



DEPARTMENT OF EDUCATION
Region X- Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

Telefax: (0880 or 088) 413-0094 email: depedmblycity@gmail.com



DIVISION MEMORANDUM


No. 104 s. 2016

TO: Chief/ Education Program Supervisors and staff, SGOD and CID
Public Schools District Supervisor
Senior/ Education Program Specialists
Public Elementary and Secondary School Heads
This Division

FROM:  **EDILBERTO L. OPLENARIA, CESO VI**
OIC- Schools Division Superintendent

DATE: March 30, 2016

SUBJECT: **Inviting Applicants to the SEAMEO QITEP in Math Courses, DAP-PMDP(SEC), and SEAMEO INNOTECH-SELM Regional Scholarships**

2016-03-487
DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: MAR 30 2016 Time: 3:00
By: 

1. This office disseminates the enclosed signed memoranda no. 69, s. 2016 from the office Regional Director, dated March 18, 2016, re: "**Inviting Applicants to the SEAMEO QITEP in Math Courses, DAP-PMDP(SEC), and SEAMEO INNOTECH-SELM Regional Scholarships**" the content of which is self-explanatory. All interested applicants must submit their letter of intent to **Ferdinand V. Mortera**, Senior Education Program Specialists -HRD.
2. Immediate and wide dissemination of this memorandum is highly desired.

Encl:
As stated

Copy furnished:
Records Unit
To be posted in the website.



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
Fr. Mastersons Avenue, Upper Balulang, Cagayan de Oro City



Regional Memorandum
No. 69 s. 2016

RECEIVED-16
CAGAYAN DE ORO CITY

28 MAR 2016

1984

To: **The Schools Division Superintendents
This Region**

From: **ALLAN G. FARNIAZO**
Regional Director

Date: **March 21, 2016**

Subject: **Inviting Applicants to the SEAMEO QITEP in Math Courses,
DAP-PMDP (SEC), and SEAMEO INNOTECH-SELM Scholarships**

Attached herewith are signed memoranda from the Office of the Undersecretary for Governance and Operations, Rizalino D. Rivera inviting applicants / nominees to the Development Academy of the Philippines-Public Management Development Program, SEAMEO QITEP in Mathematics Courses and SEAMEO INNOTECH SELM Regional Scholarships, for your reference and dissemination.

Appropriate action of this memorandum is desired.

Inviting Applicants to the SEAMEO QITEP in Math courses, DAP-PMDP(SEC), and SEAMEO INNOTECH-SELM Scholarships

message

IEAP Scholarship <sdchrds@gmail.com>

Wed, Mar 16, 2016 at 9:57 AM

to: deped_ro1@yahoo.com, region1@deped.gov.ph, depedregion02a@yahoo.com, Department of Education Regional Office II <region3@deped.gov.ph>, DepED Calabarzon <deped_ro4a@yahoo.com>, Mimaropa Deped <depedmimaropa@yahoo.com>, region5@deped.gov.ph, DepEd VI Western Visayas <region6@deped.gov.ph>, DepEd VII Central Visayas <deped_ro7@yahoo.com>, Luisa Yu <luisa.yu@deped.gov.ph>, region8@deped.gov.ph, DepEd IX Zamboanga Peninsula <region9@deped.gov.ph>, region10@deped.gov.ph, regionx11@yahoo.com, regionxii@yahoo.com, ncr@deped.gov.ph, DepEd Ilocos Region <araga@deped.gov.ph>, DepEd CAR <depedcarregional09@gmail.com>, fctrongco@yahoo.com, romela cruz <romelahemandezmacalipay@gmail.com>, hrdd_ro8@gmail.com
cc: JOHN ARNOLD SIENA <john.siena@deped.gov.ph>, Dean Rommel Maglaya <deanrommelmaglaya@gmail.com>, Cash Maghirang [DepEd] <Charles.Maghirang@deped.gov.ph>, caroline.miranda@deped.gov.ph, Farida Bianca Velicaria <farida.velicaria@deped.gov.ph>

Sir/Madam:

Greetings!



Please find attached signed memoranda inviting applicants/nominees to the Development Academy of the Philippines-Public Management Development Program, SEAMEO QITEP in Mathematics Courses and SEAMEO INNOTECH SELM Regional scholarship, for your reference and dissemination.

Please acknowledge receipt.

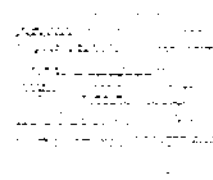
Thank you,

Susan

5 attachments



Application Form0001.jpg
147K



Application Form0002.jpg
114K

Memo_Invitation.pdf
1424K

Memo_Invitation.pdf
2824K



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

Scholarship No. 6, s. 2016

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

SUBJECT : SEAMEO QITEP in Mathematics

DATE : 9 March 2016

The SEAMEO Regional Centre for QITEP in Mathematics announces its course offerings for member countries for FY 2016:

Course Title: Regular Course on Differentiated Instruction

Course Schedule: 20 April to 3 May 2016

Participants: Senior High School Mathematics Teachers

Number of Participant: 1

Deadline of Application: 21 March 2016

Course Title: Regular Course on Southeast Asia Realistic Mathematics Education

Course Schedule: 17 May to 1 June 2016

Participants: Junior High School Mathematics Teachers

Number of Participant: 1

Deadline of Application: 21 March 2016

Course Title: Regular Course on Developing Lesson Study in Mathematics Education

Course Schedule: 2 to 15 August 2016

Participants: Junior High School Mathematics Teachers

Number of Participant: 1

Deadline of Application: 8 April 2016

Course Title: Regular Course on Joyful Learning in Mathematics Education

Course Schedule: 24 August to 6 September 2016

Participants: Primary School Mathematics Teachers

Number of Participant: 1

Deadline of Application: 22 April 2016

The programs aim to enhance the competencies of participants in developing and creating a joyful learning environment in mathematics education, developing and creating Realistic Mathematics Education (RME) model which is applicable in their respective country, developing lesson study in mathematics education and learning using the developed IT-based learning materials.

Each region is requested to send one (1) nominee for each of the course noting the criteria for selection of the participants (Annex A). Please note the need for English language certification from the head of office and that all DepEd applicants must be duly endorsed by their respective heads of division and region.

The application forms and other instructions are attached to this memorandum and may be accessed from www.qitepinmath.org. For further inquiries and clarifications, you may call (62) 274889987 / (02) 6388638 / 6339455 or send your queries via email at sddhrds@gmail.com.

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


RIZALINO D. RIVERA
Undersecretary 

Sponsoring Group	SEAMEO Regional Centre for QITEP in Mathematics		
Scholarship Program	Regular Course on Differentiated Instruction Regular Course on Southeast Asia Realistic Mathematics Education Regular Course on Developing Lesson Study in Mathematics Education Regular Course on Joyful Learning in Mathematics Education		
Target Participants	Primary and Secondary School Mathematics Teachers	Number of Nominees	One (1) per region for each of the courses
Date of the Program	20 April to 3 May 2016 17 May to 1 June 2016 2 to 15 August 2016 24 August to 6 September 2016	Deadline of Submission of Nominees	21 March 2016 21 March 2016 8 April 2016 22 April 2016
Contact Details	www.qitepinmath.org sddhrds@gmail.com (62) 274889987 (02) 6388638; 6339455	Endorsement	Division and Regional Office Heads
Inclusions (from the Donor Country)	International round-trip airfares Accommodation Meals	DepEd Counterpart	Salary and benefits of then nominee for the duration of the training

LIST OF REQUIREMENTS

A. Qualifications

1. General

- a. Must have a college degree related to the field of study or have sufficiently demonstrated ability and experience in the field of study
- b. Must be holding a permanent appointment
- c. Candidates must have rendered at least three (3) years of service
- d. Must have obtained at least a *Very Satisfactory* Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- e. Must not have a pending application for scholarship under another program
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded

2. Program (SEAMEO Regional Centre for QITEP in Mathematics)

- a. Proficient in English
- b. Proficient in computers
- c. Must be in excellent health conditions (*A Medical Certificate issued by a government physician stating that the nominee is fit for a four-week programme must be submitted.*)
- d. Not over 50 years old
- e. Not an expectant mother (for female nominees)

B. Documentary

1. To be submitted prior to the deadline for screening and evaluation:

- a. Letter of Application addressed to the donor organization
- b. Letter of Nomination addressed to the Chairman of DepEd Scholarship Committee signed by applicants' respective Regional Director or his / her duly authorized official
- c. Personal Data Sheet with a list of in-service trainings and other seminars attended (*Please indicate the complete name of the organizer; refrain from using acronyms. Indicate the complete title of the training. The Certificates of Attendance / Participation NEED NOT be submitted.*)
- d. Certified copy of statement of actual duties and responsibilities
- e. Photocopy of passport

2. To be submitted upon acceptance:

- a. **Certified true copy of Service Record**
- b. **Photocopy of diploma for all degrees attained**
- c. **Photocopy of Transcript of Records for all degrees attained**
- d. **Certification from the Head of Office that the nominee has no pending application for scholarship under another program**
- e. **Certification that the nominee has no pending administrative and / or criminal case**
- f. **Certification from the concerned office that the nominee has no financial and other office accountabilities**
- g. **Scholarship Contract**



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

Scholarship No. 7, s. 2016

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

SUBJECT : Senior Executives Class of the Public Management
Development Program (PMDP)

DATE : 11 March 2016

The Development Academy of the Philippines (DAP) announces its course offering for high performing third level executives:

Course Title: Senior Executive Class of the Public Management Development Program (PMDP)

Commencement of the Program: June 20, 2016

Participants: Non-CESO incumbents and OICs of SG 25 positions and up

Deadline of Application: 18 March 2016

The program is a compact course on public management delivered in 2-week segments per month for four (4) months. It features a total of 34 days intensive residential training at the Development Academy of the Philippines Conference Center in Tagaytay City, a 5-day Sensing Journey in a rural community and a 5-day Foreign Study Mission in an ASEAN-member country. At the end of the course, the participants are expected to submit a Capstone Paper which can either be a policy paper or a management case drawn from the experience of the whole course.

Each region is requested to send their nominees noting the criteria for selection of the participants (Annex A). The application forms and other instructions may be accessed from www.dap.edu.ph/pmdp. For further inquiries and clarifications, you may contact the PMDP Secretariat through email at pmdpsecretariat@dap.edu.ph or telephone at (02) 631-0921 to 30 loc. 126 and 127. You may also contact the scholarship secretariat at (02) 6388638 / 6339455 or via email at sddhrds@gmail.com.

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


RIZALINO D. RIVERA
Undersecretary

Sponsoring Group	Development Academy of the Philippines		
Scholarship Program	Senior Executive Class of the Public Management Development Program (PMDP)		
Target Participants	Non-CESO incumbents and OICs of SG 25 positions and up	Number of Nominees	One (1) per region
Date of the Program	Program will commence on June 20, 2016	Deadline of Submission of Nominees	18 March 2016
Contact Details	pmdpsecretariat@dap.edu.ph sddhrds@gmail.com [DAP] (02) 631-0921 to 30 loc. 126 and 127; [NEAP] (02) 6388638 / 6339455	Endorsement	Division and Regional Office Heads
Inclusions (from the Donor Country)	Accommodations Meals	DepEd Counterpart	Salary and benefits of then nominee for the duration of the training

LIST OF REQUIREMENTS

A. Qualifications

1. General

- a. Must have a college degree related to the field of study or have sufficiently demonstrated ability and experience in the field of study
- b. Must be holding a permanent appointment
- c. Candidates must have rendered at least three (3) years of service
- d. Must have obtained at least a *Very Satisfactory* Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- e. Must not have a pending application for scholarship under another program
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded

2. Program (PMDP)

- a. Non-CESO incumbents and OICs of SG 25 positions and up
- b. Not more than 55 years old
- c. In good health
- d. Willing and capable to undergo the rigors of the Program

B. Documentary

1. To be submitted prior to the deadline for screening and evaluation:

- a. Letter of Application addressed to the donor organization
- b. Letter of Nomination addressed to the Chairman of DepEd Scholarship Committee signed by applicants' respective Regional Director or his / her duly authorized official
- c. Personal Data Sheet with a list of in-service trainings and other seminars attended (*Please indicate the complete name of the organizer; refrain from using acronyms. Indicate the complete title of the training. The Certificates of Attendance / Participation NEED NOT be submitted.*)
- d. Certified copy of statement of actual duties and responsibilities
- e. Photocopy of passport

2. To be submitted upon acceptance:

- a. Certified true copy of Service Record
- b. Photocopy of diploma for all degrees attained

- c. Photocopy of Transcript of Records for all degrees attained
- d. Certification from the Head of Office that the nominee has no pending application for scholarship under another program
- e. Certification that the nominee has no pending administrative and / or criminal case
- f. Certification from the concerned office that the nominee has no financial and other office accountabilities
- g. Scholarship Contract



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR GOVERNANCE AND OPERATIONS

MEMORANDUM

Scholarship No. 8, s. 2016

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

SUBJECT : 2nd Regional Scholarship for SEAMEO INNOTECH Regional
Scholarship for Education Leaders and Managers (Regional
SELM)

DATE : 11 March 2016

The SEAMEO INNOTECH announces its course offering for primary or secondary school heads and education officers:

**Course Title: Regional Scholarship for Education Leaders and Managers
(Regional SELM)**

Date of the Program: 6 to 10 June 2016 [Pre-course online engagement]
13 to 20 July 2016 [Face-to-face learning interaction]
22 to 26 August 2016 [Post-course online conversations]

Participants: Primary or secondary school heads and education officers

Deadline of Application: 28 March 2016


The program aims to strengthen the leadership and management capacities of educators to enable them to design strategies and innovations addressing emerging issues and concerns that affect schools as framed by the ASEAN community.

Each region is requested to send three (3) nominees: two (2) primary or secondary school heads and one (1) education officer responsible in managing learning programs for school leaders noting the criteria for selection of the participants (Annex A).

The Participants' Information Form, Terms and Conditions of Program Participation and a copy of DFA Foreign Service Circular No. 66-77 is enclosed in this memorandum.

For further inquiries and clarifications, you may contact the scholarship secretariat at (02) 6388638 / 6339455 or via email at sddhrds@gmail.com.

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


RIZALINO D. RIVERA
Undersecretary

Sponsoring Group	SEAMEO INNOTECH		
Scholarship Program	Regional Scholarship for Education Leaders and Managers (Regional SELM)		
Target Participants	Primary or secondary school heads and education officers	Number of Nominees	Three (3) nominees per region: two (2) primary or secondary school heads and one (1) education officer responsible in managing learning programs for school leaders
Date of the Program	6 to 10 June 2016 <i>[Pre-course online engagement]</i> 13 to 20 July 2016 <i>[Face-to-face learning interaction]</i> 22 to 26 August 2016 <i>[Post-course online conversations]</i>	Deadline of Submission of Nominees	28 March 2016
Contact Details	sddhrds@gmail.com (02) 6388638 / 6339455	Endorsement	Division and Regional Office Heads
Inclusions (from the Donor Country)	Accommodations Round-trip economy airfare Out-of-pocket allowance	DepEd Counterpart	Salary and benefits of then nominee for the duration of the training

LIST OF REQUIREMENTS**A. Qualifications****1. General**

- a. Must have a college degree related to the field of study or have sufficiently demonstrated ability and experience in the field of study
- b. Must be holding a permanent appointment
- c. Candidates must have rendered at least three (3) years of service
- d. Must have obtained at least a *Very Satisfactory* Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- e. Must not have a pending application for scholarship under another program
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded

2. Program (Regional SELM)

- a. For primary or secondary school heads: At least five (5) years experience as school heads and with proven experience in introducing and implementing strategic changes and innovations in their school
- b. For educational officer: Must be responsible in designing and managing learning programs for school leaders
- c. Filipino citizen
- d. Must be computer literate and have access to an internet connection (for online interactions)
- e. Medically fit as certified by a government physician
- f. Able to understand, speak and write in English
- g. Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
- h. Not over 50 years of age

B. Documentary**1. To be submitted prior to the deadline for screening and evaluation:**

- a. Letter of Application addressed to the donor organization
- b. Letter of Nomination addressed to the Chairman of DepEd Scholarship Committee signed by applicants' respective Regional Director or his / her duly authorized official
- c. Personal Data Sheet with a list of in-service trainings and other seminars attended (*Please indicate the complete name of the organizer;*

- c. Personal Data Sheet with a list of in-service trainings and other seminars attended (*Please indicate the complete name of the organizer; refrain from using acronyms. Indicate the complete title of the training. The Certificates of Attendance / Participation NEED NOT be submitted.*)
- d. Certified copy of statement of actual duties and responsibilities
- e. Photocopy of passport

2. To be submitted upon acceptance:

- a. Certified true copy of Service Record
- b. Photocopy of diploma for all degrees attained
- c. Photocopy of Transcript of Records for all degrees attained
- d. Certification from the Head of Office that the nominee has no pending application for scholarship under another program
- e. Certification that the nominee has no pending administrative and / or criminal case
- f. Certification from the concerned office that the nominee has no financial and other office accountabilities
- g. Scholarship Contract

TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

1. SEAMEO INNOTECH Regional Scholarship for Education Leaders and Managers (Regional SELM)

The second offering of the **SEAMEO INNOTECH Regional Scholarships for Education Leaders and Managers (Regional SELM)** will serve as a common learning space for basic education in Southeast Asia. It aims to strengthen the leadership and management capacities of educators to enable them to design strategies and innovations addressing emerging issues and concerns that affect schools as framed by the ASEAN community.

As presented during the 58th Governing Board Meeting, this program offering will address the priority competency areas of School Heads based on the 2014 Validated Competency Framework for SEA School Heads. Among the five (5) Competency Domains, *Instructional Leadership* has been ranked as the second most important competency on which training is needed by the school leaders. This particular competency strand refers to the ability of the school leaders to lead curriculum implementation and improvement, create a learner-centered environment, supervise and evaluate teachers' performance and deliver planned learning outcomes. Hence, this upcoming program will be designed to strengthen these competencies among the school leaders.

2. Program Phases and Duration

This program will be delivered in three phases:

- Phase 1 involves a **pre-course online engagement** to assess the participants' current levels of competency and understand the current and emerging curriculum and instructional reforms and challenges, to be conducted on **June 6-10, 2016**.
- Phase 2 is an **eight-day face to-face learning interaction** covering the core competencies of the program, to be held on **July 13-20, 2016** at SEAMEO INNOTECH, Quezon City, Philippines.
- Phase 3 is a set of **post-course online conversations** which aim to consolidate learning, insights and lessons learned from Phases 1 and 2, and how they applied in the respective schools, to be conducted on **August 22-26, 2016**.

3. Terms and Conditions for the SELM Scholarship Slots

- a. **Expectations from the SELM 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 "Course Participant's Information

Form." Please see attached.

In order to maximize the sharing and learning sessions and at the same time, facilitate replication of this program, we are allocating three scholarship slots for each SEAMEO Member country. The nominations may be made for two school leaders and one Education Officer responsible for designing and managing school leadership and development programs. The nominees shall have the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school heads and with proven experience in introducing and implementing strategic changes and innovations in their school
 - 1 Education Officer in the Ministry responsible for designing and managing learning programs for your school leaders
 - Citizens/nationals of your country
 - Computer literate and have access to internet connection (to enable them to participate in online interactions)
 - Medically fit as certified by a government physician
 - Able to understand, speak and write in English
 - Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
 - Not over 50 years of age
- b. **Allowances:** The participants will receive an out-of-pocket allowance for food and other related expenses equivalent to US\$36.00 per day, converted to 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 programmed 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 or about the **21st of June 2016** and to depart on **30th of June 2016**. 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 (expiration date of passports should usually be not less than six months before date of travel) for travel purposes but since the course is only for eight days, 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.



PARTICIPANT'S INFORMATION FORM

Course Code: _____

PROGRAM TITLE AND SCHEDULE: *Second Regional Scholarship for Education Leaders and Managers (Regional SELM) on Instructional Leadership*
 Phase 1: June 6-10, 2016 Phase 2: July 13-20, 2016 Phase 3: August 22-26, 2016

TITLE <small>(Dr. Mr/Ms/Ms/Dt)</small>		LAST NAME (Family Name)		FIRST NAME (Given Name)		MIDDLE NAME	
POSITION/ DESIGNATION			NICKNAME		NATIONALITY		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female
BIRTH DATE <small>(mm/dd/yyyy)</small>	AGE	RELIGION	DIETARY RESTRICTION		CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____		
INSTITUTION NAME			MOBILE NUMBER		E-MAIL ADDRESS		
INSTITUTION ADDRESS No. and Street _____ Town _____ City/ Province _____ State/ Region _____ Country _____ Tel. : (____) _____ Fax: (____) _____ Website: _____			COMMUNICATION SKILLS Language _____ Understand <input type="checkbox"/> Read/Write <input type="checkbox"/> Speak <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/>			COMPUTER LITERACY Word Processing <input type="checkbox"/> Spread Sheet <input type="checkbox"/> Presentation <input type="checkbox"/> Internet <input type="checkbox"/>	
Have you attended any SEAMEO INNOTECH Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If YES, what course and when? _____							
EDUCATIONAL ATTAINMENT							
Degree		Specialization		Year Completed		Remarks	
EMPLOYMENT HISTORY (in the last 5 years)							
Position		Institution		City/ Province		From	To
No. of Yrs. of Experience in Social Welfare and Development Work		No. of Yrs. of Experience in Early Childhood Care and Development Work			No. of Day Care Workers being supervised		
RELATED TRAINING PROGRAMS ATTENDED (in the last 3 years)							
Program Title					Program Dates		
CONTACT IN CASE OF EMERGENCY							
Name:				Relationship:			
Address:				Contact/ Mobile Number:			

Privacy Statement and Consent to Use of Data

SEAMEO INNOTECH takes data privacy seriously. As such, personal information that you share with us are treated with utmost care and sensitivity.

All personal details and photo/ video/ audio documentation related to your participation in SEAMEO INNOTECH programs/projects/activities are managed by the Center for educational purposes. Such are gathered for the following reasons:

- for use in Center-generated reports, documents, publications and audio-video productions;
- for inclusion in databases of Center participants, partners and stakeholders;
- to make appropriate logistical arrangements, whenever necessary;
- to contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have;
- to identify persons to contact in case of emergency; and
- to send evaluation instruments and other post-program/post-activity documents as needed.

The Center assures you that we will only use your personal details and photo/ video/ audio documentation for non-commercial purposes. Adequate control, means and access to your personal data are in place to ensure the safety, integrity and confidentiality of information that you have shared.

Signing on the space provided below signifies that you have read and understood the data privacy policy of SEAMEO INNOTECH. Further, you are certifying that the information contained herein is true and correct, and you have given consent to the collection and use of your personal information, as well as photo/video/audio documentation for purposes stated above.

(Signature over Printed Name)

Date: _____