

Republika ng Filipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
(DEPARTMENT OF EDUCATION, CULTURE AND SPORTS)
UL Complex, Pasig, Metro Manila

November 8, 1991

DECS O R D E R
No. 124, s. 1991

ADDENDUM TO DECS ORDER NO. 60, S. 1991
(Guidelines for the Implementation of the College Faculty
Development Fund Program under RA 6728, SY 1991-1992)

To: Bureau Directors
Regional Directors
Presidents and Heads of Private Schools,
Colleges and Universities

1. Programs/Projects on workshops, conferences, seminars, and other training activities for SY 1991-1992 shall be constituted as an addendum to form part of the program offerings in the College Faculty Development Fund Program under RA 6728, SY 1991-1992 issued through DECS Order No. 60, s. 1991.
2. Attached is an added Inclosure (as Inclosure No. 9) to DECS Order No. 60, s. 1991, showing the mechanics in the implementation of the College Faculty Development Fund Program on projects and other programs under the Bureau of Higher Education.
3. Wide dissemination and implementation of this DECS Order is enjoined.

(SGD.) ISIDRO D. CARINO
Secretary

Incl.:
As stated

Reference:
DECS Order: (No. 60, s. 1991)

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

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

- ✓ AMENDMENT
- ✓ Course of Study, COLLEGIATE
- ✓ LEGISLATION
- ✓ RULES & REGULATIONS
- ✓ TEACHERS

(Inclosure to DECS Order No. 124, s. 1991)

THE COLLEGE FACULTY DEVELOPMENT FUND PROGRAM FOR WORKSHOPS, SEMINARS, CONFERENCES, AND OTHER TRAINING ACTIVITIES

Programs/Projects like workshops, seminars, conferences, and other training activities are conducted on short-term basis to upgrade the competencies of faculty members teaching in the Natural Sciences, Technology, and Mathematics in private colleges/universities. This applies only to those teaching in higher education.

ORGANIZERS

1. Qualifications of Proponent Applicant

1.1 A private educational institution of higher education or in consortium with other institutions/professional associations of private colleges/universities sharing the same interests or academic needs may apply for financial assistance to conduct workshops, conferences, seminars or other training activities.

1.2 A private educational institution of higher education or in consortium with other institutions/professional associations of private colleges/universities requesting for financial assistance to hold programs/projects must have a good track record of quality education.

1.3 Private colleges/universities offering courses on natural sciences, technology and mathematics can avail of this financial assistance.

2. Qualifications of Project Directors/Facilitators

Project Directors and facilitators who shall conduct these programs/projects must have the necessary educational qualifications and organizational capability to plan, implement, and evaluate the activities.

3. Application Procedure

3.1 Application for financial assistance shall be made three months before registration time.

3.2 Proponent applicants shall submit application and other requirements to DECS Regional Office, Higher Education Division (DECSRO-HED) for processing and evaluation of papers.

3.3 Proponent applicants shall also submit a short feasibility study that shall yield needed information (see sample at the last page).

3.4 DECSRO-HED forwards pertinent papers to GASTPE-BHE, DECS for review and for funding purposes.

4. Financial Assistance

4.1 Funds for these programs/projects on workshops and seminars shall be derived from the general appropriation allocated for the College Faculty Development Fund Program for SY 1991-1992.

4.2 The amount for the conduct of a program/project shall depend upon the size of the undertaking. For a number of participants ranging from 30 to 50, the amount shall not exceed ₱150,000. For 60 to 100 participants, the amount shall not exceed ₱250,000.

4.3 A region is entitled to only one program workshop, seminar, conference, and other training activities a year.

5. Payment Procedure

DECS-Accounting Office determines the budgetary component of the proposed program/project submitted by the organizer as to:

5.1 Mobilization fee (in case of live-in workshops/seminars) equivalent to 20% of the total approved budget of the activity.

5.2 Amount to be given to the participants to cover travel allowance, meals and snacks, board and lodging if live-in, and registration fee to cover training materials, facilities, and other training expenses to include also services and expenses of lead persons and staff.

5.3 Based on the approved budget, the DECS-Accounting office prepares voucher for payment to the DECSROs.

5.4 Participants register with the conducting agency and pay the corresponding amount that shall be incurred during the seminar/workshop/conference/training activities.

PARTICIPANTS

6. Qualification of Participants

- 6.1 Faculty members in private colleges/universities teaching for at least two years in higher education.
- 6.2 Participants shall be presently teaching in subjects in the natural sciences, technology and mathematics.
- 6.3 Participants shall be bachelor of science degree graduates/masteral or doctoral degree holders or with units in the graduate programs.
- 6.4 Participants shall submit pertinent papers to the conducting agency to substantiate the above requirements.
- 6.5 Considering other plans, participants shall at least render one year return service after the seminar/workshop.

7. Duration of Programs

Seminars, workshops, conferences, and other training activities shall be from one to two weeks duration or from five to ten days only.

8. Size

To conduct any of these programs/projects shall require at least from 30 to 50 or from 50 to 100 participants at one setting.

9. Certificate of Participation

This shall be awarded to participants who have attended at least 80% of the programs/projects conducted.

10. A Sample Feasibility Study

- 10.1 Name of Proponent Applicant:
- 10.2 Subject:
- 10.3 Venue:
- 10.4 Rationale:
- 10.5 Description of Project:

Purpose

No. of participants

Educational qualifications of participants

Duration of undertaking

Qualifications of project director/
facilitators

10.6 Project Organization and Staff

Staff/Personnel and their duties
Instructional technology to be used

10.7 Budget Proposal/Project Cost

10.8 Schedule of Activities

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