



Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MALAYBALAY CITY**

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DepEd-MALAYBALAY CITY DIVISION

RELEASED

Date: 7/4/13 Time: 3:47 PM  
By: anabelle



July 4, 2013

**DIVISION MEMORANDUM**

No. 162, s. of 2013

**NOMINEES TO THE ITEC SCHOLARSHIP PROGRAM**

To: Public Schools Division Superintendent  
All Public Elementary and Secondary School Heads  
This Division

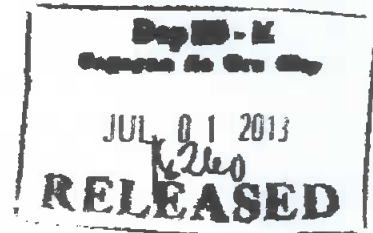
1. Pursuant to Regional Advisory dated June 28, 2013, the field is hereby informed of the Memorandum from the Office of the Under Secretary for Programs and Projects inviting nominees to specialize courses on education and teacher training for SY 2013-2014 sponsored by the Indian Technical and Economic Cooperation (ITEC) through the Office and Asian and Pacific Asian and Pacific Affairs, DFA.
2. For more details and information, please see attached Regional Advisory and Memorandum with requirements, application form and the contact person of the said office. Please take note of the deadline of the submission of required documents.
3. Immediate dissemination of this Memorandum is desired.

  
**EDILBERTO L. OPLENARIA**  
Schools Division Superintendent


ras/7/4/13



**REGIONAL ADVISORY**



**To** : Schools Division Superintendents  
This Region

**From** :  **ALLAN G. FARNAZO, Ph.D., CESO V**  
Schools Division Superintendent  
OIC-Office of the Regional Director

**Subject** : **Nominees to the ITEC Scholarship Program**

**Date** : June 28, 2013

Attached herewith is a Memorandum from the Office of the Undersecretary for Programs and Projects inviting nominees to specialize courses on education and teacher training for SY 2013-2014 sponsored by the Indian Technical and Economic Cooperation (ITEC) through the Office of Asian and Pacific Affairs, DFA.

For more details and information, please see attached memo with requirements, application form and the contact person of the said office. Please take note on the deadline of submission of required documents.

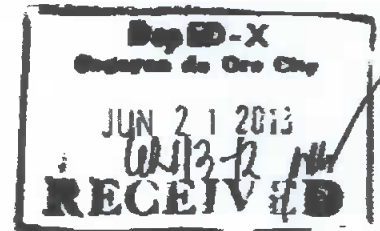
Highlighted in the memo is the need for English language certification from the head of office (Schools Division Superintendent or Regional Director or HR Office).



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Avenue, Pasig City, Philippines  
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Office of the Undersecretary  
 for Programs and Projects



**MEMORANDUM**

**TO :** Bureau Directors  
 Regional Directors  
 Schools Division/City Superintendents  
 Heads of Centers/Services/Units  
 Heads of Public Elementar/Secondary Schools

**FROM :** **DR. DINA S. OCAMPO**  
 Undersecretary for Programs and Projects

**SUBJECT :** Nominees to the ITEC Scholarship Program

**DATE :** 11 June 2013

1. The Indian Technical and Economic Cooperation (ITEC) through the Office of Asian and Pacific Affairs, DFA, inviting nominees to the following specialized courses on education and teacher training under the ITEC Programme 2013-2014:

	Course Schedule	Eligibility Criteria	Deadline of Submission of Nominees
Advanced Certificate Course on Curriculum Design and Instructional Materials Development	July 31 – September 24, 2013	Degree or diploma in engineering/technology or in any vocational field	June 24, 2013
Advanced Certificate on Developing Technical Education to Meet the Global Needs	October 2- November 26, 2013	Degree in Education/ Science/Engineering/ Management or Technology	June 30, 2013
Advanced Certificate Course on Sustainable Development and Environmental Management	October 2- November 26, 2013	Degree or diploma in engineering/technology or in any vocational field	June 30, 2013

Advanced Certificate Course on Modern Library Practices Management	December 4- January 28, 2014	Teachers/practicing librarians and/or curriculum developers in Library and Information Science have a Diploma/Degree in Library and Information Science or equivalent.	July 30, 2013
Certificate Course on Women Empowerment through Technical and Vocation Education	December 4 - January 28, 2014	Degree or diploma in engineering/technology or in any vocational field	July 30, 2013
Advance Certificate Course on Information and Communication Technology in Education and Training	February 4 - March 31, 2014	Information Technology (IT) Teachers/IT Professionals/ programmers and ICT Trainers	August 30, 2013
Internal Diploma in Educational Planning and Administration (IDEPA-XXX)	February 1 - April 30, 2014	Education officers working at the national, provincial, district or institutional level, heads of educational institutions (school, college) regional and district education departments.	August 30, 2013

2. Each region is to send one (2) nominees noting the criteria for selection of participants (See attached Annex A). Priority is given to teachers who have exemplary performance, have not availed of foreign trainings and those coming from remote/underserved areas. The age requirement is between 25 to 45 years old. We highlight the need for English language certification from the head of office (Schools Division Superintendent or Regional Director or HR Office).

3. Attached is the application form, which may also be downloaded at <http://itec.mca.gov.in>. Please submit your nominee's name and required documents to:

Staff Development Division, HRDS  
 DepEd Scholarship Committee Secretariat  
 Department of Education  
 2nd floor, T. Alonzo Bldg. II  
 University of Life Complex Meralco Avenue  
 Pasig City

4. Those who will qualify will be notified accordingly. For inquiries and clarifications, you may call at telephone numbers (02/6337237/6388638) and look for Ms. Cleofe Velasquez-Ocampo or Ms. Susan dela Merced.

**A. QUALIFICATION REQUIREMENTS****1. Philippine Government**

- a. Candidate must have rendered at least three (3) years of service;
- b. Must hold a permanent appointment;
- c. Must have a college degree related to the field of study or has sufficient demonstrated ability and experience along the field of study;
- d. Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- e. Must not have a pending application for scholarship under another program; and
- f. Must have rendered the service obligation required under Executive Order 367 for scholarship recently concluded before he/she could again nominated for another course where the field of study is different from the previous training.

**B. FINANCIAL ASSISTANCE**

1. DepEd will provide the salary of the nominee for the duration of the award
2. Donor Country

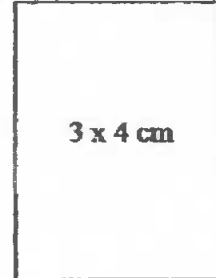
**C. DOCUMENTARY REQUIREMENTS**

1. Supporting documents to be submitted prior to screening and evaluation:
  - a. A letter of nomination addressed to the Chairman of DepEd Scholarship Committee signed by the Regional Director or its duly authorized official
  - b. Updated Personal Data Sheet/Resume with list of in-service training and seminars attended (spell out acronyms of organizer/s and topic/s or subject/s of the training: certificates of training **NEED NOT** be submitted)
  - c. Certified copy of statement of actual duties and responsibilities
  - d. Photocopy of Transcript of Records (Baccalaureate/graduate)
  - e. Certification that the nominee has no pending scholarship nomination to other program
  - f. Application Form
  - g. Photocopy of Passport
  
2. Other documentary requirements to be submitted if accepted:
  - a. Medical Examination
  - b. Certified copy of service record
  - c. Photocopy of Diploma (Baccalaureate/graduate)
  - d. Certification that the nominee has no pending administrative and criminal case
  - e. Certification from the school/division that the nominee has no financial and office accountabilities
  - f. Scholarship Contract

**GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
INDIAN TECHNICAL AND ECONOMIC COOPERATION ( ITEC ) AND  
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME ( SCAAP )  
(Application for the courses fully funded by the Ministry of External Affairs, Government of India)**

Please read instructions carefully before applying

**APPLICATION FORM**



**PART- I**

Nationality: _____		Name of Course: _____	
Institute : _____		Commencing : From _____ to _____ <small>DDMM/YYYY DDMM/YYYY</small>	
<b>1. Personal Particulars</b>			
Name(s): _____			
Surname: _____			
Sex (tick one): <input type="checkbox"/> MALE / <input type="checkbox"/> FEMALE			
Marital Status: _____			
Date of Birth: _____ <small style="text-align: center;">Date - Month - Year</small>			
Passport No. :- _____		Date & Place of issue :- _____	
Valid till :- _____			
Address:	Office	Res.	
Tel Nos.			
Mobile/Cell :			
Fax :			
E-mail :			
Special dietary needs, if any : _____			



**Person(s) to be notified in case of Emergency**

	Official Contact	Personal / Family Contact
Name :		
Address:		
Tel Nos:		
Mobile /Cell :		
Fax		
E-mail:		

**Educational Qualification(s)**

	Degree / Diploma / Certificates	Year	Name of Educational Institute
1			
2			
3			
4			

**Professional Qualification(s), if any:**

	Professional Qualification (s)	Year	Name of Institute
1			
2			
3			
4			

**2. Details of Employment/Profession (current & previous)**

Name of Employer / Department / Company	Position	Period	Description of Work

**Are you an employee of: (Mark appropriate box)**

- a. Government                       b. Semi-government/Parastatal   
 c. Private company                       d. Self-employed                       e. Others

**Details of present employer :**

Name / address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Tel. No. : \_\_\_\_\_

E-mail : \_\_\_\_\_

3. Have you ever attended a course sponsored by the Government of India? (Mark one)

YES	NO
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(i) If answer to 3 is yes, details of the Course \_\_\_\_\_

4. Details of Course(s) attended, if any, outside your country:

Country	Course Details & Duration	Year	Sponsor/Programme

5. Please describe in your own words (about 100 words):

- (a) qualification/experience in the related to the course applied for; &
- (b) reason (s) for applying for this training course.

6. Certification of English language proficiency (by Indian Mission/Designated Authority)

	Good	Basic	Remarks
Spoken			
Written			

Mother tongue / Native language: \_\_\_\_\_ / Other language(s), if any : \_\_\_\_\_

English Language test administered by: \_\_\_\_\_ Tel. Number : \_\_\_\_\_

Name & Address : \_\_\_\_\_ E-mail : \_\_\_\_\_

Signature with date : \_\_\_\_\_



## MEDICAL REPORT

(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)

(i) Name of Applicant:
(ii) Age:
(iii) Sex: (Male / Female)
(iv) Height (cm):
(v) Weight (kg):
(vi) Blood Group:
(vii) Blood Pressure:

1. Is the person examined in good health at present ?	
2. Is the person examined physically and mentally able to carry out intensive training away from home?	
3. Is the person free of infectious diseases (HIV/AIDS, tuberculosis, trachoma, skin diseases etc), Yellow fever certificate (in case of people coming from that region or as laid out in WHO Regulations).	
4. Does the person examined has any medical condition or defect which might require treatment during the course ?	
5. List of any observed abnormalities indicated in the chest X ray.	

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address of Clinic / Hospital \_\_\_\_\_

and City / Town : \_\_\_\_\_

Telephone : \_\_\_\_\_

E mail \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Doctor/Physician: \_\_\_\_\_ Seal of Clinic/hospital: \_\_\_\_\_

## IMPORTANT NOTICE

- Please read the form carefully. The application will be automatically rejected if any column is inaccurate, incomplete or blank.
- Declaration by the candidate and the recommendations from employer, if any, are compulsory pre-requisites.
- Working knowledge of the English language is a pre-requisite. For English language and language related courses, basic knowledge of English is required.
- Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are expected to refund the cost of training and airfare to Government of India.
- Female candidates are hereby advised that they should not travel to India to attend the course applied for in case they are in family way.

## UNDERTAKING BY THE APPLICANT

I, \_\_\_\_\_  
(Name, Middle name, Family name)

of (country) \_\_\_\_\_ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

- (i) I have read the course brochure and that I am aware of the course contents and living conditions in India \*.
- (ii) I have sufficient knowledge of English to participate in the training programme.
- (iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- (iv) I have not attended any programme previously sponsored by Government of India.
- (v) I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

- (a) Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
- (b) Follow the full and complete course of study or training and abide by the Rules of the University/Institution/ Establishment in which I undertake to study or undergo training;
- (c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- (d) Refrain from engaging in political activity, or any form of employment for profit or gain;
- (e) Return to my home country at the end of the course of study or training;
- (f) I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.

**For lady participants :- I confirm that I will not travel to India to attend the Course I have applied for if I am in the family way.**

Date:

Place:

(SIGNATURE OF THE APPLICANT)

Name: \_\_\_\_\_

\* Details of the course are on the website of the Institute or can be obtained from them by e-mail.

**PART - II**

**To be completed by the authorized official of the  
Nominating Government/Employer**

I, \_\_\_\_\_ on behalf of the Government  
of \_\_\_\_\_ certify that

(a) I have examined the educational, professional and other certificates quoted by the nominee in Part - I of this form and I am satisfied that they are authentic and relate to the nominee.

(b) I have gone through the medical certificates and X-ray reports produced by the nominee which state that he/she is medically fit and free from any infectious disease such as HIV/AIDS and Yellow Fever and that having regard to his/her physical and mental history there is no reason to indicate that the nominee is other than fit to undertake the journey to India and to undergo training in India.

(c) The nominee has adequate knowledge of spoken and written English to enable him to follow the course of training for which he/she is being nominated.

(d) The nominee has not availed of ITEC/SCAAP training facilities earlier in India.

I nominate Mr./Mrs./Miss \_\_\_\_\_ on behalf of the Government  
of \_\_\_\_\_ /as employer.

Name of Nominating Authority:  
Designation:  
Address:  
Date:  
Place:

Signature  
(With seal)

Name and Designation  
(in block letters)