

Schools Division Superintendent



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF TAGBILARAN CITY
City of Tagbilaran



March 31, 2017

DIVISION MEMORANDUM
NO. 22 s. 2017

SEAMEO REGIONAL CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING (VOCTECH)

TO: All Division Chiefs, Education Program Supervisors
Public Schools District Supervisor
Public Elementary and Secondary School Heads
All Other Concerned

1. In consonance to Memorandum No. DM-CI-20017-00066 from Usec. Dina S. Ocampo, Undersecretary for Curriculum and Instruction dated March 10, 2017 duly supported by Regional Memorandum No. 0214, s. 2017 dated March 24, 2017 participants are invited to attend the Regional Training Programme on **"Learning Contents for Multi-Platform Learning Management System"** on **May 6 to 18, 2017 in Brunei Darussalam.**
2. In this connection, all School Heads are requested to submit the List of Nominee to the City Division on or before March 31, 2017.
3. Please read enclosures for your guidance and compliance.
4. Immediate and wide dissemination of this Memorandum is desired.


VIRGINIA C. ZAPANTA, Ed.D., CESO V
Schools Division Superintendent
rcel



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
REHIYON VII, GITNANG VISAYAS
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



MAR 24 2017

REGIONAL MEMORANDUM

No. **0214** s. 2017

**SEAMEO REGIONAL CENTER FOR VOCATIONAL AND TECHNICAL EDUCATION
AND TRAINING (VOCTECH)**

To : Schools Division Superintendents/OICs

1. Enclosed is Memorandum Number DM-CI-20017-00066 from Usec. Dina S. Ocampo, Undersecretary for Curriculum and Instruction dated 10 March 2017 relative to the SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) - inviting interested applicants to attend the regional training programme on "Learning Contents for Multi-Platform Learning Management System," on 6 to 18 May 2017 in Brunei Darussalam.
2. In this connection, Schools Division Superintendents/OICs are required to submit the list of nominee to this office on or before 28 March 2017, noting the List of Requirements.
3. For more information, please refer to the attached communication.
4. Immediate dissemination of this Memorandum is desired.


JULIET A. JERUTA, PhD., CESO V
Director III
Officer-in-Charge

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542
Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;
414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"




Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-00066

Scholarship Advisory No. 05, s. 2017

TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM :  **DINA S. OCAMPO**
Undersecretary

SUBJECT : SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH)

DATE : 10 March 2017

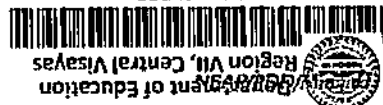
The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting interested applicants to attend the regional training programme on "Learning Contents for Multi-Platform Learning Management System," on 6 to 18 May 2017 in Brunei Darussalam.

The course aims to equip participants with relevant knowledge, skills and attitudes to use learning managements systems (LMS) effectively for teaching and learning in the 21st century. Specifically, the participants are expected to be able to:

1. Differentiate the types and features of LMS on different platform of implementation (multi-platform);
2. Identify the levels of ICT integration in the learning environment of institution in SEAMEO member countries represented in the course;
3. Identify and distinguish the different types of learning content that can be hosted on an LMS and the tools that can be used to manage such contents;
4. Apply appropriate pedagogical approaches in formulating learning contents to be hosted on the LMS;
5. Apply latest ICT tools and applications to develop learning contents for the LMS; and,
6. Manage and administer a course on selected LMS platform.

Interested applicants must be education practitioners or practitioners from various TVET and General Education institutions. Other qualifications are listed in Annex A.

23-Mar-17
RD2017-939



SEAMEO VECTECH will shoulder the airfare and relative airport courtesies, full board and lodging, training fee and kits, allowance, travel and accidental insurance during the course of the program, immigration and visa processing, and other social support services.

All required documents (Annex A) must be submitted to the Regional Human Resource Development Division (HRDD) Chiefs for evaluation and proper endorsement to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD). Applications without the aforementioned endorsement and the complete set of documentary requirements shall not be accepted.

The Regional HRDD Chiefs are enjoined to submit the complete set of the documentary requirements of their nominees along with the Nomination Letter signed by the Regional Director via email to neap.pdd@deped.gov.ph on or before 22 March 2017.

The other details of the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through email at neap.pdd@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Enclosure A: *List of Requirements*
- B: *Rationale*
- C: *Training Nomination Form*
- D: *Guidelines for Preparing a Country Paper*
- E: *Essay Questionnaire*
- F: *Scholarship Contract*

NEAP/PDD/Miranda

LIST OF REQUIREMENTS

A. Qualifications

- a. Education practitioners or practitioners from various TVET and General Education institutions
- b. Filipino citizen
- c. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- d. Must hold a permanent appointment at the organization nominating him/her
- e. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- f. Must have no pending administrative and/or criminal case
- g. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- h. Must have no pending nomination for scholarship in another program/course
- i. Must have already rendered the required service obligation for a scholarship previously enjoyed
- j. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- k. Must have a good command of the English language (spoken and written)
- l. Physically and medically fit to travel
- m. Must have above average ICT skills
- n. Not an expectant mother

B. Documentary

- a. Training Nomination Form
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (3 copies)
- m. Fully accomplished *Essay Questionnaire*
- n. Signed *Scholarship Contract*
- o. Outline of the *Country Paper* to be presented

**Scanned/soft copies of the above-enumerated documents must be submitted before 22 March 2017 via email at nemp.pdd@deped.gov.ph. All original documents of the chosen applicant will be asked to be submitted on a later date.*



**Regional Training Programme on
“Learning Contents for Multi-Platform
Learning Management System”
6 – 18 May 2017**

RATIONALE

Life-long learning, continuous learning, distance learning, eLearning and online learning are buzzwords that are now taking centre stage in the education arena of most countries and regions in the world today. This is especially true in ASEAN countries with the region’s untiring effort to deliver education to all, adhering to its education philosophy of “Education for All”, particularly in reaching out to the unreached citizens of Southeast Asia. (*The Cho Am-Hua Min Declaration on Strengthening Cooperation on Education to Achieve an ASEAN Caring and Sharing Community, 2009*). The 21st Century has brought about richer and better opportunities for education to use Learning Management Systems that is now available on various platforms supporting students’ and adult learning anytime and anywhere; and with resources that are more engaging and rich in media support. This will certainly be an invaluable tool and an enabler for educationist and trainers alike to provide comprehensive learning contents for both learners, teachers and students to assist in the training, teaching and learning process. Industries can also use such platform to conduct continuous upgrading of staff through staff training self-paced learning contents.

The learning management system (LMS) is the infrastructure that delivers and manages instructional content, identifies and assesses individual and organizational learning or training goals, tracks the progress towards meeting those goals, and collects and presents data for supervising the learning process of an organization as a whole (*Szabo & Flesher, 2002*). A Learning Management System is therefore strategically used to deliver and manage e-learning as well as support an enhanced face-to-face instruction both for organisational training and institutional teaching and learning activities. Learning Management Systems are now available on a number of platforms. Cloud-based LMS, open source LMS and commercial LMS are now available widely for most types of educational and training support. However, the user interface, learning content support and learner management support features differ on the LMS offered on this multi platforms.

Theoretically, a LMS can enable highly interactive and personalized learner-centric online learning experiences, but as with any other technology, the positive or negative impact of the LMS depends on many factors grounded in online instruction, learning contents provided and the learner support feature that the LMS can offer. It is critical to identify how a LMS can be used to meet current learners’ needs, how it can facilitate learning and teaching and what type of learning contents supported by the LMS that is best suited to create an engaging learning experience for the learner. It is therefore the aim of this training programme to provide participants with a good grounding on the main considerations in implementing a sound LMS in their respective institutions with the development of appropriate learning contents as well as acquire the relevant skills to administer and manage students’ access on their LMS.

OBJECTIVES

The main objective of this course is to equip participants with relevant knowledge, skills and attitudes to use learning managements systems effectively for teaching and learning in the 21st century.

At the end of the course, participants should be able to:

1. Differentiate the types and features of LMS on different platform of implementation (multi-platform);
2. Identify the levels of ICT integration in the learning environment of institution in SEAMEO member countries represented in the course.
3. Identify and distinguish the different types of learning content that can be hosted on a LMS and the tools that can be used to manage such contents;
4. Apply appropriate pedagogical approaches in formulating learning contents to be hosted on the LMS.
5. Apply latest ICT tools and applications to develop learning contents for the LMS; and
6. Manage and administer a course on a selected LMS platform.

CONTENTS

1. **Introduction to Learning Management Systems (LMS)**
Topics to be covered in this section would include the definition of learning management systems, the history and influence of learning management systems, the various available LMS today with their respective unique features that is available on cloud services, open source implementations and proprietary commercial LMS. Participant need to formulate their own decision criteria later, on which type of LMS will suit their need, best.
2. **Country Reports on the Country Status of ICT Penetration in Education and Status of Learning Management Systems Implementation at their organisation.**
Participants will present country reports focusing on the Status of ICT penetration in education in their respective country, status of LMS application in their respective organisation, major issues, challenges, and future directions in the use of Learning Management Systems in delivering courses in their organisations.
3. **Technology underlying LMS and operational requirements**
Topics in this section will focus on the Operating Platform, Operating System requirements, LMS implementation requirements and the procedure for Implementing and operating a LMS using open source software and cloud based services on the Internet.
4. **Learning Content Formats and ICT tools for content development**
Formats currently being supported by available LMS running on the Internet will be sampled and participants in this session will need to familiarise themselves with the common formats used in delivering text based notes, graphical illustrations, audio and video lectures. The anatomy of each content type will be studied and appropriate software will be identified for their development in the project that they will be engaged in this course.

APPENDIX 1

5. Supporting Pedagogy and Content Development Strategy

Developing learning contents requires participant to appreciate the learning styles of the 21st century students and the pedagogy that need to be applied in developing multimedia contents that provides a rich and an engaging learning experience to learners. Sessions under this topic will review the learning styles of learners; the approach in integrating Technology, Pedagogy and Content Knowledge (TPACK) in teaching and learning; the related pedagogical theories; and the multimedia developing strategies that need to be considered in preparing learning contents for LMS.

6. LMS familiarisation using Open Source LMS and Cloud based LMS services.

Participants will be exposed to the main features of LMS that is common on most LMS and additional focus will be made on features that will be available on Open Source LMS that are usually most commonly used by institutions around the world.

7. LMS Content Development Project

Participants are required to work in groups to prepare a sample course for hosting on a LMS. The richness of content supported by sound pedagogical approach to create an engaging learning experience for learners will be the focus of this project.

EXPECTED OUTPUT

At the end of the course, participants should be able to

1. discuss the operational requirements for implementing learning management systems using Open Source Software and Cloud Based services in the context of teaching and learning
2. apply practical technological and pedagogical skills in developing learning content to be integrated into learning management systems for teaching and learning
3. host a sample course on either a cloud based LMS or an Open Source LMS.

TARGET PARTICIPANTS

The target participants will be education practitioners or practitioners from various TVET and General education institutions.

DELIVERY METHOD

The training will be delivered using various approaches or techniques of deliveries that include short lectures, demonstrations, discussions, hands-on activities, small project and presentations from participants.

COURSE REQUIREMENTS

1. Scholarship participants are required to submit a country paper describing the following information:
 - a) Description of current educational setting, trends and issues or problems in his/her country.
 - b) Status of ICT penetration in education in their respective country
 - c) status of LMS application in their respective organisation
 - d) Major issues, challenges, and future directions in the use of Learning Management Systems in delivering courses in their organisations (if already using, otherwise discuss possible challenges in initiating such activity in their organisation)

2. All participants should also bring along a Notebook computer each that runs the WINDOWS operating system with at least the following configuration:
 - a) WINDOWS 7/8/10 (minimum is 7)
 - b) Minimum 1 GB RAM on board.
 - c) Participants must also bring along a set of Audio Headphones with microphones to be connected to the computer (see picture)
 - d) Teachers/ Instructor are required to bring along sample lesson contents in their area of teaching for reference in preparing the learning resources.

3. They are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night.

4. Maximum age of 50, for women is not currently pregnant, physically and medically fit to travel, and must comply with other requirements stipulated in the Training Nomination Form.



REFERENCES

- Szabo, M. (2002). CMI Theory and Practice: Historical Roots of Learning Management Systems. In M. Driscoll & T. Reeves (Eds.), *Proceedings of E-Learn: World Conference on E-Learning in Corporate, Government, Healthcare, and Higher Education (2002)* pp. 929-936
- A.Ismail, S.Rehman, A.Asmuni, K.Idris and S.Ahmad (2001) Distance Education Scenario in ASEAN Countries. "Malaysian Experience", Paper Presented at The 1st SEAMEO Education Congress: Challenges in the New Millennium, 2001.
- Kroner, G. (2014). Does your LMS do this? Edutechnica. January 7, 2014
- ITI Research, (2012) 21st Century Learning Activity Rubrics. Microsoft Partners in Learning, 2012
- J.I Moore, C. Dickson-Deane, K. Galyen (2011) e-Learning, online learning and distance learning environment: Are they the same? *Internet and Higher Education* 14 (2011) pp 129-135
- ASEAN Secretariat (2009) Roadmap for an ASEAN Community 2009-2015, ASEAN Secretariat, April 2009

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TRAINING NOMINATION FORM

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. Training Programme

COURSE TITLE Regional Training Programme on “Learning Contents for Multi-Platform Learning Management System”	
DATE OF TRAINING 6 – 18 May 2017	VENUE SEAMEO VOCTECH, Brunei Darussalam

2. Personal Information

TITLE <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	PARTICIPANT FULL NAME (As it appears on your passport)	**NAME TO APPEAR ON NAME TAG		
GENDER (Male/Female)	MARITAL STATUS (Single/Married/Widowed)	DATE OF BIRTH (DD-MMM-YYYY)	**IDENTIFICATION CARD NO. (National ID/SSS/KTP/MyKad)	RELIGION
NATIONALITY	**PASSPORT DETAILS (To be filled-in by participants coming from outside the Brunei Darussalam)			
	PASSPORT NUMBER	DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)	PLACE OF ISSUE
**MOBILE NO. (Country Code+Mobile No.)	**E-MAIL ADDRESS (Office or Personal E-mail Address)			

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"				
English Language:	Writing	Speaking	Reading	Listening Comprehension
Computer Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY REGIONAL TRAINING PROGRAMME/S OFFERED AT SEAMEO VOCTECH?
 YES If YES, please indicate the course title, date and year of conduct:
 NO

**IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY		
NAME	RELATION (Spouse / Parents / Sibling)	MOBILE NO. (Country Code+Mobile No.)

**Required field to be completed.

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3. Professional Information

[**Kindly Write Your Name/Nickname Below ↓]

****HIGHEST QUALIFICATION**

Doctoral Degree Master Degree Bachelor Degree Advanced/Higher Diploma Diploma
 Others, please specify: _____

****AREA OF SPECIALISATION**

Education Research ICT Management Curriculum Business & Administration
 Engineering Mechanical Electrical Others, please specify: _____

JOB TITLE / DESIGNATION

OFFICE TEL
(Country Code+Area Code+Number)**NO. OF YEAR/S OF
WORK-RELATED EXPERIENCE
Year/s**ORGANISATION NAME & FULL ADDRESS**

(Dept/Div/Unit/Faculty + Ministry/Institution + Street Name & Number + Municipality City + Province + Zip Code, Country)

**** BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES****4. Dietary Requirements and Medical Restrictions****DIETARY REQUIREMENTS**

None Muslim Vegetarian Others, please specify: _____

MEDICAL RESTRICTIONS / PROBLEMS

YES NO If YES, please specify: _____

5. Mode of Payment For Fee-Paying Participant/s Only**THE AMOUNT TO BE PAID TO SEAMEO VOCTECH FOR THE TRAINING FEE**

BND1,500 per person (Local participant) USD2,000 per person (International participant)

KINDLY TICK THE MODE OF PAYMENT

Payment borne by: Ministry/Institution Own-self Others, please specify: _____

Payment via: Electronic Transfer Bank Draft Others, please specify: _____

Account and address details:
 Account Name - SEAMEO VOCTECH Regional Centre
 Account No. - 01-001-001569-00
 Bank - Standard Chartered Bank (Main Branch)
 Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan 8S8811, Brunei Darussalam
 Swift/BIC Code - SCBLBNBB

Applicant's Signature _____ I hereby certify that all facts stated above are true and correct. _____ Date

FOR SEAMEO VOCTECH OFFICE USE:**Classification of Participant**

Full Scholarship Subsidised Scholarship Fee-Paying

**Required field to be completed.

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PROCEDURES AND REQUIREMENTS

1. **REGISTRATION:** The registration to the course must be submitted at least two months before the course starts. Participants are required:
 - a. Maximum age of 50
 - b. Healthy and fit to travel and attend training overseas. Pregnant woman is not advisable to attend training overseas (not applicable for Local Participant/s).
 - c. To register using the Training Nomination Form and should be nominated and obtained approval by their respective country Ministry/Institution.
 - d. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after **THREE YEARS** from the date of their last attended course. Fee-paying open to all.
2. **COUNTRY PAPER PRESENTATION:** All Scholarship and subsidised participants are required to prepare a country paper. The purpose of the country paper presentation is to introduce each country's education system, its practices, issues and challenges, and future direction, to their counterparts from the other countries. Every training programme also require to share relevant information to the course as stated individually inside the RTP Course Outline of this handbook.
3. **ENGLISH LANGUAGE SKILLS:** Should possess a good command of written and spoken English.
4. **COMPUTER SKILLS:** Should possess basic computer literacy skills.
5. **TRAVEL DOCUMENTS:** International participants should be able to provide a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme for SEAMEO VOCTECH to process in applying participant's Professional Visit and Visa here in Brunei Darussalam.
6. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
 - **Training (In Class) and Educational Visits:**
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
 - **Social Visits/Activities**
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
7. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first come, first served basis and return airline ticket / airfare and allowance shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
 - I. 30 days before the training period: 70% refundable
 - II. 15 days before the training period: 50 % refundable
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Subsidised Scholarship/Fee-paying recipients are provided with the same level of facilities and share similar responsibilities.
10. The organiser reserves the right not to consider applications that do not fulfil any of the above criteria.
11. For inquiries and registration, please contact: Training and Professional Development Division at email address: training@voctech.edu.bn or fax to: +(673) 244-7955

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CLASSIFICATION OF TRAINING PARTICIPANTS

1. **Full Scholarship Participant**
 The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)
2. **Subsidised Scholarship Participant**
 A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.
3. **Fee-Paying Participant**
 A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Full Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,500)	International (USD2,000)
Training Fee	SV	SV	RM/l	RM/l
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/l	NA	RM/l
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	RM/l	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/l	RM/l	RM/l
Travel Insurance	SV	RM/l	RM/l	RM/l
Accidental Insurance	SV	RM/l	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

NOTE:

- SV** : SEAMEO VOCTECH
RM/l : Respective Ministry/Institution
NA : Not Applicable



GUIDELINES FOR PREPARING A COUNTRY PAPER

PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE

In preparing the country paper, the following guideline must be followed.

1. Title Page (*title of the paper, country, author(s), and date*)
2. Abstract (*not more than 200 words*)
3. Contents / Topics:
 - 3.1 Country Profile
 - 3.2 Education System
 - 3.2.1 General Structure of the Education System
 - 3.2.2 Structure of TVET System
 - 3.3 Relevant Data (*enrolment, graduates, drop outs, employment of graduates, etc.*)
Note: The data can be presented under other topics as support information.
 - 3.4 Current Practices, Major Issues and Challenges, and Future Directions
 - 3.5 Current Practices Related to the Course
 - 3.6 Others, if any (*to be specified in the Course Outline*)
4. References (*indicate the sources of information*)

FORMAT

The format of the country paper must follow the specifications given below:

- | | | |
|-------------------------------|---|--|
| Content Font | : | <i>Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double</i> |
| Main Title and Sub-Title Font | : | <i>The author is free to choose the font and the font size.</i> |
| Length | : | <i>Maximum 10 pages of A4 paper including properly labelled figures and tables</i> |
| Margins | : | <i>1" all sides with justification</i> |

SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word and MS Powerpoint could be sent through the email address: training@voctech.edu.bn

ESSAY QUESTIONS
(Use a separate sheet, if necessary)

Name of Applicant : _____

1. Briefly discuss your work functions.
2. Why do you want to be part of the program?
3. How can your school benefit from your attendance to the program?
4. What initiatives can you implement to promote awareness and/or appreciation of early childhood education?
5. Cite examples wherein you applied the lessons you gained from a training/conference/scholarship to your school.

**MEMORANDUM OF AGREEMENT
(Scholarship Contract)**

I, _____ (NAME), Filipino, of legal age and with residence at _____ (HOME ADDRESS),
_____ (POSITION) of _____ (SCHOOL / OFFICE /STATION) for and in consideration of the scholarship grant on _____ (PROGRAM CODE AND TITLE OF THE COURSE) at the _____ (VENUE OF THE COURSE) for the period _____ (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

- a. shall maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of the scholarship;
- b. shall conduct myself in such manner as not to bring disgrace or dishonor to myself, the institution and the DepEd;
- c. shall return to my official station and resume my functions immediately upon the completion or termination of my scholarship or training grant;
- d. shall, at the end of my scholarship or training grant, submit to the head of my office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of my scholarship reports containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to my co-teachers and administrators; various trainings, program highlights and general impressions constituting my (scholar's) evaluation of the program;
- e. shall, upon return to my station, implement the echo seminars and submit reports to the Professional Development Division, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- f. shall teach the subject / conduct echo seminars on the course in which I was granted the scholarship and continue to serve my school / division / region for at least three years which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- g. shall refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental to my scholarship, for failure to comply with any of the foregoing conditions

through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control.

IN WITNESS WHEREOF, I set my hand this _____ day of _____ at

DepEd Scholar
(signature over printed name)

Chairman, Scholarship Committee
(signature over printed name)

Witness:

Regional Director*
(signature over printed name)

Head, Scholarship Secretariat**
(signature over printed name)

Notarized:

SUBSCRIBED AND SWORN TO before me this _____ day of _____.
Affiant exhibiting his Community Tax Certificate No. _____ issued at
_____ on _____.

*initials of immediate supervisor under Director's signature
**initials of other members of the Scholarship Secretariat