

HRM file

Dept of Education
S/11a



Republic of the Philippines
Department of Education
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BY: [Signature]

35,1594

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00135

Scholarship Advisory No. 11, s. 2018

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

FROM : *Lorna Dig Dino*
LORNA DIG DINO, Ph.D.
Undersecretary for Curriculum and Instruction

SUBJECT : **NOMINATION OF PARTICIPANTS FOR TRAINING COURSES AT SEAMEO REGIONAL CENTRE FOR QITEP IN SCIENCE FISCAL YEAR 2018/2019**

DATE : 23 April 2018

SEAMEO Regional Centre for Quality Improvement of Teachers and Educational Personnel (QITEP) in Science is pleased to invite master teachers or education personnel of secondary junior and senior high school to attend the regular training courses that will be held in 2018. The courses offered below are the Centre's role to improve the quality of science learning in the region

No.	Training Course Names	Code	Dates	Venue	Registration Deadlines
1.	Training Course on Science Classroom Supervision	SCS	10-19 July 2018	Bandung, West Java, Indonesia	May 18, 2018
2.	Training Course on Earth and Space Science	ESS	10-19 July 2018	Bandung, West Java, Indonesia	May 18, 2018
3.	Training Course on Environmental Education for Sustainable Development	EESD	10-19 July 2018	Bandung, West Java, Indonesia	May 18, 2018

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdt@deped.gov.ph

Immediate dissemination of and appropriate action for this memorandum is desired

- Annex A: List of Requirements
- B: Registration Guide
- C: Application Form Training Courses at SEAMEO REGIONAL CENTRE FOR QITEP IN SCIENCE
- D: Entry Questionnaire

Mdlambing PH (20) April 2018

May 4, 2018

To: ALL SCHOOLS DIVISION SUPERINTENDENTS
This Region

For wide dissemination and appropriate action.

Thank you.

[Signature]
ESTELA L. CARIÑO, Ed. D., CESO IV
Director III
Officer-in-Charge
Office of the Regional Director

LORNA/DIA, IBC/RC/CI, 2018

May 8, 2018

To: Schools District Supervisors/ Principals in-Charge
Secondary School Principals/Heads

For information and appropriate action.

By the Authority of the Schs. Div. Supt.:

[Signature]
EDNA P. SABUAN, PhD
Assistant Schools Division Superintendent

LIST OF REQUIREMENTS

A. Qualifications

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

B. Documentary

- a. Endorsement from RO and SDO
- 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 (2 copies)



**REGISTRATION GUIDE
REGULAR TRAINING COURSES OF SEAMEO QITEP IN SCIENCE 2018**

A. General Description

SEAMEO QITEP in Science conducts training courses for science teachers and educational personnel in Southeast Asia every year. We grant scholarship for 30 selected participants (free charge of programme, accommodation, meals, and transportation during the training).

In the regular training courses, we only provide slots for 30 participants consisting of 20 participants from Indonesia (selected by SEAMEO QITEP in Science) and 10 participants from other SEAMEO Member Countries (selected/nominated by Ministry of Education in the respective countries).

The trainings that will be held in 2018 are:

1. Earth and Space Science (Code: ESS)

Bandung, 10-19 July 2018

Training Course on Earth and Space Science aims to increase teachers' comprehension in the concept of earth and space. This training consists of material session and hands-on activities that will be applied by teachers to increase the quality of students' learning. It is expected that after attending this training, teachers are able to guide students who will participate in earth and space science olympiads.
Intended for: physics and geography teachers in senior high schools.

2. Environmental Education for Sustainable Development (Code: EESD)

Bandung, 10-19 July 2018

Training Course on Environmental Education for Sustainable Development aims to share best practice activities related to environmental knowledge, ability, and values, and also to integrate sustainable development issues in science learning for the students. It is expected that after attending this training, teachers could be agents for environmental sustainable development in society.

Intended for: elementary school teachers.



**APPLICATION FORM
TRAINING COURSES AT
SEAMEO REGIONAL CENTRE FOR QITEP IN SCIENCE**

GENERAL INFORMATION

COURSE TITLE _____

TITLE _____
(Mr/Mrs/Ms/Dr/other)

LAST NAME _____
(Family Name)

FIRST NAME _____
(Given Name)

MIDDLE NAME _____

NATIONALITY _____

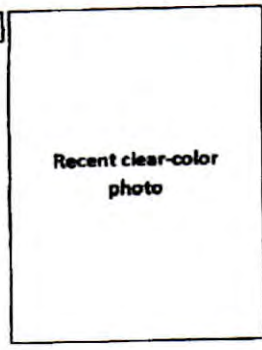
SEX _____

PLACE OF BIRTH _____

BIRTH DATE _____
(Day/Month/Year)

AGE _____

AUTHORISED BY _____
(Essential)



HOME ADDRESS

NO. AND STREET _____ **ZIP CODE** _____

TOWN _____ **TELEPHONE** _____

CITY/ PROVINCE _____ **FAX** _____

STATE/ REGION _____ **MOBILE** _____

COUNTRY _____ **EMAIL** _____

OFFICE/SCHOOL ADDRESS

OFFICE/ SCHOOL NAME _____ **STATE/ REGION** _____

NO. AND STREET _____ **COUNTRY** _____

TOWN _____ **ZIP CODE** _____

CITY/ PROVINCE _____ **TELEPHONE** _____

_____ **FAX** _____

_____ **WEBSITE** _____

CONTACT IN CASE OF EMERGENCY

NAME _____

RELATIONSHIP _____

ADDRESS _____

TELEPHONE _____

MOBILE _____

EMAIL _____

Participant's signature over name

Note:

Completed application form of nominated candidate must be sent to SEAMEO QITEP in Science by or before 31 May 2018 to Fax no. +62 22 4218789 and email: secretariat@qitepin-science.org

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.