



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
San Francisco High School Compound
Misamis St. Bago Bantay, Quezon City



August 23, 2010

MEMORANDUM TO:

Asst. Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary School Principals,
Head Teachers and Teachers In-Charge
Public and Private

1. Attached is a letter from Dr. Orlando B. Molina, Marketing Consultant – PWU, inviting all teachers from public and private schools to enroll in Special Academic Program, the contents of which are self-explanatory for the information and guidance of the field.
2. Immediate and wide dissemination of this Memorandum is desired.

CORAZON C. RUBIO
Asst. Schools Division Superintendent
Officer In-Charge

August 6, 2010

**Dr. Corazon Rubio
Officer in Charge
Division of City Schools
Quezon City**

Dear Dr. Rubio,

Greetings!

The government's thrust to upgrade and enhance the professional and technical competencies of our teachers is most laudable as it builds human capacities and translates to better delivery of educational services and productivity.

Consistent with the concept of borderless education, the undersigned in partnership with the **Philippine Women's University (PWU)** requests for permission to invite your teachers to enroll in its Special Academic Program with the following courses:

1. **Master of Arts major in Educational Management**
2. **Master of Arts major in Early Childhood Education**
3. **Doctor of Education**

The masteral program is on a non-thesis basis.

The tuition fees per trimester for the masteral and doctoral programs are as follows:

Masteral

P 8, 900.00

Doctoral

P 10, 050.00

As this would redound to a much improved quality of education, we hope you would give this program your unqualified support.

Attached are the features of the PWU Special Academic Program.

Thank you and more power!

Very truly yours,


DR. ORLANDO B. MOLINA
Marketing Consultant - PWU
Blk. 22 Lot 12 Lapu-lapu St. New Capitol Estates
Commonwealth Avenue Quezon City

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Tel # - 9325857

PWU Special Academic Program

A. Salient Features

- Teacher-enrollees will hold classes in their work-places.
- A class consists of twenty (20) students for masteral and fifteen (15) for doctoral.
- Teaching/learning delivery is done on a mix mode basis – face-to-face contact of Professor with students and online.
- Trimestral basis.
- Classes can be clustered to maintain the ideal size of twenty (20) should there be a reduction in the number of enrollees for the succeeding trimester.
- Tuition fees are comparatively low and may be paid in full or installment.
- Program can be finished in one and a half (1 ½) years.

B. Benefits to the enrollees

- Provide access/opportunities for busy teachers to advance their career in the teaching profession.
- Provide opportunity for horizontal and vertical promotions of teachers.
- Upgrade the technical and professional competence of teachers by learning and developing new attitudes, skills and knowledge.
- Freedom from stress triggered by the worsening traffic condition.
- Professors will be tapped from the Division of City Schools to ensure "hands-on and practical approach to the learning environment".
- Create "peer pressure" to develop the much-needed motivation for the student-enrollees to get their diploma within the time-frame prescribed to finish the program.

C. Benefits to the Division Office/Educational System

- Empower teachers of the division and the entire public school system.
- Improve teaching and learning delivery in the division.
- Improve quality of education in the division and the entire public educational system of the country.
- A good legacy of the Superintendent to the teachers of his/her Division.

D. Duties of the Division

- Provide the venue where classes can be held.
- Encourage teachers to enroll in the program.
- Ensure timely payment of tuition fees.
- Issue study permits to teacher-enrollees.
- Recommend qualified professors from the division who can teach in the special academic program.
- Consult with the representative of the Philippine Women's University to ensure continuity and success of the Special Academic Program

E. Duties of the Philippine Women's University

- Provide the academic program and the support system such as the ff:
 - curriculum for the master/doctoral degrees
 - syllabus
 - enrollment forms
 - tuition fee structure/schedule of payment
 - library card
- Provide training for faculty members on the use of the online mode of the program.
- Collect the tuition fees in coordination with the representative of the division.
- Provide orientation program and/or seminar at the end of every trimester.
- Coordinate the program with the division to ensure its continuity and success.
- Issue transcript of record, special order and diploma to graduates of the program.

F. Memorandum of Agreement

- A memorandum of agreement will be drafted and signed by the representative of the Philippine Women's University and the Division Office identifying all the duties/obligations of the parties involved in the Special Academic Program.

VIRGINIA I. TAJON

COORDINATOR

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