



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



September 6, 2018

DIVISION MEMORANDUM  
No. 511, s. 2018

NOMINATION OF PARTICIPANTS TO THE EXCELLENCE IN SCHOOL LEADERSHIP  
PROGRAM OF THE SEAMEO INNOTECH

To: All Division Chiefs  
Education Program Supervisors  
Public Elem. and Sec. School Principals  
All Others Concerned

1. Pursuant to DM – CI – 2016 – 00304 dated August 30, 2018, Southeast Asian Ministers of Education Org. – Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) duly supported with Regional Memorandum No. 0653, s. 2018 is allocating two(2) scholarship slots for DepEd for its Excellence in School Leadership Program under the SEAMEO Educational Development Fund which will run from October to December, 2018.
2. Please find and read enclosures for complete information and guidance.
3. Immediate and wide dissemination is highly expected.

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



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



SEP 06 2018

**REGIONAL MEMORANDUM**

No. 0653, s. 2018

**NOMINATION OF PARTICIPANTS TO THE EXCELLENCE IN SCHOOL LEADERSHIP  
PROGRAM OF THE SEAMEO INNOTECH**

To: Schools Division Superintendents (SDSs)

1. As per **Memorandum DM-CI-2018-00304** dated August 30, 2018, the Southeast Asian Ministers of Education Organization – Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) is allocating two (2) scholarship slots for DepEd for its Excellence in School Leadership Program under the SEAMEO Educational Development Fund which will run from October to December 2018.
2. For more details, refer to the attached communication.
3. Immediate and wide dissemination of this Memorandum is desired.

  
**JULIET A. JERUTA, Ph. D., CESO IV**  
Director IV

JAJ/STJ/MGB/hds  
HRDD 2018

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”*



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**Department of Education**  
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HRD 2018-0905-0725


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*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
 DM-CI-2018-00304

*Scholarship Advisory No. 19, s. 2018*

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

**FROM :**   
**LORNA DIGO DINO, Ph.D.**  
 Undersecretary

**SUBJECT :** **NOMINATION OF PARTICIPANTS TO THE EXCELLENCE IN SCHOOL LEADERSHIP PROGRAM OF THE SEAMEO INNOTECH**

**DATE :** **30 August 2018**

The Southeast Asian Ministers of Education Organization - Regional Center for Educational Innovation and Technology (SEAMEO INNOTECH) is allocating two (2) scholarship slots for DepEd for its **Excellence in School Leadership Program** under the SEAMEO Educational Development Fund (SEDF) which will run from October to December 2018.

The program aims to develop an integrated set of leadership and managerial competencies of the school heads to enable them to effectively shift roles given their expanding responsibilities and the high expectations from the stakeholders.

The blended learning program will be delivered in three phases as follows:

Course Components	Schedule	Methodology
Phase 1: Pre-course Online Engagement	22 October-2 November 2018	Online discussion/exchange on the current school-based reforms and initiatives; major programs, challenges and opportunities; overall school directions
Phase 2: Face-to-Face Learning Interaction	12-24 November 2018	Blend of technical presentation and discussions, interactive dialogues, practitioner-oriented group and individual-based activities, actual visits to school and learning exchanges with school leaders on the five essential competency strands
Phase 3: Post-Course Online Conversations	17-31 December 2018	Online sharing and assessment of how learning, insights and lessons from Phases 1 and 2 were applied on the ground through the implementation of the action plan and possible scale up in other areas



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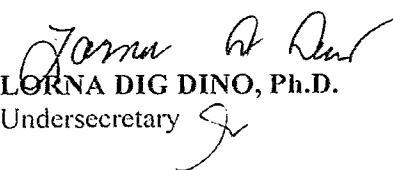


*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
DM-CI-2018-00 \_\_\_\_\_

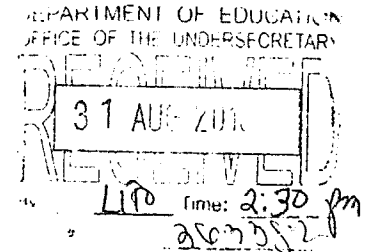
*Scholarship Advisory No. 19, s. 2018*

**TO :** Regional Directors  
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Heads of Public Elementary and Secondary Schools

**FROM :**   
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Undersecretary

**SUBJECT :** **NOMINATION OF PARTICIPANTS TO THE EXCELLENCE IN SCHOOL LEADERSHIP PROGRAM OF THE SEAMEO INNOTECH**

**DATE :** **30 August 2018**



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The blended learning program will be delivered in three phases as follows:

Course Components	Schedule	Methodology
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Phase 3: Post-Course Online Conversations	17-31 December 2018	Online sharing and assessment of how learning, insights and lessons from Phases 1 and 2 were applied on the ground through the implementation of the action plan and possible scale up in other areas

The program allocates two (2) slots for the Philippines with the following qualifications and the corresponding documentary requirements:

Qualification	Documentary Requirement
a. Filipino citizen	1. Personal Data Sheet
b. Not more than 50 years old	
c. at least 5-year experience as school head and with a proven experience in building and strengthening strategic partnerships with stakeholders	2. Service record
d. Must have no pending administrative and/or criminal case .	3. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
e. Medically fit as certified by a licensed physician	4. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution
f. Able to understand, speak and write in English	5. Draft work application project/action plan focused on <b>instructional supervision</b>
g. Able to utilize course learning as well as share them with other school heads upon return to their work station	
h. Computer literate and have access to Internet connection to enable them to participate in online interactions	6. endorsement from the Schools Division Office through the Office of the SDS 7. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)

SEAMEO will cover all training-related costs including round trip economy airfare, accommodations at twin-sharing basis and an out-of-pocket allowance.

The other details of the program are enclosed in the attached Terms and Conditions of Program Participation. Email pertinent documents to [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph). with the subject: Nominees for Excellence in School Leadership **on or before 27 September 2018**.

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

## TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

### 1. SEAMEO Educational Development Fund (SEDF) Course

This year's program offering: **Excellence in School Leadership** aims to develop an integrated set of leadership and managerial competencies of the school heads to enable them to effectively shift roles given their expanding responsibilities and the high expectations from the stakeholders. It is anchored on the Success Competency Framework (CF) for SEA Heads.

As presented and approved during the 61<sup>st</sup> Governing Board Meeting, this program will cover five essential competency areas of a successful school head in the Region; namely: Strategic Thinking and Innovation; Instructional Leadership; Managerial Leadership; Stakeholders Engagement and, Personal Excellence. The interface and interaction of these critical competencies into one single program approximate the strategic leadership and operational management requirements of school heads in leading and managing effective schools.

This program is designed as a three-phased program to be delivered via blended learning approach where the participants will go through a series of online and face-to-face learning activities. The learning sessions in all the three phases of this program will be guided by the CF's enabling competencies and set of performance indicators.

### 2. Program Phases and Duration

As a blended learning program, it will be delivered in three phases as follows:

Course Components	Schedule	Methodology
Phase 1: Pre-Course Online Engagement	October 22- November 2, 2018	Online discussion/exchange on the current school-based reforms and initiatives; major programs, challenges and opportunities; overall school directions
Phase 2: Face-to-Face Learning Interaction	November 12-24, 2018	Blend of technical presentation and discussions, interactive dialogues, practitioner-oriented group and individual-based activities, actual visit to school and learning exchanges with school leaders on the five essential competency strands
Phase 3: Post-Course Online Conversations	December 17-31, 2018	Online sharing and assessment of how learning, insights and lessons from Phases 1 and 2 were applied on the ground through the implementation of the action plan and possible scale up in other areas

### 3. Terms and Conditions for the SEDF Scholarship Slots

- a. Expectations from the SEDF Participants. The participants to this program are expected to have a 100% attendance to all the program phases and shall actively participate in the discussion and learning exchange.

Each nominee is requested to complete the form "Course Participant's Information Form." Please see attached.

In order to maximize the sharing and learning sessions, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nominations may be made for one (1) school head from a primary school, one (1) from a secondary school, and one (1) Education Officer responsible for designing and managing school leadership and development programs. May we therefore request nominations for participants with the following qualifications:

1. School Heads: At least 5 year-experience as school head and with proven experience in building and strengthening strategic partnerships with stakeholders
2. Education Officer: from the Ministry, responsible for designing and managing learning programs for your school leaders
3. Citizens/ nationals of your country
4. Must be computer literate and have access to an Internet connection to enable them to participate in online interactions
5. Medically fit as certified by a licensed physician
6. Able to understand, speak and write in English
7. Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
8. Not over 50 years of age

- b. Allowances: The participants will receive an out-of-pocket allowance for food and other related expenses, converted to Philippine pesos based on SEAMES-prescribed Dollar-Peso exchange rate.

1) Filipino participants will be paid their allowances from the date of the start of the program up to the day it ends.

2) Non-Filipino participants will be paid their allowances from the day they arrive in Manila to attend the Program to the last day of the Program as arranged by SEAMEO INNOTECH, or up to the day they leave the Program.

- c. Housing: Adequate housing facilities will be provided by the Center for participants.

- d. Air Passage: The Center will procure economy class airline tickets from:

- 1) The main capital city of the participant's home country to Manila and back, or
  - 2) The participant's place of residence direct to Manila should the direct route be cheaper than going through the capital city of the home country, and where travel authorization would not have to be obtained personally from the capital city of the home country.
  - 3) For Filipino participants residing outside Metro Manila, the Center will refund the cost of transportation incurred in reporting to the Center and provide a similar amount for the participant's return upon completion of training.
  - 4) As a general rule, the participants must follow the schedules prescribed by SEAMEO INNOTECH with respect to their arrival prior to the commencement of the course and their departure upon the completion of the course. Any deviations in time schedule and/or return route must carry the approval of the Ministry of Education of the participant's home country and the consent of SEAMEO INNOTECH.
- e. **Insurance and Hospitalization:** Payment of premiums will be made by the Center to cover hospitalization expenses due to accident injuries, under specific terms and conditions.
  - f. **Transport:** Transportation for educational trips organized by the Center will be provided.

#### 4. English Proficiency

English is the working language of all the SEAMEO Centers. The program will be carried out using the English language, hence participants are expected to be able to converse in English and written reports are also required in English.

#### 5. Certificate of Health

A medical certificate, accomplished by a government physician is to be attached to the completed form (Course Participant's Information Form) certifying that the nominee is medically fit to travel and participate in this program.

#### 7. Copyright of Work

It is understood that the participants will assign to the SEAMEO INNOTECH their copyright of any paper and work written by them in connection with the Program.

8. **General**

For Phase 2, the participants are expected to arrive in Manila on the 12<sup>th</sup> of November 2018 and to depart on 24<sup>th</sup> of November 2018. Arrangements for economy class air travel to Manila will be made by the Center for Non-Filipino participants.

On receiving nominations, the Center will communicate with the participants regarding accommodation and travel arrangements.

9. **Passport and Visas**

Non-Filipino participants must possess valid passports for travel purposes but since the course is only for two weeks no visas will be required pursuant to an Inter- ASEAN travel courtesy arrangement. Moreover, Circular No. 66-77 of the Philippine Department of Foreign Affairs, copy attached, provides for special travel arrangements for officials, course participants and guests of SEAMEO INNOTECH.

Republic of the Philippines  
DEPARTMENT OF FOREIGN AFFAIRS  
Manila

FOREIGN SERVICE CIRCULAR NO. 66-77

SUBJECT: Issuance of Visas to the Officials and Programme Participants of the SEAMEO Regional Center for Educational Innovation and Technology (INNOTECH) and Other Officials of the Southeast Asian Ministers of Education Organization.

Article X, entitled "Entry, Exit, Transit and Residence," of the Agreement between the Government of the Philippines and the Southeast Asian Ministers of Education Organization regarding the temporary operation of the SEAMED Regional Center for Educational Innovation and Technology (INNOTECH) reads in part:

"The appropriate Philippine authorities shall

1. Impose no impediment to transit to or from the Regional Centre site, or to residence of the following persons, when on official organization business, and shall accord them any necessary protection:
  - Officers of the Centre (the Acting Centre Director, Acting Deputy Director, professional staff and heads of the support staff) and programme participants of the Regional Centre and their families;
  - Other officers of the Organization;
  - Representatives of the Member States of the organization;
  - Other persons invited to the Regional Centre on official business and their families. The Acting Centre Director or the SEAMES Director shall communicate the names of such persons to the Government within a reasonable time;
2. Extend multiple exit, re-entry and long term visas to the Officers on the Organization who are not citizens or residents of the Philippines, including their authorized dependents and to nationals of the SEAMEO members states performing official duties for and on behalf of the Organization."

The Agreement entitles 1) the Officers of the Centre and their families; 2) other officers of the Organization; 3) Representatives of the Member States of the Organization; and 4) other persons invited to the Regional Centre on official business and their families to the issuance of official visas under Part E, Chapter XVI of the Revised Foreign Service Regulations of the Philippines.

Programme participants of the Centre and their families may be issued Special Non-immigrant visas under Section 47(a) (2) of the Philippine Immigration Act of 1940, as amended, except when they are holding official passports issued by their respective governments in connection with their official accreditation to participate in the programmes and activities of the Regional Centre, in which case they may be issued visas as foreign government officials.

Please be guided accordingly.

(SGD.) MANUEL COLLANTES  
Undersecretary of Foreign Affairs

Manila, 12 April 1977.

TO ALL PHILIPPINE DIPLOMATIC  
AND CONSULAR ESTABLISHMENTS