



DEPARTMENT OF EDUCATION

OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

MEMORANDUM

Scholarship No. 39, s. 2014

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

SUBJECT : Nomination of Participants for SEAMEO VOCTECH
Regional Training Programme

DATE : 2 October 2014

1. The SEAMEO VOCTECH announces the conduct of a 2-week Regional Training Programme on Excellence in Curriculum Implementation Through Visionary Leadership and Situational Supervision (E-CLASS).
2. This training aims to develop their competence in designing relevant curriculum and applying visionary leadership and situational supervisory skills in its implementation.
3. Each region is requested to send one (1) nominee noting the criteria for selection of participants (see attached Annex A). Please note the need for English language certification from the head of office.
4. Application forms, course information can be downloaded at this website: www.voctech.org. For further inquiries and clarifications, kindly call at telephone numbers (02) 6388638/6337237 or email via info@voctech.org.
5. All applicants should be endorsed by their respective heads of division and region.
6. Immediate dissemination and appropriate action for this Memorandum is desired.


RIZALINO D. RIVERA
Undersecretary

SEAMEO VOCTECH/Training/dagar/10-02-14

Received: Joseph
10/17/14
6122



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Addressee	Regional Directors Schools Division Superintendents Heads of Public Elementary, Secondary and VocTech Schools		
Sponsoring Group	SEAMEO VOCTECH		
Scholarship Program	Excellence in Curriculum Implementation Through Visionary Leadership and Situational Supervision (E-CLASS)		
Application Addressee	Scholarships Secretariat Staff Development Division, IIRDS Department of Education Teodora Alonzo Building II DepEd Complex, Meralco Avenue, Pasig City		
Target Participants	School Principals, Head Teachers, Curriculum Coordinators and Classroom Teachers	Number of Nominees	One (1) nominee per region
Date of the Program	31 January - 12 February, 2015	Deadline of Submission of Nominees	October 24, 2014
Website/Contact Numbers	http://www.voctech.org email: info@voctech.org (02)6388638/6337237	Endorsement	Division and Regional heads
Donor Country	Training fee and kits, airfare, airport courtesies, accommodation (twin-sharing), tea breaks, lunch, allowance, per diem, travel insurance, immigration and visa processing, and other support services	DepEd Counterpart	Salary and benefits of the nominee for the duration of the award



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ANNEX A

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

- a. DepEd will provide the salary of the nominee for the duration of the award
- b. Donor Country: Full Scholarship Grant
(Training fee and kits, airfare, airport courtesies, accommodation (twin-sharing), tea breaks, lunch, allowance, per diem, travel insurance, immigration and visa processing , and other support services.)

C. DOCUMENTARY REQUIREMENTS (DEPED)

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. Passport
2. Other documentary requirements to be submitted **if accepted**:
 - a. Certified copy of service record
 - b. Photocopy of Diploma (Baccalaureate/graduate)



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- c. Photocopy of Transcript of Records (Baccalaureate/graduate)
- d. Certification that the nominee has no pending scholarship nomination to other program
- e. Certification that the nominee has no pending administrative and criminal case
- f. Certification from the school/division that the nominee has no financial and office accountabilities
- g. Scholarship Contract