaras	2
VII	Lapulapu City Dumaguete City	2
VIII	Samar Leyte Division	2
IX	Zamboanga-Sibugay Zamboanga Sur	2
X	Bukidnon Cagayan de Oro City	2
XI	Digos City	1
XII	Regional Office Gen. Santos City	2
CARAGA	Surigao City	1
NCR	Pasig Muntinlupa	2
CAR	Kalinga	1
ARMM	Sulu	1
	Total	<hr/> 27

**CRITERIA FOR SELECTION OF NOMINEES FOR THE OAS-SPED
TRAINING (REVISED)**

1. Is a Bachelor's degree holder with a grade point average of not lower than 2, B or 85;
2. Holds a permanent status in the last three (3) years with Very Satisfactory (VS) performance;
3. Is actually administering or supervising SPED Programs;
4. Is not more than 50 years of age.
5. Is not pregnant at the time of nomination;
6. Has no administrative and/or criminal record.
7. Has been certified by government physician to be medically fit;
8. Has not availed of any scholarship program for the last two (2) years; and.
9. Has high sense of commitment to implement the program.

**PERTINENT PAPERS TO BE SUBMITTED TO THE
REGIONAL SPED SCHOLARSHIP COMMITTEE**

1. Form 212 (Personal Data Sheet) duly certified by the Administrative Officer
2. Photocopy of Transcript of Records duly certified by the Administrative Officer
3. Form 86 (Health Certificate)
4. Service Record
5. Certification from the District/Division/Supervisor/Superintendent on nominee's performance rating relevant to actual administration/supervision of SPED and recommending him/her for the training
6. Endorsement from the Regional Director
7. Duly accomplished Training Contract

(Enclosure No. 3 to DepEd Memorandum No. 87, s. 2006)

Republic of the Philippines
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Ave., Pasig City

MEMORANDUM OF AGREEMENT
(Training Contract)

I, _____,
(Name of Trainee) (Position and Station)

(School Division/Region)

represented by _____
(Principal/Superintendent)

and represented by _____
(Regional Director)

in consideration of the privilege of the trainee to avail of

(Name of Training)

the training, on official time with pay, do hereby agree to the following obligations of the trainee:

1. Specialize in _____
(Title of Course)

at the _____ for the period of
(Institution)

_____ which will be the duration of the training:

- Maintain at least the minimum standards for the training and that failure to do so would be sufficient ground for disqualification in the event of which I shall refund whatever amount has been paid by the government;
- Conduct myself in such a manner so as not to bring disgrace or dishonor for myself, my school/agency;
- Submit to the Bureau of Elementary Education at the end of the training a copy of my action plan;
- Immediately report to my station and assume my functions upon the completion or termination of the training;

6. Shall serve my school/agency for at least two (2) years after each term of training;
7. Shall refund in full to my office/agency and to SPED-BEE, DepEd such sums of money as may have been defrayed by the Philippine government for my control, that should I be forced to stop schooling, I shall immediately notify in writing with pertinent document the DepEd and the training institution; and
8. Shall live up to the terms and conditions of this grant.

IN WITNESS HEREOF, we have hereunder set hands this _____ day
of _____, 2006 at _____.

Schools Superintendent/
Regional Director

Trainee

Witness:

School Principal/Chief, Elem. Education/Secondary Education

Copy Furnished:

Office/Agency
Bureau of Elementary Education

**Philippine Normal University
GRADUATE COLLEGE
Manila**

O.R. No. _____

APPLICATION FOR THE GRADUATE COLLEGE ADMISSION TEST (GCAT)

Name: _____ Age: _____ Sex: _____

Address: (Residence) _____

Address: (Institution) _____

Degree: _____ Year Obtained: _____

University/College: _____

Undergraduate Grade Point Average (GPA): _____

Master's Degree Grade Point Average : _____

Intended Area of Specialization: _____

First time to take the GCAT? () Yes () No

If No, how many times have you taken the GCAT? _____

When was the last time you took the GCAT? _____

To the GCAT Committee:

The above applicant is qualified to take the GCAT.

(Department Head)

Schedule of Examination

Date: _____ Time: _____ Room: _____

Passed On Probation Failed

Noted:

DR EPIFANIA DE GUZMAN
Dean, Graduate College
Officer-In-charge

ZENAIDA S. LUCAS
Director of Admission

**PHILIPPINE NORMAL UNIVERSITY
Graduate College
Manila**

In connection with your expressed desire to be admitted to the graduate program of the College of Education, please find attached: (a) Application forms for admission and (b) Information on the Graduate Program of the Philippine Normal University Graduate College, Manila.

Please be informed that the following documents are needed to support your application:

1. Original copies of your Official Transcript of records (undergraduate and graduate work, if any) plus three (3) photocopies
2. Accomplished application forms
3. Two (2) copies of 2" x 2" recent picture
4. Permit to study (if currently employed)
GCAT fee – P300.00

The deadline for filing application forms with the required documents for Summer 2006 will be on April 2006. Graduate College Admission Test in Education (GCATE) is scheduled a week after the filing of application form.

Do not hesitate to write or call on us, if you have any further questions about admission at tel. Nos. 527-03-72; 527-03-64.

Very truly yours,

ZENAIDA S. LUCAS
Director of Admission