

Additional 18 units of foundation, cognates/elective, research and thesis writing courses shall complete the students training on cultural education. Courses to be taken are as follows:

CORE REQUIREMENTS

- CulEd 200 –Pedagogy of Cultural Education
- CulEd-TA 200 – Foundations of Art
- CulEd 210 – Production Management (Problem Based Learning and Application)
- EDUC 202: Educational Statistics and Analysis

ELECTIVE

- CulEd 211 - Culture and Governance

THESIS WRITING

- Thesis proposal (Colloquium)
- Thesis Writing of Masteral Dissertation

Following is a matrix-summary of all courses to be required of student-enrollees for the Master’s Program:

| COURSE TITLES | UNITS |
|--|----------|
| Foundation Courses | 12 units |
| CulEd 200 –Pedagogy of Cultural Education | 3 |
| CulEd-TA 200 – Foundations of Art | 3 |
| CulEd 210 – Production Management (Problem Based Learning and Application) | 3 |
| EDUC 202: Educational Statistics and Analysis | 3 |
| Major Courses | 18 units |
| CulEd 205 – Philippine Arts | 3 |
| CulEd-TA 201 – Arts Criticism and Appreciation | 3 |
| CulEd-TA 202A - Apprenticeship and Exploration in the Arts 1 (Visual Arts) | 3 |
| CulEd-TA 202B - Apprenticeship and Exploration in the Arts 1 (Performing Arts) | 3 |
| CulEd-TA 203 - Apprenticeship and Exploration in the Arts 3 (Specialization) | 3 |
| CulEd-TA 204 - Apprenticeship and Exploration in the Arts 4 (Specialization) | 3 |
| Cognates/Elective Courses | 3 units |
| CulEd 211 – Culture and Governance | 3 |
| Research/Thesis Courses | 6 units |
| CulEd 212 – Thesis I: Research in Cultural Education | 3 |
| CulEd 213 – Thesis II: Writing of Masteral Dissertation | 3 |

Students shall undergo full-course-unit scholarship:

III. FOR M.A. EDUCATION Major in ARTS MANAGEMENT (MAAM)

Post-baccalaureate arts management master's degree program trains students to become arts administrators across performing and visual art disciplines. The program blends the basic tenets of administration with an understanding of the cultural sector in the global economy. The arts management MA program excels in providing students a decision making context for the jobs of the future through an understanding of cultural policy, international arts management issues, and organizational dynamics. The master's program prepares students to become effective advocates for the arts and to succeed in a wide range of administrative, managerial, and leadership positions. The arts management MA program curriculum is designed to combine current cultural and nonprofit theory with the best practices from the management field. Core courses focus on fundraising, marketing, and financial management of arts organizations. A flexible and interdisciplinary program, master's students may take electives and rotating topic courses in museum management, art history, public administration, business administration, communication, international or public policy as well as participate in any of the Department of Performing Arts ensembles:

MAJOR SUBJECTS:

- a) *MEAM 111: Public Relations/Marketing Strategies for Arts Organizations*
- b) *MEAM 110: Introduction to Arts Management*
- c) *MEAM 119: Fund Raising & Development Arts*
- d) *MEAM 112: Marketing Management for the Arts*
- e) *MEAM 113: Arts Management & Society*
- f) *MEAM 114: Arts Policy*

CORE REQUIREMENTS

- a) *EDUC 201: Research, Design and Methods*
- b) *EDUC 202: Educational Statistics and Analysis*
- c) *EDUC 203: Aesthetics*
- d) *EDUC 204: Augustinian Spirituality (additional for LaCo)*

ELECTIVE / COGNATES COURSES

- MEAM 116: Program Planning Implementation in the Arts*

RESEARCH/THESIS COURSES

- a) *CulEd 212 – Thesis I: Research in Cultural Education*
- b) *CulEd 213 – Thesis II: Writing of Masteral Dissertation*

Following is a matrix-summary of all courses to be required of enrolees to Master's Program:

| COURSE TITLES | UNITS |
|---|-----------------|
| CORE REQUIREMENTS | 12 units |
| e) EDUC 201: Research, Design and Methods | 3 |
| f) EDUC 202: Educational Statistics and Analysis | 3 |
| g) EDUC 203: Aesthetics | 3 |
| h) EDUC 204: Augustinian Spirituality (additional for LaCo) | 3 |
| i) MEAN 117: Arts Appreciation | |
| MAJOR SUBJECTS: | 18 units |
| a) MEAM 111: Public Relations/Marketing Strategies for Arts Organizations | 3 |
| b) MEAM 110: Introduction to Arts Management | 3 |

| | |
|--|-----------------|
| c) MEAM 119: Fund Raising & Development Arts | 3 |
| d) MEAM 112: Marketing Management for the Arts | 3 |
| e) MEAM 113: Arts Management & Society | 3 |
| f) MEAM 114: Arts Policy | 3 |
| PROFESSIONAL EDUCATION UNITS (PEU) (for Non-Educ Major students) | 18 units |
| a) PEU Teach 1 - Principles & Techniques of Teaching (Teaching Strategies) | 3 |
| b) PEU Teach 2 Principles of Education (Foundation of Education II – Historical, Philosophical, and Legal Foundation of education) | 3 |
| c) PEU - Measurements & Evaluation Assessment of Learning 1 | 3 3 |
| d) PEU - Curriculum Development | 3 |
| e) PEU - Audio-Visual Education Technology 1 | |
| f) PEU - Educational Psychology Foundation of Education 1 (Psychological, & Sociological foundation of Education) | 3 |
| Cognates/Elective Courses | 3 units |
| MEAM 116: Program Planning Implementation in the Arts Thesis proposal (Colloquium) to Comprehensive Exam | 3 |
| Research/Thesis Courses | 6 units |
| CulEd 212 – Thesis I: Research in Cultural Education | 3 |
| CulEd 213 – Thesis II: Writing of Masteral Dissertation | 3 |

GENERAL PROVISIONS

1. The programs are administered by the National Commission for Culture and the Arts' Philippine Cultural Education Program (PCEP) through financial grants extended to accredited and approved HEIs or culture-oriented non-governmental organizations partnering with an accredited and approved HEIs.
2. The NCCA, through PCEP, is the highest policy and decision-making body for all administration, appeals, arbitration, monitoring, and evaluation requirements of the program. All local implementation concerns shall the responsibility of participating HEIs.
3. The NCCA PCEP shall seek endorsement and/or accreditation by the Department of Education, HEI's to the Commission on Higher Education, and/or other government agencies concerned with the administration of education and culture programs.
4. Participating HEIs are responsible for the local administration, management, representation, accreditation and coordination of the program, particularly with local DepEd/CHED regional or division offices, local government units, and direct scholar-beneficiaries.
5. All accredited/approved HEI conduit-grantees shall enter into a Memorandum of Agreement (MOA) with the NCCA, subject to completion and submission of all grant requirements.

ADMISSION, SCHOLARSHIP AND PROGRAM MANAGEMENT

- 1 Continuing HEI conduit-grantees may start the re-entry screening process for old Level 1 graduates as soon as possible. First-time, or Level 1, HEI conduit-grantees in close coordination with their DepEd Regional Offices may start recruiting new program applicants as soon as the MOA has been delivered.
- 2 HEI conduit-grantees shall be responsible for the processing, acceptance and registration of successful applicants. They shall devise their own internal policies and procedures, subject to the general scholarship admission and provisions required by PCEP. Since 2014, non-government HEI's may accept a maximum of five basic education teachers from their own university to the program, provided that these teachers will only get free tuition fees and do not enjoy any other support from the same grant.
- 3 HEI conduit-grantees are responsible for checking and verification of all requirements submitted by prospective scholar-participants. Any misrepresentation or falsification of documents submitted for admission shall automatically disqualify the applicant found guilty of such act/s. In the event that the offense is discovered after the applicant has been admitted to the program, the offending scholar-participant shall be automatically dropped from the program and will be required to reimburse the HEI all expenses incurred or paid for his/her participation.
- 4 The final list of newly-admitted and/or re-entry scholar-participants, including copies of submitted application or re-entry documentation, shall be approved by the PCEP based on the prescribed minimum requirements for admission and retention. It reserves the right to further verify the documents submitted by the admitted scholar-participant.
- 5 Deadline for HEIs to accept new and re-entry applications is every January 30 of every year. HEIs are required to submit to PCEP the list and documentation requirements of admitted scholar-participants on or before March 1.
- 6 Actual program implementation should be held for a maximum of one month including orientation, class instruction sessions, special activities and graduation ceremonies. Inclusive period of the one-month program implementation should be within the period of April to May (summer). For MAAM implementation is in regular classes of HEI.
- 7 All accredited/approved HEI conduit-grantees shall secure permit, approval or accreditations from CHED to add major subject on Cultural Education for their existing MA Program in Education, and secure new courses approval on MA in Cultural education.
- 8 All accredited/approved HEI conduit-grantees shall ensure that GDCE Scholars will be considered regular student of their University, to be accepted in the University registry system and be given due credit units to Master's Program in Education major in Cultural Education or Teaching Arts or in M.A. in Cultural Education reflected to their Transcript of Record (TOR) after finishing the 24 units.

CURRICULUM AND FACULTY MANAGEMENT

1. Each course module should be taught by ACCREDITED PCEP GDCE Instructors, a competent instructor or pool of instructors professionally-equipped or academically-trained and experienced to teach the specific subject. All instructors assigned to teach in the program should be approved by PCEP based on the HEI-submitted curriculum vitae or resume detailing the instructor/s' proficiency in the assigned subject module.
 - a. **Accreditation:** all GDCE faculties must attend the GDCE Faculty Orientation / Retooling Program conducted by PCEP every start of summer classes (March).
 - b. All **Accredited Faculty** will be given:
 1. Certificate of Accreditation from NCCA-PCEP
 2. ID – Renewable in 2-years
 3. Materials / Manual of GDCE
 4. Membership to PCEP Trainers' Pool
2. In case of team teaching, a head instructor should be designated to coordinate the sessions and devise a method in determining the module grade of scholar-participants.
3. The PCEP maintains a list of qualified accredited experts who may be tapped by HEIs as Visiting Faculty to teach any of the core subjects in the absence of local expert-educators within the existing HEI's faculty roster.
4. Instructors assigned to teach subject modules are required to follow the prescribed curriculum, syllabus and program design required by the PCEP, including all session lectures and activities, assignments, and final outputs by scholar-participants. Any class requirement should be thoroughly discussed with scholar- participants. Any deviation or addition to the curriculum and syllabus should have prior approval of the PCEP. The NCCA and PCEP reserve the right to monitor and verify with scholar-participants if the curriculum, syllabus and requirements are followed by the HEIs and their designated instructors.
5. Instructors are required to follow the grading system prescribed in the curriculum and syllabus design. A systematic record of marking scholar-participants' performance in quizzes, tests, and submitted final requirements should be submitted to the program director within two weeks after the subject module's completion.
6. A Program Orientation and Faculty Development Workshop shall be convened by the PCEP at least three weeks prior to the official start of the program. HEI conduit-grantees are required to send a maximum of three (3) participants composed of the HEI-designated program director or coordinator and two local faculty members tasked with teaching two course modules.

FINANCIAL MANAGEMENT

1. A participating HEI is given maximum financial grant in the amount of Six Hundred Fifty Thousand Pesos (Php 650,000.00) for GDCE and Five Hundred Thousand Pesos (Php 500,000.00) for GDTA to cover one summer implementation of a twelve-unit Graduate Diploma level benefitting a minimum of thirty (30) scholar-participants for GDCE and twenty for GDTA, but in the MAAM HEI will set their minimum number of students. Actual

amount of financial grant depends on the approved line item budget based on the appreciation of the submitted proposed budget by each HEI and the determination of allowed grant coverage by the NCCA Project Monitoring and Evaluation Division.

2. A single-level grant of Php 650,000 shall cover the following costs:
 - i. tuition and miscellaneous fees of minimum 35 scholar-participants;
 - ii. stipend or equivalent support provisions (board, lodging, transportation, and/or daily subsistence allowance) in the maximum amount of Five Thousand Pesos Only (Php 5,000.00) for each scholar-participant;
 - iii. supplies, materials, and equipment that are not part of the regular provisions available in implementing HEIs;
 - iv. travel, accommodations and meals of visiting faculty members, program orientation and evaluation expenses, subject to approval by the PCEP;
 - v. cost of program administrative support limited to top-up honoraria of program director or coordinator and one program assistant, subject to the approval of PCEP;
3. The program shall cover only the tuition and miscellaneous costs of the prescribed 12-unit (for single one-level program grant). Any deviation or addition to the curriculum must have the prior approval of PCEP, subject to the condition that costs incurred related to the deviation or addition to the curriculum will not be charged to the financial grant given by the NCCA PCEP.
4. All costs must be liquidated supported by appropriate official receipts and proofs of disbursements. NCCA reserves the right to disallow any unauthorized disbursements or expenses not supported by receipts and documents.
5. Conduit HEI's MUST SUBMIT via email add of PCEP Secretariat (pcep.secretariat@gmail.com.) the following documents after signing of MOA or a WEEK before the implementation date of the classes:
 - Directory of Scholars (COMPLETE DETAILS: Name, Age, Gender, Birthday, School Name, School Address, Subject, Years of Service, Cell Phone Number, Email Address)
 - List and Resumes of Scholars and Facilitators
 - Programme/ Schedule of Classes

Note: aside from the eligibility documents, first payment will not be processed without these 3-documents
6. Submission of Terminal Report MUST BE TWO (2) hardbound copies, one for NCCA PMED and one for PCEP. Terminal Report must have the following content:
 - INTRODUCTION
 - Background / Objectives of the Project / Description of the Project
 - ACTUAL IMPLEMENTATION
 1. Description of the Venues

2. Description of Activities
3. Profile of Participants/Performers
4. Profile of Trainers/Masters/Facilitators
5. Directory of Scholars (complete details: Name, Age, Gender, Birthday, School Name, School Address, Subject, Years of Service, Cell Phone Number, Email Address)

EVALUATION

1. Strengths of the Activity/ Project
2. Weaknesses of the Activity/ Project
3. Impact of Activity to Target Beneficiaries/ Sectors/ Community
4. Issues/ Concerns of the Activity/ Project
5. Recommendations vis-à-vis the Issues/ Concerns
6. Assessment of the Organizers/ Participants on the Activity/ Project
7. Recommendations for the Future

ATTACHMENTS/ ANNEXES

1. Acceptance of Output by Beneficiaries (*optional*)
 2. Pictures with labels
 3. List of Participants
 4. List of Facilitators and Resumes
 5. Workshop Outputs or Winning Entries (*if applicable*)
 6. Copy of Invitation/ Poster
 7. Copy of Programme/ **Schedule**/ Souvenir
 8. Copy of Module(s)/ Paper(s) Presented/ Lecture Note(s)
 9. Copy of Speeches (*if applicable*)
 10. Copy of Press Releases, Write-ups on Local Papers, etc
8. The first tranche consisting of thirty percent (30%) of the budget is expected to be released within three (3) weeks after the delivery of the MOA. The 2nd tranche equivalent to 60 percent (60%) of the budget shall be paid within a month after submission of the first tranche liquidation and the remaining tranche equivalent to 10 percent (10%) of the budget shall be paid within a month after submission of the 2nd tranche liquidation and terminal report and the rendering of audit analysis by the NCCA Finance Division.

NCCA PROPONENT ELIGIBILITY REQUIREMENTS

(Revised January 2013)

Pursuant to Commission on Audit (COA) Circular no. 2007-001, non-government organizations/people's organizations, indigenous peoples' groups, and individuals applying for the NCCA Grants Program are required to submit the following requirements prior to the evaluation of their proposal to determine their eligibility:

NON-GOVERNMENTAL ORGANIZATIONS and PEOPLE'S ORGANIZATION (NGOs/POs):

1. Photocopy of the Certificate of Registration with the Securities and Exchange Commission (SEC)

2. Authenticated copy of the latest Articles of Incorporation showing the original incorporators/ organizers and the Secretary's Certificate for incumbent officers
3. Audited Financial Statements for the past Three (3) Years preceding the date of project implementation. For NGO/PO which has been in operation for less than three years, financial reports for the years in operation and proof of previous implementation of similar projects
4. Work and Financial Plan (WFP) and sources and details of proponent's equity and/or counterpart funding and participation in the project
5. Complete project proposal approved/signed by officers
6. List and/or photographs of similar projects previously completed, if any, indicating the source of funds for implementation
7. Sworn Affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors or officers is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the NCCA
8. General Information Sheet (GIS) from SEC (If SEC Registration is more than 3 years)
9. List of projects with NCCA funding previously undertaken, if any
10. Official Receipt bearing the Tax Identification No. (TIN)
11. Bank Account in the Name of the organization
12. Certificate from your Regional DSWD Office.

GOVERNMENT AGENCIES / INSTITUTIONS, STATE UNIVERSITIES/COLLEGES AND PUBLIC SCHOOLS:

- Charter/ Law Creating the Agency /Institution/ University
- Organization Profile & Record of Accomplishments(Related to the Proposed Project)
- List of Current Officers
- Certification/endorsement from the Head of agency/institution/university
- Photocopy/scanned copy of passbook with bank account information of the organization (Bank Account Name, Bank and Branch).

MINIMUM ADMISSION REQUIREMENTS FOR PROSPECTIVE SCHOLARS

| CRITERIA | REQUIREMENTS | |
|-------------------------|--|---|
| | Graduate Diploma in Cultural Education & Teaching Arts | Master's Program |
| Age | 23 – 50years old* | 25 to 55 years old** |
| Academic Qualifications | Bachelor degree with general weighted average of 85% or equivalent | Must have satisfactorily passed 24 units of Graduate Diploma in Cultural Education accredited by the NCCA |
| Teaching Experience | At least 3 years teaching experience in any or a combination of academic subjects in a public elementary | At least 4 years of teaching experience in any or a combination of academic |

| | or high school | subjects |
|----------------------------------|--|---|
| Qualifying Examinations | LET, HEI Graduate Admission Test (If any) | LET, HEI Graduate Admission Test (if any), and NCCA Aptitude Test |
| Endorsement | By any one of the following: principal, district supervisor, division education supervisor or division superintendent | By any one of the following: principal, district supervisor, division education supervisor or division superintendent |
| Principal's Certification | Service incumbency of 3 years, Good moral character, with a permanent appointment at the time of application | Service incumbency of 3 years, Good moral character, with a permanent appointment at the time of application |
| FOR MAAM Scholars | Curriculum Vitae / Bio Data Endorsement from his/her Cultural Organization/Government Office TOR and Dismissal from last school attended | |

* Priority is given to 23 to 40 years old applicants, 41 to 50-year old applicants may be shortlisted subject to availability of slots.

** Priority is given to 25 to 50 year-old applicants; 51 to 55-year old applicants may be shortlisted subject to availability of slots.

Contact Details

Enquiries, nominations and application requirements may be coursed through:

MS. JENNIFER BARBERAN

Documentation and Information Officer

Email pcep.secretariat@gmail.com

TL (02) 527-2192 local 309 / Fax (02) 527-2192 loc 309

MR. JOSEPH "SONNY" J. CRISTOBAL

Director

PHILIPPINE CULTURAL EDUCATION PROGRAM

Unit 3B 3/F #633 Gen. Luna Street, Intramuros, Manila

pcep.secretariat@gmail.com



NATIONAL COMMISSION FOR CULTURE AND THE ARTS
Philippine Cultural Education Program Task Force

GRADUATE DIPLOMA IN TEACHING
ARTS

Official Nomination and Endorsement Form

Date

MR. JOSEPH "SONNY" CRISTOBAL
Director - PHILIPPINE CULTURAL EDUCATION PROGRAM
Nat'l Commission for Culture & the Arts

ATTN: (NAME OF HEI CONTACT PERSON)
(POSITION)
(UNIVERSITY)
(ADDRESS)

The DepEd Division of _____ Region _____

hereby nominates Mr./Ms./Mrs. _____
(complete name of applicant)

of _____ as applicant to the NCCA Scholarship for Graduate
(name of school)

Diploma in Teaching Arts.

Name and Signature of Nominator

Official Designation



NATIONAL COMMISSION FOR CULTURE AND THE ARTS
Philippine Cultural Education Program Task Force

| |
|----------|
| 2 x 2 ID |
|----------|

Application # _____

| |
|---|
| <h1><u>GRADUATE DIPLOMA IN TEACHING</u></h1> <h2><u>ARTS</u></h2> <p>Individual Application Form</p> |
|---|

| | | | |
|--------------------------------|--|---|---------------|
| FULL NAME | | DESIGNATION | |
| NAME OF SCHOOL/DIVISION | | | |
| SCHOOL/DIVISION ADDRESS | | | |
| HOME ADDRESS | | | |
| TOWN / MUNICIPALITY | PROVINCE | REGION | |
| OFFICE TEL. NUMBER | HOME TEL. NUMBER | MOBILE PHONE | |
| EMAIL ADDRESS | BIRTHDAY | AGE | GENDER |
| CURRENT POSITION | NUMBER OF YEARS IN CURRENT POSITION | TOTAL NUMBER OF YEARS OF SERVICE | |

