





Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
Schools Division Office
Lagawe, Ifugao



Division Memorandum

No. ~~332~~⁵⁴s, 2018

TO: Public School District Supervisors
Heads of Public Elementary & Secondary Schools

FROM:  **FELIPE L. BALLITOC**
Officer In-Charge
Office of the Schools Division Superintendent 

DATE: February 19, 2018

SUBJECT: **SEAMEO RECSAM OFFERS REGULAR COURSE (BATCH 1) for FISCAL YEAR 2018-2019**

The SEAMEO RECSAM announces its regular courses for Senior Educators and Teacher trainers of SEAMEO member countries for Fiscal Year 2018-2019 (July 2-27, 2018).

Course Code	Course Title	Deadline of Submission of Requirements	Number of scholarships Available
RC-SS-143-1	Fostering Higher Order Thinking Skills in Secondary Education	March 23, 2018	Two (2) slots
RC-PM-143-2	Enhancing Primary Mathematics Teaching and Learning thru Professional Learning Community	March 23, 2018	Two (2) slots

Member countries are welcome to send fee-paying participants for the above courses. Application for places could be made earlier thru telephone call or e-mail at director@recsam.edu.my. An official letter may be sent to Director, SEAMEO RECSAM, Jalan Sultan Azlan Shah, 11700 Gelugor, Penang, Malaysia.

The nominated participants must:

1. Be in good health both physically and mentally and certified medically fit in order to complete the course(applicants must submit his/her medical certificate together with the accomplished application form);
2. Be considered as nominee only upon receipt of the duly completed application form of the nominees;
3. Submit photo copy of the front page of their passport with their particulars clearly printed; and
4. Complete the application forms in duplicate copies. Completed application forms, scholar agreement, medical report, photocopy of international passport and other relevant documents of the nominated candidates must be sent to RECSCAM before the given deadline.

All other requirements must be submitted via email at neap.pdd@deped.gov.ph on or before the stated deadline. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph. The application form and other details of the program are enclosed in this memorandum.

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

**CHECKLIST OF THE DOCUMENTS TO BE SUBMITTED TO SEAMEO RECSAM
BY EACH APPLICANT**

Name: _____

Country: _____

No	ITEM	QUANTITY	YES/NO
1	APPLICATION FORM	1	
2	PHOTOCOPY OF PASSPORT* (Only the front page with participants' particular are required)	1	
3	MEDICAL REPORT	1	
4	ENGLISH PROFICIENCY CERTIFICATE	1	
5	SCHOLAR AGREEMENT	1	

Note: Deadline for nomination form submission is 17 December 2018 . .

Please see list of course requirements at the back page...

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)
- m. Signed *Scholarship Contract*

MEDICAL REPORT (to be completed by an authorized physician)

Name of Applicant:			
Age:	Sex:	Height:	Weight:
Blood Group:			
A	<input type="text"/>	B	<input type="text"/>
C	<input type="text"/>	D	<input type="text"/>
Blood Pressure:			
Is the person examined at present in good health?		Is the person examined physically and mentally able to carry out intensive training away from home?	
Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, etc.)?		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X-ray.		Pregnancy Test (for woman only)	
I certify that the applicant is medically fit to undertake a course in SEAMEO RECSAM, Penang, Malaysia.			
Name of Physician:			
Address of Clinic:			
Telephone:			
Email:			
Signature of Physician:			

7) Marital Status

Single



Married

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No. of Children

8) Name and Address of Husband/Wife/Person to be contacted in case of emergency

[illegible][illegible]

Tel No.

[illegible]

PROFESSIONAL

1) EDUCATION

9. Secondary Institution attended

[illegible]

10. Colleges / University attended

[illegible]

2) EXPERIENCE AND BACKGROUND

11. **Employment History (in chronological order)**

[illegible]

12. Brief Description of the Applicant's Current Job (Duties and Responsibilities)

[illegible]

13. Participant's level of computer skills

i) Operating System (please state)		High	Moderate	Low
a)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ii) Software Applications (please state)		High	Moderate	Low
a)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Overseas Conferences/Seminars attended

[illegible]

15. Overseas Courses attended including Courses of SEAMEO Regional Centre/Project

Name of Courses	Country/SEAMEO Regional Centres/Projects	Dates	
		From	To

16. Publications

Title of Publications	Year Published

17. *English Language Qualifications

i) IELTS Band _____

ii) TOEFL Score _____

iii) Others (Please Specify)

Exam _____ Grade _____

* (Please submit a certified copy of certificate)

Date

Signature of Applicant/Participant

Recommended by the Ministry of Education

Date

Signature

Name of official on behalf of the
Minister of Education

IMPORTANT: THIS FORM SHOULD BE COMPLETED IN DUPLICATE. A COPY TO BE DISPATCHED THROUGH YOUR MINISTRY OF EDUCATION BY REGISTERED AIRMAIL TO REACH THE FOLLOWING ADDRESS

THE DIRECTOR

SEAMEO RECSAM, 11700 GELUGOR, PENANG, MALAYSIA

It must be accompanied by a medical certificate that the intending participant is medically fit for the course.