



Republic of the Philippines  
Department of Education



MAR 04 2005

DepED MEMORANDUM  
No. 81, s. 2005

2005 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 2005 and the 2<sup>nd</sup> term will be in the 2<sup>nd</sup> semester of SY 2005-2006. Enrolment this Summer is scheduled on April 18, 2005. Classes will start on April 18, 2005 and the end on May 16, 2005.
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 schools 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. 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 SPED-BEE, DepED Complex, Meralco Avenue, Pasig City on or before March 20, 2005.
4. Enclosure Nos. 4A and 4B 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 Two Thousand Five Hundred Pesos (Php2,500.00) per month.
6. Traveling expenses of recipients to and from the venue during the 1<sup>st</sup> and 2<sup>nd</sup> terms shall be borne by the BEE and Christoffel Blindenmission (CBM) International.
7. Tuition fees will be charged against the funds of BEE (BEE for 10 participants) and the CBM for the remaining participants subject to the usual accounting and auditing requirements. Trainees are advised to travel by sea or land.
8. For further inquiries, please contact Ms. Mirla R. Olores, Chief, Special Education Division at tel. no. (02) 631-99-93.
9. Immediate and wide dissemination of this Memorandum is desired.

*R. C. Bacani*  
RAMON C. BACANI  
Undersecretary  
Officer-in-Charge

Encs.:

As stated

Reference:

N o n e

Allotment: 1—(D.O. 50-97)

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

SPECIAL EDUCATION  
TRAINING PROGRAMS

Model:c:OAS-SPED 3-3-05

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

<b>REGION</b>	<b>DIVISION</b>	<b>NO. OF TRAINEES</b>
I	Urdaneta City	1
II	Batanes	1
III	Angeles City Aurora	2
IV-A	Laguna Cavite	2
IV-B	Puerto Princesa City	1
V	Naga City Sorsogon	2
VI	Roxas City Aklan	2
VII	Negros Oriental Tagbilaran City	2
VIII	Southern Leyte Tacloban City	2
IX	Zamboanga-Sibugay	1
X	Iligan City Gingoog City	2
XI	Davao Oriental	1
XII	Regional Office South Cotabato	2
CARAGA	Regional Office	1
NCR	Pasig-San Juan Manila	2
CAR	Abra	1
ARMM	Tawi-tawi	1
Central Office		1
	<b>Total</b>	<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

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:

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 I 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.

**IN WITNESS HEREOF,** we have hereunder set hands this \_\_\_\_\_ day  
of \_\_\_\_\_, 2005 at \_\_\_\_\_.

\_\_\_\_\_  
Schools Superintendent/  
Regional Director

\_\_\_\_\_  
Trainee

Witness:

\_\_\_\_\_  
School Principal/Chief, Elem. Education/Secondary Education

Copy Furnished:  
Office/Agency  
Bureau of Elementary Education

(Enclosure No. 4A to DepEd Memorandum No. 81, s. 2005)

**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:

**LEONORA L. ORIONDO**  
Dean, Graduate College

**ZENAIDA S. LUCAS**  
Director of Admission

(Enclosure No. 4B to DepEd Memorandum No. 81, s. 2005)

**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 GCAT P200
3. Two (2) copies of 2" x 2" recent picture
4. Permit to study (if currently employed)

The deadline for filing application forms with the required documents for Summer 2005 will be on April 18, 2005. Graduate College Admission Test in Education (GCATE) is scheduled on \_\_\_\_\_.

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