



Department of Education
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
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March 19, 2013

DIVISION ADVISORY

To: Schools District Supervisors
Elementary/Secondary School Heads/Teachers
This Division

2013-03-222
Deped-MALAYBALAY CITY DIVISION
RELEASED

Date: 3/20/13 Time: 8:55AM
By: [Signature]

From: 
EDILBERTO L. OPLENARIA
OIC- Schools Division Superintendent

Re: **Empowering and Developing Great Educators (EDGE) Program of Philippine Women University (PWU) and Philippine Life Financial Assurance Corporation**

1. Philippine Women's University (PWU) is offering a Master in Education through Distance Education.
2. This Program is made available to all public school teachers served by Philippine Life.
3. The MAED degree programs include both Non-thesis and Thesis tracks for both, Major in Educational Management and Early Childhood.
4. Enclosed is the primer for other information about EDGE Program.
5. Teachers who would like to avail of the program shall express intention by writing to this office Attention: Allan L. Mansaladez, Education Program Supervisor-Designate (ALS).
6. For information.



The Philippine Women's University

and its Affiliate Schools for Men and Women

Taft Avenue, Manila 1004 Philippines

Granted Autonomous Status by the Commission on Higher Education in June 2008

www.pwu.edu.ph

February 19, 2013

DR. EDILBERTO L OPLENARIA, CESO VI

Superintendent

Department of Education

Malaybalay City

Dear **Dr. Oplenaria**:

The **E.D.G.E.** (Empowering and Developing Great Educators) program of PWU and Philippine Life Financial Assurance Corporation offers a Master of Arts in Education through Distance Education. The program is made available to all public school teachers in different regions of the country served by the Philippine Life.

This program between PWU and Philippine Life provides a convenient and affordable way teachers to advance their careers in the teaching profession. The MAED degree programs include both a Non-thesis and Thesis tracks for both, Major in Educational Management and Early childhood. PWU is the degree granting institution.

We would like to bring these programs to all public school teachers in your region with the objective of upgrading their technical and professional competencies.

Specific to your region are the following arrangements:

1. Tuition Fee discounts for teacher enrollees;
2. Local professor will be tapped to ensure a "hands on" and practical approaches to the learning environment;
3. Establishing a *Learning Center*. This can be located in the Dep-Ed Regional Office. The Learning Center is where Distance Education teacher/students will hold orientations, conduct face-to-face lectures with professors, submit course requirements and take major examinations;
4. A Learning Center will have an assigned *Learning Center Coordinator* to do the following:
 - Distribute to enrolled students the necessary course materials provided by PWU's School of Distance Education;
 - Proctor examinations, seal, authenticate and send answer sheets to professors;
 - Ensure the accuracy of information provided to students through an on-going liaison with professors and other student with the support units of PWU's School of Distance Education.

To successfully implement the program, we propose the following:

1. Public school teacher enrollees who are members of Philippine Life Financial Assurance Corporation will get a 10% Scholarship Benefit on Tuition Fees.
2. Coordinator's Fee of 7% (of tuition fees).
3. Professor's Fee is P12,000 per subject per term.

We have introduced the program to Dr. Allan G. Farnazo through Dr. Wilfreda Famador, Ms. Mala Magnaong and Ms. Ninian Alcasid last February 15, 2013 in the Region Office Cagayan De Oro City. Other information about our EDGE program can be found on the attached primer.

Please accept our assurances of highest consideration in giving quality MaED program to all public school teachers in your region.

Sincerely yours,



ALFREDO B. REYES
VP for External Affairs, PWU



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

GOVERNMENT RECOGNITION (GR)

No.: 001
Series of 2013

In accordance with the pertinent provisions of Republic Act (RA) No. 7722, otherwise known as the "*Higher Education Act of 1994*," and by virtue of Resolution No. 306-2012, of the Commission en banc, this Government Recognition (GR) of the MASTER OF ARTS IN EDUCATION (MAEd.) VIA DISTANCE EDUCATION PROGRAM of the PHILIPPINE WOMEN'S UNIVERSITY, Manila is hereby granted effective School Year 2012-2013.

This Government Recognition (GR), however, is subject to revocation if the herein grantee fails to operate in accordance with the laws of the Republic of the Philippines and/or fails to maintain the prescribed standards of instruction and/or fails to comply with the rules and regulations pertaining to the organization, administration and supervision of private/public Higher Education Institutions (HEIs) in the Philippines. This Government Recognition (GR) does not extend to any branch of the grantee, whether located in the same place or elsewhere.

Quezon City, Philippines, January 4, 2013

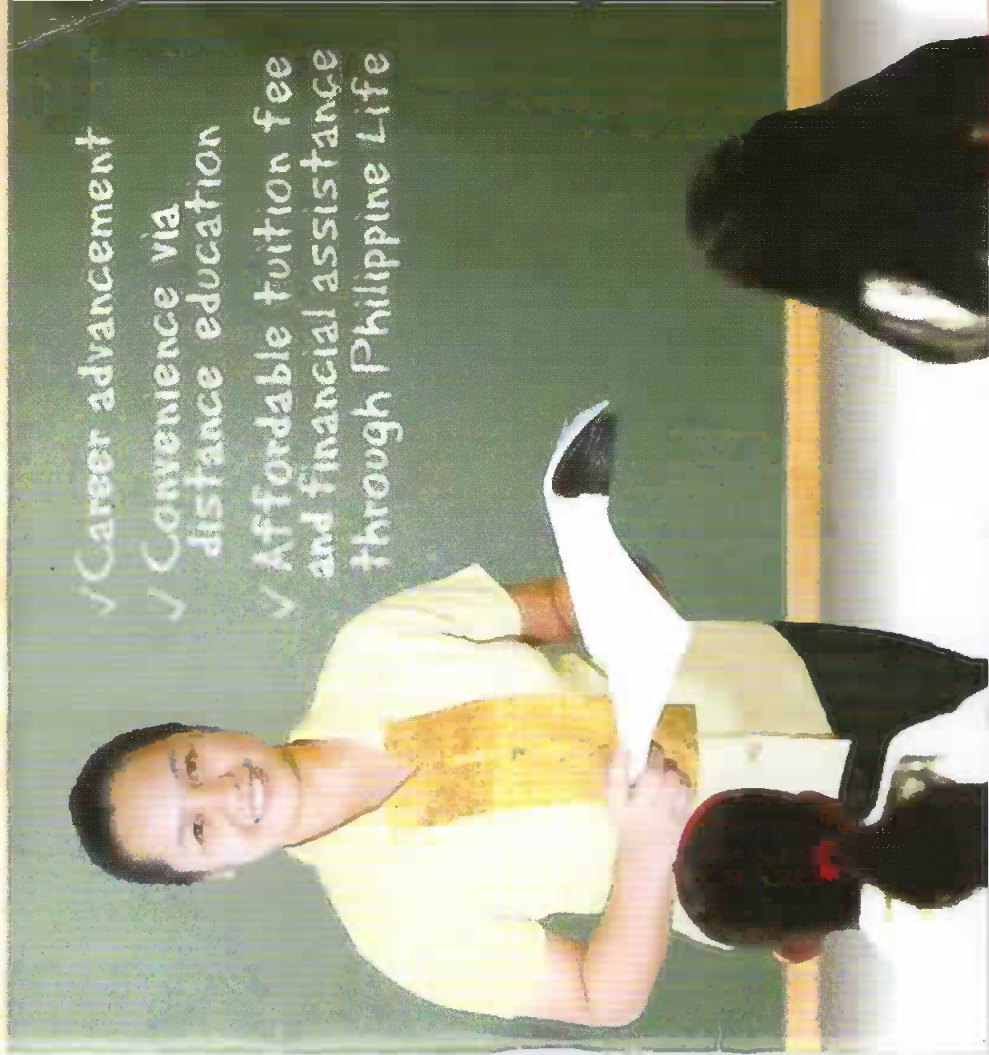
FOR THE COMMISSION:

PATRICIA B. LICUANAN, Ph.D.
Chairperson

(NOT VALID WITHOUT SEAL)



Philippine Life
Financial Assurance Corporation



- ✓ Career advancement
- ✓ Convenience via distance education
- ✓ Affordable tuition fee and financial assistance through Philippine Life



A Primer on

EDGE

Empowering and Developing Great Educators

A Program between

PWU
and

Philippine Life Financial Assurance Corporation

on

Distance Education Program

What is E.D.G.E. ?

E.D.G.E. is a joint program between PWU and **Philippine Life Financial Assurance Corporation (PhilLife)**. This special program offers a **Master of Arts in Education degree (MaED)** through Distance Education. Through this tie-up between PWU and PhilLife, PWU's MaED program is made available to all public school teachers in different regions of the country served by **Philippine Life Financial Assurance Corporation**.

This unique program between PWU and **PhilLife** provides a convenient and affordable way for teachers to advance their careers and obtain a Masters degree necessary for their promotion while continuing with their work as teachers.

The **MaED** degree programs include both a non-thesis and a thesis track for both majors in Educational Management or Early Childhood, PWU is the degree granting institution.

Philippine Life Financial Assurance Corporation will assist their clients who are public school teachers with a financial assistance/salary loan program. Teachers will be able to borrow from Php 20,000 to a maximum of Php 300,000 (depending on the required take home pay). Part of the proceeds of the loan will finance/pay the required tuition fees for the **MaEd degree** being offered by PWU.

What is the PWU Distance Education Program ?

Mission Statement

PWU believes that Every individual has the inherent right to quality education, wherever they may be.

PWU is transforming itself into a University without Walls. PWU's distance education program is delivered using 21st century technology: internet connectivity, computer technology and audio-video systems as the synergistic knowledge delivery mode.

Objectives

- To provide graduate and undergraduate courses, career enhancement and livelihood learning programs for those who are unable to attend regular school schedules due to family, work situations and other commitments.
- To develop quality distance learning materials that include computer software, audio and video delivery platforms including study guides and learning modules.
- To produce and disseminate distance education instructional materials via broadcast media and other modes of information technology.

Distance Education is a mix-mode of educational delivery delivered over the Internet or through printed modules. The course content and instruction is delivered through specially designed materials and methods. This is supported by an organizational and administrative department within PWU through its **School of Distance Education**.

The following are among the features of the MaEd program:

- **Self-study print module.** This is an individualized, self contained instructional material that requires some activities such as research work, case studies and interviews to be submitted on specific dates assigned by the professor.
- **Online sessions.** As this uses a mix-mode educational delivery system, the program uses virtual classroom, lectures through notes, links to relevant sites and online articles or readings, threaded discussion forums and collaboration. The online course comes with supplementary learning materials like web references and e-books.
- **Face to face session.** These are conducted at the designated Learning Centers at least two (2) times per trimester. There will also be web conferencing sessions to give the students the opportunity to meet and interact with their professors and class members as well as the opportunity to discuss course assignments and other requirements.
- **Proctored examinations.** The midterm & final exams are done at the Learning Centers or other assigned venues. These are strictly proctored and monitored.

What are the Programs Offered?

Teachers can choose from the following MAED programs:

Non-Thesis Program:

Master of Arts in Education major in Educational Management
Master of Arts in Education major in Early Childhood Education

Thesis Program:

Master of Arts in Education major in Educational Management
Master of Arts in Education major in Early Childhood Education

Where can Teachers Apply for Loan?

PhilLife is accredited by the Department of Education (DepEd) for its Automatic Payroll Deduction System (APDS). This allow DepEd teachers to pay their insurance premium and/or salary loan through the convenience of payroll deduction.

Teacher-applicant can apply for the loan at the nearest Philippine Life Financial Assurance Corporation Branch Office (a List of Branches is provided with this Primer); or through a PhilLife Financial Consultant (FC) licensed by the Insurance Commission (IC), and accredited by the Payroll Deduction Insurance Association (PDIA).

How can Teachers Apply for a Loan?

Teacher-applicant may visit any of the Philippine Life (PhilLife) branch offices or talk to any of PhilLife's Financial Consultant for the details of the Distance Learning Program and on the requirements of the salary loan program. The teacher-applicant has to accomplish ALL required application forms for the Loan, Insurance, and MaEd degree. All required documents (Loan requirements and MaEd admission requirements) have to be COMPLETED before they will be accepted for submission.

What are the Admission Requirements?

1. Honorable Dismissal or Certificate of Transfer Credential
2. Transcript of Records (original and two photocopies)
3. Certificate of Employment (two photocopies)
4. Permit to Study (if applicant is working in the Government or a student is under a government study scholarship [two photocopies])
5. Three (3) 1 x 1 ID pictures (with red or maroon background)
6. Marriage contract (for married females only, [two photocopies])
7. Two long folders
8. Profiling Exam (Profiling Fee: P500.00) (to be conducted in the learning center)

How does the Teacher -Applicant Apply for the Program?

The program follows a trimestral schedule. The first term is usually from June to September of every school year, the second term from September to December and third term from January to April. A total of six trimesters will be spent to complete the MAED with Thesis Program and five trimesters to complete the Non-Thesis Program. However, the Distance program allows the flexibility of starting a class during the second or third trimester as long as the required number of students are met.

1. Applicant shall accomplish the following:

A. Application for Masters of Arts in Education (PWU)

Applicant Form
Permanent Record
I.D. Form
Waiver
Adviser's Slip
Enrollment Agreement

B. Application for Loan/Insurance (PhillLife)

Salary Loan Application
Insurance Application
Authority to Deduct
Promissory Note
Adviser's Slip
Enrollment Agreement
Disclosure Statement
Assignment of Insurance Policy/Surety Agreement
GYRT Application (if needed)

Salient Features of a Master of Arts in Education (MaED)

- A class consists of and will start with at least twenty (25) students.
- Teaching/learning delivery is done on a mix-mode basis: face-to-face meetings with the Professor. There are web conferencing sessions as well as printed modules and online assignments, references and links.
- The program is done on a trimestral basis.
- Tuition fees are competitive. PhillLife's clients are given a scholarship benefit discount of ten percent (10%). In addition, they are qualified for a Financial Assistance program.
- Academic requirements can be finished in one and a half (1 ½) years.
- Students have the option to choose between a thesis or non-thesis program after completing their academic requirements.

Benefits to the Enrollees

- Provide access/opportunities for working teachers to advance their careers.
- Provide opportunities for the horizontal and vertical promotion of teachers.
- Upgrade the technical and professional competence of teachers by learning and developing new knowledge, attitudes and skills.
- Locally-based professors will lecture to enhance the program and provide a "hands-on and practical approach to the learning environment".
- Create a supportive environment through the Learning Center class, for students to interact with each other and motivate each other to work hard to get their diploma within the time-frame prescribed to finish the program.

PWU

In 1919, seven outstanding women shared the vision of establishing a non-sectarian school that would prepare young Filipinas for leadership and service.

The Philippine Women's College was founded with the unique foresight on the greater roles of women in society. It aimed to provide women with the best education that would prepare them for civic and moral responsibilities and train them to combine successfully homemaking and career. It was during the administration of key founder, Francisca Tirona Benitez that the school assumed the character and prestige it still carries to this day.

In 1932, the Philippine Women's College was incorporated as a non-stock, non-profit educational institution. In the same year, PWC earned the government's recognition as a university. PWU was the first university for women in Asia founded by Asians.

Today, as a co-educational school for men and women, PWU has pioneered exploring various non-traditional modes of educational delivery. It has committed its efforts and resources towards the creation of an institution capable of meeting the demands of the future.

PWU (Philippine Women's University) has remained true to the vision of its founders - that of being an educational institution reflecting the culture of the Filipino people, to enable its students to become active contributors to nation-building as well as a citizen of the global community. PWU reaffirms its commitment to educate, to lead and to serve as it faces the challenges of the 21st century.

Philippine Life Financial Assurance Corporation

PHILIPPINE LIFE FINANCIAL ASSURANCE CORPORATION (or simply Philippine Life), formerly AsianLife Financial Assurance Corporation, is among the leading life insurers in the Philippines and an active player of government-sponsored insurance pools. Philippine Life, offers Ordinary Life, Group Life, Group Health, and Salary Loan Programs to individual and to corporate markets. It is also one of only eleven insurance providers accredited by the Department of Education to serve DepEd teachers.

Because of its reputation for service, **Philippine Life** has a growing client base composed of over 4,000 individual policy holders and 50,000 DepEd teachers. More and more customers rely on Philippine Life to take care of their insurance and financial needs.

Philippine Life is now officially a member of the Tanco Group of Companies, which owns some of the biggest and most trusted corporations and institutions in the country today which include PWU, STI Inc. PhilCare, PhilPlans, PhilsFirst Insurance Company, Delos Santos-STI Megacliclinic, and iAcademy, among others.

Through this tie-up between PWU and PhilLife, PhilLife clients who qualify for this program will enjoy a 10% Scholarship Benefit on their tuition fees.

2. Together with these forms, the applicant submits to PhilLife's Financial Consultant (FC) or to the Branch Service Assistant (BSA) in PhilLife's regional or branch offices, the admission requirements, academic credentials, and the Loan & Insurance applications.

3. The BSA shall send all forms and requirements to **PhilLife's Head Office**. All applications and requirements pertaining to the MaEd enrollment shall be sent to **PWU** for evaluation by the Dean and processed for enrollment.

PWU School of Distance Education shall follow this process for enrollment:

- Evaluation of the academic credentials of the teacher-applicant by the Dean.
- Verification of the Educational Plan Certificate by PWU's Accounting office
 - o Twenty-five (25) teachers should be enrolled in order to start a new batch of students.
 - o Twenty (20) student-teachers are required to maintain a class.
 - o For less than 20 enrollees, a displacement fee will be charged and shared by the remaining enrolled students in the batch.

4. **PWU** shall send to **PhilLife** Head Office status of MaEd enrollees on whether the credentials are sufficient for them to be enrolled in the program or not. Approval or non-approval response, shall have a turn-around-time (TAT) of 1 day upon receipt of the credentials and documents by the Dean of **PWU's School of Distance Education**.

5. Once the application for the MaEd program, PhilLife's Loan, and Insurance packages are approved, PhilLife will assign a regional Facilitator, who will monitor the progress of the number of students being enrolled and inform the approved students of the status.

6. Once all the requirements are completed, including the minimum number of enrollees to start a batch, PhilLife will release the loan applied for by the teacher/MaEd enrollee. Once loan check is released to the teacher, payment for the MaEd tuition fee shall be paid in the branch through the BSA. An Official Receipt shall be issued to the teacher as proof of his/her full payment to the said program. PhilLife shall remit the tuition fees to PWU who shall then issue an EDGE Education Certificate in the name of the teacher-enrollee.

7. PhilLife's BSA will inform the enrollees the details of the Learning Center and the contact numbers of the Learning Center Coordinator.

8. PWU's Distance Education Office shall send the subject offering and schedule of activities (Orientation, Midterm and Final Examinations) every trimester to the learning center through the Learning Center Coordinator.

9. Teacher-applicant can be assisted by PhilLife's FC, or can proceed to the PhilLife's regional or branch office for enrollment. Enrollment application form should be filled out and signed. Learning Center Coordinator shall make sure that the subject offering for the particular trimester are correctly written. All enrollment forms shall be sent by **PhilLife** to **PWU Distance Education** to process the enrollment of students.

PWU - Distance Education will send to PhilLife's regional Facilitator and Learning Center Coordinator the official list of enrolled teachers together with the individual course packet of the enrolled teachers containing the following:

- Learner's Guide
- Schedule of Activities
- Course Modules
- Official Receipt
- Enrollment Certificate (Blue Form)
- VLES Guide with username and password

10. Course packet will be distributed during Orientation program at the Learning Center. As soon as the packets have been distributed, the enrolled teachers will be oriented on how to use the Virtual Classroom.

11. After the orientation program a **Profiling Exam** will be administered by **PWU**.

12. For succeeding trimesters, teachers can go to the Learning Center for enrollment, orientation, midterm and final examinations. List of subject offering and schedule of activities per trimester will be communicated to the learning center through the learning center coordinator.

POLICY on REFUNDS

Section 100 (Manual of Regulations for Private Higher Education)

A student who transfer or withdraws, in writing within two (2) weeks after the beginning of classes, and who has already paid the pertinent tuition and other school fees in full or for any length longer, than one month will be charged **twenty-five percent (25%)** of the total amount due for the school term if he withdraws within the first week of classes, and **fifty percent (50%)** if within the second week of classes, regardless of whether or not he has actually attended classes. The student may be charged for all the school fees in full if he withdraws any time after the second week of classes.

PHILIPPINE LIFE OFFICES

Regional Offices

Branch / Sattelites Offices

Cagayan De Oro City
2nd Floor, GRACE Building,
A. Luna Street,
Cagayan de Oro City
Tel. No.: (088) 856-2401

Cebu City
Unit 215, JESA ITC Building
Mango Avenue, Cebu City
Tel. No.: (032) 266-2040

Cubao Quezon City
Rms. 300-302, 304-306
Doña Consolacion Building,
General Santos Street, Araneta Center
Cubao, Quezon City
Tel. Nos.: (632) 913-3559 / 3363 / 3314

Dagupan City
Rm. 2A, 2/F Lenox Hotel
Rizal St., Dagupan City
Tel. No.: (075) 515-2060

Davao City
Door 10, C/F, Plaza de Luisa Bldg.
R. Magsaysay Ave., Davao City
Tel. Nos.: (082) 224-2144 / 2143

Las Pinas City
Unit 2A-2B New Pamplona
Lumber & Hardware,
267 Real Street, Pamplona, Las Piñas City
Tel. Nos.: (632) 808-2791 / 2792 / 2790

Ortigas Marketing Center
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DAVAO CITY
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DUMAGUETE CITY
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TUGUEGARAO CITY
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ZAMBOANGA CITY
(062) 991-5816 / 5817 / 5792

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www.pwu.edu.ph



PHILIPPINE LIFE FINANCIAL ASSURANCE CORPORATION (or simply **Philippine Life**), formerly **Asianlife Financial Assurance Corporation**, is among the leading insurers in the Philippines and an active player of government-sponsored insurance pools.

It is also one of only eleven insurance providers accredited by the Department of Education to serve DepEd teachers.

Ground Floor - 2nd Floor Morning Star Center

347 Sen. Gil Puyat Ave., 1200

Life
Telephone Number : (632) 798 - (5433)

