## Republic of the Philippines Department of Education

# 200194

Office of the Undersecretary

February 7, 2014

FEB 1 2 2014

## MEMORANDUM

TO

: REGIONAL DIRECTORS

THRU

: SCHOOLS DIVISION/CITY SUPERINTENDENTS

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JOHNA DIG-DINO
Assistant Secretary

OIC, Undersecretary for Programs and Projects

SUBJECT

: PROFILE OF TLE PROGRAM IN REGULAR HIGH SCHOOLS

This Bureau is in the process of determining the resources needed in offering the specialization courses in TLE of the K to 12 Basic Education program.

As a take-off in this endeavor, a profile of the TLE programs in the regular high schools across the 17 regions is needed. The baseline data needed from each school shall include the following:

- Areas of specialization with number of classes organized per area;
- Names of teachers with their area of specialization, year level taught, TESDA certification (if any);
- Industries/Employment opportunities within the school's service/catchment area; and
- Availability, adequacy and compliance with standards for workshops/equipment/supplies/materials for the area of specialization per TESDA's Training Regulation (TR). The TRs which can be downloaded from their website (www.tcsda.gov.ph)

The regional TLE coordinators are requested to undertake a survey using Attachment 1 and submit the consolidated data from the schools following the attached report outline on or before February 28, 2014 to the Director III (Attn.: Mr. Owen M. Milambiling), Bureau of Secondary Education, 3 Floor, Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City.

The regional coordinators are encouraged to submit the requested data soonest to determine the school/s which may need support and assistance

For your consideration



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region

Wangal, La Trinidad, Benguet Tel. No. (074) 422-1318

> 1st Indorsement February 12, 2014

To: Schools Division Superintendents All Divisions

For your information, guidance and immediate action

DELFIN E. SALLIDAO, Ph.D. Chief Administrative Officer Officer-In-Charge

SEO/IWB/em: 02-12-2014

SUBMIT FILLED UP FORM TO THE
REGION OF MR. SABADO OAYET FOR
CONSOLIDATION ON OR BEFORE FEB
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Please answer all items by supplying and/or checking the information required in each item.  Use additional sheet/s if necessary.  School Information: (To be filled up by TLE Coordinator/Department Head)  Name of School: Address Telephone No.:  Enrolment: SY 2013-2014  Grade Level M F Total # of Classes  7 8 9 10 10 Total  I. TLE Program  List the courses offered with number of classes organized and total enrolment per course (for Grades 7 and 8) and the specialization to be offered in Grades 9 and 10 Continue on separate sheet, if necessary  Courses by EXPLORATORY SPECIALIZATION									
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IV. Resources. Rate the columns below to indicate the school's capacity/readiness to offer the exploratory courses, as well as the intended areas of specialization for Grades 9 and 10, taking into consideration compliance with TESDA's Training Regulations, where:

Adequacy	Compliance
4 Not at all everible or adequate	C - Compliant with Standards
4 - More than enough .	NC - Non-compliant with Standards

Continue on separate sheet, if necessary.

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V. TLE Teacher Profile: (To be filled up by the Personnel/HR)

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Name of Teachers	Gender M/F	by 2016	Specialization	Passer Y/N	Taught	NC1	NG2	AM	NONE	Remarks
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## Attachment 2: Summary by Region

- Courses offered in the Region
  - o % breakdown by component
  - % breakdown within component
  - o Top 10 preferences in the Region
- Type of Community
  - % breakdown
  - Preferred/Identified Community type
- **Employment Opportunities** 
  - o % breakdown
  - o Top 10 opportunities
- Conclusion: Fitness of Offerings to Opportunities
- Resources Regional Summary
  - o Status in terms of availability & adequacy of:
    - Workshop
    - Equipment
    - Tools
- Supplies/materials
- Materials
  - Instructional
  - > Reference
- Top 3 needs
- Teachers
  - Number by area of specialization
  - Match between offerings and Teachers' specialization courses taught
  - o % of a) LET passers. b) TESDA certified by level
  - o % of those retiring by 2016
  - o Top 5 issues/concerns