

OFFICE MEMORANDUM

August 1, 1972

TO : Mr. Norman Green, Chief, Education Division

FROM : Lucius Butler, Chief of Party, ~~University of Hawaii~~ Team

SUBJECT: Secondary Education Monthly Report for July, 1972

Problems

Additional Staff Needs.

Secondary education local contract employee Mrs. Khamsook Souphanthakeuangsy has completed Supervisory Management Training course I and II and is currently engaged in teaching these same courses to other USAID mission local contract and direct hire employees. We support this important development of local personnel, both in theory and practice.

However, Mrs. Khamsook serves as editorial supervisor and final style checker at the Fa Ngum Curriculum Center office. During her absences from the office her own work and the additional multitude of administrative duties remain untouched until her return from the teaching assignment. Further, the other editorial and clerical staff work under her direct supervision in line with our desire to implement the principles of "Super-Man" training.

Therefore, it is imperative that many of the routine administrative tasks be accomplished by another local contract employee. The present staff are wholly engaged in their own work and it is suggested that the problem which now exists could best be solved by the assignment of a clerk-typist who may have some supervisory potential for future development. Budget provision was included in the FY 73 Kip budget for this additional position.

Securing this new position would greatly lessen the pressure on Mrs. Khamsook, improve the overall efficiency of operation in the editorial office and make it feasible to have Mrs. Khamsook continue as a trainer in the "Super-Man" training courses.

This position was requested in the March, 1972, monthly report and while the backlog of manuscripts is being cared for to a large measure by IVS student work, experience typists, the need, as outlined then and diagramed as an organizational chart, still exists.

Comment: A job description and request for personnel action should be submitted to EDU

Question: Could the Ministry employ a counterpart (or under-study) for Mrs. Khamsook?

Handwritten signature

Additional position - but only 5 positions approved for SE

PROGRESS

1 Inventory and Equipment Control

A significant step has been taken by the Lao Ministry of Education in an official letter, number 1459SE, to all directors of lycees, colleges and Fa Ngum schools to prohibit the lending or borrowing of school materials and equipment for personal use. A copy of the letter in Lao and English is attached to this report.

This step will permit directors to refuse requests from high government and military officials for use of school equipment based on this official letter.

A further step of annual inventory is being drawn up for submission to the Ministry of Education.

2. Hawaii Team Office Location

On July 20th the Hawaii Team office was moved from the Education Division office in Building 100 to Building 505 where HRDD/LT was located prior to moving to the old guest house.

These new quarters provided much needed space for the daily activities and the move was accomplished without mishap in about three hours.

Telephone remains the same at 6464 and Run/Stop will remain the same A-08 for the time being.

3. FY 73 Kip Budget

Appropriate action has been taken to initiate Activity Proposals for the Secondary Education fiscal year 1973 kip budget as reported from the Program Office on July 8, 1972.

A. USAID/Personnel Costs	3,100,000	No AP required
B. Commodities	7,000,000	
1. School furniture		
a. Luang Prabang III	1,700,000	3064-4-B1a
	1,700,000	SE-3005
b. Vientiane Curriculum Center	1,500,000	3064-4-B1b
	1,500,000	SE-3006

B. Commodities (cont'd)

2. School Materials	1,400,000	3064-4-B2
	1,400,000	SE-3007
3. School Improvements	2,400,000	3064-4-B3
	1,404,000	SE-3002
Future AP's	906,000	

C. Construction - none

D. Other Costs	7,900,000	
1. Printing	4,000,000	3064-4-D1
	4,000,000	SE-3004
2. Textbook Writing	1,500,000	3064-4-D2
	1,500,000	SE-3003
3. In-Service Training	1,500,000	
Future AP's	1,500,000	
4. MRO and Misc.	900,000	No AP required

4. Publishing progress

Five books were sent to USAID/CM for contracting to local printers:

1. Business: Abacus, 138 p, 3,000 copies
2. Social Studies: Australia, 127 p, 6,000 copies
3. Lao: Lao Language: Grade 9, 306 p, 6,000 copies
4. Industrial Arts: Introduction to Metals, 61 p, 3,000 copies
5. Lao: Lao Language: Grade 10, 277 p, 6,000 copies

TOTAL: Books: 5 Pages: 909 Copies: 24,000

Four books are currently being printed from previous months activities:

1. Mathematics 9: Geometry, 316 p, 6,000 copies
2. Agriculture: Field Crops, 246 p, 2,000 copies
3. Home Economics 9: 152 p, 2,000 copies
4. Social Studies 7: Lao Government, 80 p, 10,000 copies

TOTAL: Books: 4 Pages: 764 Copies: 20,000

Two books were printed and delivered during the month:

1. Lao: Lao Literature, Grade 9, 268 p, 6,000 copies
2. Industrial Arts: Woodworking, 216 p, 3,000 copies

TOTAL: Books: 2 Pages: 484 Copies: 9,000

The Grade 10 Industrial Arts material is being published as five separate unit texts as follows: (first two at MoE for approval)

1. Introduction to Metalwork, 61 p
2. Bench and Wrought Metal, 91 p
3. Sheet Metal
4. Forging, Heat Treating and Welding
5. Machine

The Grade 10 Science text, Biology, has been completed and turned over to the Ministry of Education for approval.

The student-typists under the work-experience program of IVS have accomplished much toward removing the backlog of manuscripts needing typing in final form.

5. English (TEFL) textbooks

The English language textbooks ordered under PIO/C 437-064-0-20290SE were received during the month and distributed to the schools based upon present and projected student enrollment.

The four basic textbooks by Alexander are used as follows:

- First Things First, Grades 7 and 8
- Practice and Progress, Grades 9 and 10
- Developing Skills, Grades 11 and 12
- Fluency in English, Grades 12 and 13

Receipt of these books provides ample texts for all grades at each school based upon present student enrollment projections.

6. Science-Math Cooperative Curriculum Development

The departure of UNDP team Chief of Party, Raoul Nolte, from Laos may affect the carefully laid plans for cooperative curriculum development as outlined in the March and April monthly reports.

7. Construction Progress

Vientiane

1. Plans for the upper secondary electronics-motor shop building have sketched and turned over to PWD for advisory services.

2. Construction bids for the curriculum center building were opened on July 26 and further study is required before awarding a bid.

Phone Hong

Total construction has increased from 76% in June to 90% at the end of July. Non-availability of toilet fixtures from SMB on GFM list may require local procurement of Eastern-style fixtures in order to complete the classroom building.

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Total construction has increased from 75% in June to 84% at the end of July. This 9% progress is much slower than 14% at Phone Hong and 12% at Luang Prabang. This project remains the slowest of all construction of Fa Ngum schools.

Luang Prabang

Total construction on Phase I has increased from 96% to 100% at the end of July; Phase II has increased from 24% to 36% at the end of July. Addition of two buildings cut out of original Phase II by change order is anticipated during the next month.

8. American Field Service (AFS) Scholarships

Two of the four AFS scholarship students from Laos sent to the United States for grade 12 in an American high school were from Fa Ngum Vientiane. Three Fa Ngum students were candidates for the 1972-73 scholarships out of about 30 Fa Ngum students who took the exam.

About 40 Fa Ngum students took the examination this year for the 1973-74 scholarships and four were chosen as candidates.

We are working with the Ministry of Education to determine how best to give credit toward the 13th year Baccalaureate for this year abroad experience.

EDU/SE:LABU:er:mv

Vientiane, July 7, 1972

To : All Directors of Lycee
College
and Fa Ngum Schools

From : Director of Secondary Education

Subject: Prohibition of lending or borrowing of school materials
and equipment for personal use.

I have noticed that, at this time the care of school belongings is inadequate. Sometimes, the school staffs or others borrow or lend school materials and equipments for personal use.

For proper respect to regulations, from now on, it is strictly forbidden to anyone, inside or outside the school, to lend or borrow school property.

At the beginning of each school year, I would like to suggest to all school directors to make a list of school materials, equipment and furniture, and submit it to all offices concerned.

s/s Phou Rasphone

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ກົມນັກສຶກສາ

ວຽງຈັນ,

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ກໍລະກະດາ (໗)

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ອະທິບໍດີ ກົມນັກສຶກສາ,

ເຖິງ

ທ່ານ ຜູ້ອຳນວຍການ ວິທຍາລັຍ

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ແບບປະສົມ ຟ້າງຸນ

ເລື່ອງ : ຫ້າມເອົາເຄື່ອງມື ແລະເຄື່ອງອຸປະກອນຕ່າງໆຂອງໂຮງຮຽນ ໃຫ້ຄົນພາຍນອກແລະພາຍໃນ ຍິນ ແລະໄປໃຊ້ໃນທາງສ່ວນຕົວ.

ຂ້າພະເຈົ້າໄດ້ສັງເກດເຫັນວ່າ ຢູ່ຕາມໂຮງຮຽນຕ່າງໆ ການກຳກັບເບິ່ງແຍງແລະຮັກສາ ອຸປະກອນຕ່າງໆ ຊຶ່ງເປັນຂອງຫຼວງນັ້ນ ຍັງມີການຂາດຕົກບົກຜ່ອງຢູ່ຫຼາຍຢ່າງ. ເພາະວ່າບາງທີໄດ້ມີ ຄົນພາຍໃນເອງ ຫຼື ຄົນພາຍນອກມາປົ່ມເອົາເຄື່ອງຂອງຫຼວງນັ້ນ ໄປໃຊ້ໃນທາງສ່ວນຕົວ. ການເປັນ ເຊັ່ນນີ້ ເຫັນວ່າຜິດຮະບຽບຂອງທາງຮາຊການ.

ເພື່ອຄວາມສັກສິດຂອງຮະບຽບ, ນັບແຕ່ບັດນີ້ເປັນຕົ້ນໄປ ຫ້າມເດັດຂາດບໍ່ໃຫ້ບຸກຄົນໃດ ຕົ້ນໜຶ່ງ ເອົາເຄື່ອງມື ຫຼື ເຄື່ອງອຸປະກອນຕ່າງໆ ຊຶ່ງຢູ່ພາຍໃນຂອງໂຮງຮຽນອອກໄປ ໃຫ້ຜູ້ໃດຜູ້ໜຶ່ງຍິນ.

ໃນຕົ້ນປີການສຶກສາທຸກໆປີ ຂ້າພະເຈົ້າໄດ້ອໍ່ໃຫ້ທ່ານຜູ້ອຳນວຍການໂຮງຮຽນ ເຮັດບັນຈຸສິ່ງ ຂອງ ເຄື່ອງມື, ອຸປະກອນຕ່າງໆ ແລະໂຕະຕັ້ງ ໄວ້ເປັນຫຼາຍສະບັບ ແລະນອບໃຫ້ແຕ່ລະພະແນກການ ຈົບຜິດຊອບ. ຖ້າມີການເສັ້ງຫາຍຂົນມາ ຜູ້ນຳຕ້ອງເປັນຜູ້ຮັບຜິດຊອບ.

ໃຫ້ທ່ານສັງບັນຈຸນີ້ ໄປຫາກົມນັກສຶກສາຢ່າງລະ ໒ ສະບັບ.

ສຸກກາຍ ຫວັງວາພວກທ່ານຄົງຮັກສາເຄື່ອງຂອງຫຼວງຕ່າງໆ ຢ່າງເຄັ່ງຄັດ ./.

ເຈົ້ນ : ພູ ຮາຊພົນ