



MAR 26 2008

DepED MEMORANDUM  
No. 149 s. 2008

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

To: Bureau Directors  
Regional Directors  
Schools Division/City Superintendents

1. The Special Education Division-Bureau of Elementary Education (SPED-BEE), Department of Education (DepED) announces the Training Program in Organization, Administration and Supervision of Special Education (OAS-SPED) at the Philippine Normal University (PNU), Taft Avenue, Manila.
2. This program is a graduate course open to supervisors and administrators with Special Education classes in their schools. It consists of two-terms: the first term will be held from April 14 to May 9, 2008 (Summer) and the 2<sup>nd</sup> term will be from August 5 to September 30, 2008. Enrolment for the first term will be on April 14, 2008 to be followed by a briefing session at the BEE Conference Room at 2:00 p.m. Classes will start on April 15, 2008.
3. The training program is designed to provide administrators and supervisors with competencies in establishing and maintaining viable SPED programs in their jurisdiction and to enhance their leadership and management skills of special education programs.
4. Priority divisions from which the nominees should come from are listed in Enclosure No. 1. The nominees shall be screened by the existing Regional Integrated Scholarship Committee (RISC) based on the criteria set in Enclosure No. 2. Regional nominees for the training shall submit the documents outlined in Enclosure No. 2 including the Memorandum of Agreement (MOA) in Enclosure No. 3 to the Special Education Division, Bureau of Elementary Education, DepED Complex, Meralco Avenue, Pasig City on or before April 4, 2008.
5. Enclosure Nos. 4A 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.

6. Grantees under this training shall be entitled to their salaries, free tuition fees and a monthly stipend of Five Thousand Pesos (PhP5,000.00). Their traveling expenses to and from the venue during the training shall be borne by the Bureau of Elementary Education (HRTD Funds). They are also advised to travel either by land or sea. Other allowable expenses incident to the participation of the trainees shall be charged against local funds subject to its availability and the usual accounting and auditing procedures.

7. For further inquiries, please contact Ms. Mirla R. Olores, Chief, Special Education Division-Bureau of Elementary Education (SPED-BEE), DepED Central Office, Pasig City at tel. no. (02) 631-9993.

8. Immediate dissemination of this Memorandum is desired.



**JESLI A. LAPUS**  
Secretary

Encls.: As stated

Reference: DepED Memorandum: No. 333, s. 2007

Allotment: 1—(D.O. 50-97)

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

**SPECIAL EDUCATION  
TEACHERS  
TRAINING PROGRAMS**

Sally - OAS-SPED  
March 4, 2008

(Enclosure No. 1 to DepED Memorandum No. 149, s. 2008)

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

<b>REGION</b>	<b>DIVISION</b>	<b>NO. OF TRAINEES</b>
I	Urdaneta City (Urdaneta City SPED Center)	1
	Laoag City (A.P. Santos SPED Center)	1
II	Cagayan	1
III	Zambales	1
	Bulacan	1
IV-A	Calamba City	1
	Lipa City	1
IV-B	Romblon	1
	Puerto Princesa City	1
V	Masbate City	1
	Ligao City	1
VI	Kabankalan City	1
	Passi City	1
VII	Negros Oriental	1
	Danao City	1
	Talisay City	1
VIII	Calbayog City	1
IX	Isabela City	1
X	Cagayan de Oro City (City Central School)	1
	Bukidnon	1
XI	Compostela Valley	1
XII	Tacurong City	1
CARAGA	Agusan del Norte (Buena Vista SPED Center)	1
	Butuan City (Butuan City SPED Center)	1
CAR	Baguio City	1
NCR	Parañaque City	1
	Pasay City	1
	Caloocan City	1
ARRM	Shariff Kabunsuan	1
	<b>TOTAL</b>	<b>30</b>

(Enclosure No. 3 to DepED Memorandum No. 149, s. 2008)

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)

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 as a trainee:

1. Specialize in \_\_\_\_\_  
(Title of Course)

at the \_\_\_\_\_ for the period of  
(Institution)

\_\_\_\_\_ which will be the duration of the training:

2. 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 shall refund whatever amount has been paid by the government;

3. Conduct myself in such a manner so as not to bring disgrace or dishonor for myself, my school/agency;

4. Submit to the Bureau of Elementary Education at the end of the training a copy of my action plan;
5. 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 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.

\_\_\_\_\_  
(Trainee)

In Witness Hereof, we have hereunder set hands this \_\_\_\_\_ day  
of \_\_\_\_\_ 2008 at \_\_\_\_\_.

\_\_\_\_\_  
(School Principal)

\_\_\_\_\_  
(Division Schools Superintendent)

Copy Furnished:

Office/Agency  
Bureau of Elementary Education

(Enclosure No. 4-A to DepED Memorandum No. 149, s. 2008)

Philippine Normal University  
**GRADUATE COLLEGE**  
Manila

O.R. No. \_\_\_\_\_

**APPLICATION FOR 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