

MEMORANDUM

Scholarship No. 16, s. 2015

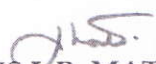
TO : Bureau and Regional Directors
Schools Division Superintendents
Heads of Elementary and Secondary Schools

SUBJECT : Malaysian Technical Cooperation Program (MTCP)

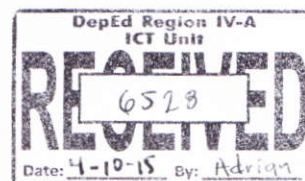
DATE : 27 March 2015

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1. The **Malaysian Technical Cooperation Program** announces its offering of Developing Classroom Skills: The Effective Facilitator on August 24 to September 18, 2015.
2. The training aims to explore and enhance the knowledge and skills in the specific areas of facilitation, delivery modes and cooperative learning and to examine current classroom practices and the impact on learners.
3. Each region is requested to send one (1) nominee who passes the criteria for selection of participants (see Annex A). Please take note of the need for English language certification from the head of office.
4. Nomination forms and course information can be downloaded at this website: http://mtcp.kln.gov.my/download/cat_view/63-application-forms . For further inquiries and clarifications, call Ms. Susan dela Merced or Ariel Dagar at (02) 6388638/6337237 or email them at sddhrds@gmail.com.
5. All applicants should be endorsed by the respective heads of their Region and Schools Division Offices.
6. Immediate dissemination of and appropriate action for this Memorandum is desired.


JESUS L.R. MATEO
 Assistant Secretary
 OIC, Office of the Undersecretary
 for Regional Operations

MTCP/Training/dagar/3-27-15



OFFICE OF THE UNDERSECRETARY
FOR REGIONAL OPERATIONS

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Sponsoring Group	Malaysian Technical Cooperative Program (MTCP)		
Scholarship Program	Developing Classroom Skills: The Effective Facilitator		
Target Participants	Elementary and Secondary English Language Teachers	Number of Nominees	One (1) per region
Date of the Program	August 24-September 18, 2015	Deadline of Submission of Nominees	On or before April 8, 2015
Website/Contact Numbers	http://mtcp.kln.gov.my/download/cat_view/63-application_forms tesda.fstp.unit@gmail.com or sddhrds@gmail.com (02) 6337237/6388638	Endorsement	Division and Regional Heads
Donor Country	Round trip plane tickets, courses fee, accommodation, meals, lodging, medical and dental treatment	DepEd Counterpart	Salary and benefits of the nominee for the duration of the training



OFFICE OF THE UNDERSECRETARY FOR REGIONAL OPERATIONS

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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 sufficiently 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

B. FINANCIAL ASSISTANCE

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

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 his/her 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. Copy of passport
2. Other documentary requirements to be submitted **if accepted:**
 - a. Certified copy of service record
 - b. Photocopy of Diploma (Baccalaureate/graduate)
 - 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/or criminal case
 - f. Certification from the school/division that the nominee has no financial and office accountabilities
 - g. Scholarship Contract



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D. GENERAL REQUIREMENTS (MTCP)

- a. Must be an English Language Teachers
- b. Must have preferred background in TESL/TEFL/TBSOL
- c. Must be between 25-45 years old
- d. Must have a good mental and physical health
- e. Should not participate in any course under MTCP