



November 29, 2019



REGIONAL MEMORANDUM

No. 801, s. 2019

ASIA PACIFIC ECONOMIC COOPERATION (APEC) CONCEPT NOTE WRITING WORKSHOP

TO: All Schools Division Superintendents
This Region

1. Attached is Unnumbered Memorandum dated November 8, 2019 signed by Margarita Consolacion C. Ballesteros, Director IV, International Cooperation Office, re: Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop on December 4-6, 2019 in Butuan City. Also attached hereto is the list of confirmed participants to attend the above-mentioned workshop.
2. The workshop aims to impart knowledge, guidance, and to acquaint the Department of Education's officials on getting APEC Funding in the education sector.
3. Further details and information are provided in the attached Memorandum.
4. Travelling expenses of participants relative to the conduct of the activity shall be charged to local funds subject to usual accounting and auditing rules and regulations.
5. For your information and immediate compliance.

Francis Cesar B. Bringas
FRANCIS CESAR B. BRINGAS, CESO V
OIC – Office of the Regional Director *for*

PPRD/mfa/djm
11/29/2019



2019-11-18956

DCC No.: DepEdRO13-F-REC-013/R2/9-4-2019



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



(085) 342-8207
(085) 342-7347
(085) 341-3899



caraga@deped.gov.ph



caraga.deped.gov.ph



CONFIRMATION

Asia Pacific Economic Cooperation (APEC) Concept Note Writing Workshop

December 4-6, 2019

Butuan City

NAME	POSITION	DIVISION
Marilou B. Dedumo, CESO V	Schools Division Superintendent	Butuan City
Lorenzo O. Macasocol, CESE	Schools Division Superintendent	Agusan del Sur
Felisa G. Laranjo, CESE	Schools Division Superintendent	Dinagat Islands
Minerva T. Alvis	Schools Division Superintendent	Bayugan City Division
Florence E. Almaden, CESE	Asst. Schools Division Superintendent	Surigao City
Jasmin P. Rendon-Lacuna	Asst. Schools Division Superintendent	Surigao del Sur
Antonieta O. Narra	Asst. Schools Division Superintendent	Cabadbaran City
Harem L. Taruc	Asst. Schools Division Superintendent	Siargao Islands
Lyza Mistula	Sr. Education Program Specialist	Surigao del Sur
Frengie Botoy	Sr. Education Program Specialist	Agusan del Norte
Evelyn Almocera	Sr. Education Program Specialist	Bislig City
Nilda A. Mendiola	Sr. Education Program Specialist	Tandag City
Grace Y. Urbiztondo	Sr. Education Program Specialist	Surigao del Norte
Caroline L. Guerta	Education Program Supervisor	Regional Office
Rowena Egay	Planning Officer	Butuan City
Sonia A. Montalban	Planning Officer	Agusan del Norte
Elmer Nepa	Planning Officer	Bayugan City
Paul Martinet	Planning Officer	Agusan del Sur
Margarita T. Delima	Planning Officer	Regional Office
Marilyn F. Antiquina	Chief, PPRD	Regional Office

Requested by:

for: 
FRANCIS CESAR B. BRINGAS, CESO V
Regional Director

TN : 2019-11-18937



ISO 9001:2015 CERTIFIED
Certificate No.:
UAE/QMS/2019/1938



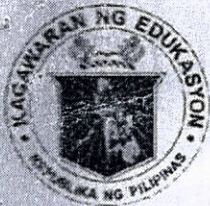
(085) 342-8207
(085) 342-7347
(085) 341-3899



caraga@deped.gov.ph



caraga.deped.gov.ph

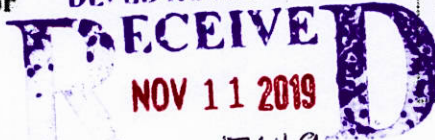


REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepED Complex, Meralco Ave., Pasig City



Tanggapan ng Direktor
Office of the Director

DEPED RO XIII-Records

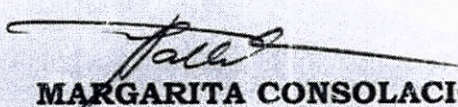


INTERNATIONAL COOPERATION OFFICE

Direct Line : (+632) 637-6463
Fax : (+632) 637-6462
Email : ico@depd.gov.ph

MEMORANDUM

TO : **ISABELITA M. BORRES**, Regional Director, Region IX
ARTURO B. BAYOCOT, Regional Director, Region X
EVELYN R. FETALVERO, Regional Director, Region XI
ALLAN G. FARNAZO, Regional Director, Region XII
FRANCIS CESAR B. BRINGAS, Regional Director XIII

FROM : 
MARGARITA CONSOLACION C. BALLESTEROS
Director IV

SUBJECT : **ASIA PACIFIC ECONOMIC COOPERATION (APEC)**
Concept Note Writing Workshop on 4-6 December
2019 in Butuan City

DATE : 8 November 2019

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

The **APEC HRDWG** is one of the 14 Working Groups of APEC and conducts its projects through the following networks: Education Network (EDNET), Labor and Social Protection Network (LSPN), and Capacity Building Network (CBN). In the Philippines, the member-agencies responsible for each Network are as follows: EDNET – DepEd, CHED and DOST; LSPN – DOLE, DFA, DSWD, PRC, and DOH; CBN – TESDA and DTI.

Projects are also an essential part of APEC's efforts to support sustainable economic growth and prosperity in the Asia-Pacific region. They help translate APEC Ministers' and Economic Leaders' policy directions into actions, and create tangible benefits for people living in the Asia-Pacific region. APEC projects include seminars, workshops, capacity-building publications, and research. All APEC projects pass through five successive stages which are known as the APEC project cycle.

The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

The objective of the workshop is to impart knowledge, guidance, and to acquaint Department of Education's personnel on getting APEC Funding in the education sector.

We are inviting Schools Division Superintendents, Assistant Schools Division Superintendents, Chiefs – Policy, Planning, and Research Division (PPRD), and Senior Education Program Specialists (PPRD).

Breakdown of Participants for each Region/Division Office

	SDS	ASDS	CHIEF-PPRD	SEPS-PPRD	TOTAL
Region IX	3	3	3	3	12
Region X	4	4	3	3	14
Region XI	3	3	3	3	12
Region XII	3	3	3	3	12
Region XIII	4	4	6	6	20

Please be informed that accommodation and meals during the Workshop will be provided. First meal to be served will be Dinner on 4 December 2019 and last meal is Breakfast on 6 December 2019. Travel expenses including airfare, local transportation, meals not included in the forum and other incidental expenses shall be charged from your local funds.

We will appreciate receiving the confirmed list of participants on or before **25 November 2019**. Kindly email list of confirmed participants to ico@deped.gov.ph and cc jaymee.carreon@deped.gov.ph.

The administrative note providing the venue, program and accommodation details shall follow.

For further queries or concerns on the matter, kindly contact our International Cooperation Office (ICO) at telephone number (02) 637-6463 or email address ico@deped.gov.ph.

Thank you very much.

Attachments:

- A. Concept Note
- B. Tentative Program of Activities



Tanggapan ng Direktor
Office of the Director

INTERNATIONAL COOPERATION OFFICE

Direct Line : (+632) 637-6463
Fax : (+632) 637-6462
Email : ico@deped.gov.ph

CONCEPT NOTE

Background and Rationale

The Department of Education assumed the Philippine Asia Pacific Economic Cooperation – Human Resource Development Working Group (PHL-APEC HRDWG) last 10 March 2017 and ICO, as the lead office for international matters, was assigned to serve as the Secretariat of the working group. The PHL-APEC HRDWG is composed of nine (9) other member agencies, namely Department of Foreign Affairs (DFA), the Commission on Higher Education (CHED), the Department of Labor and Employment (DOLE), the Department of Science and Technology (DOST), the Technical Education and Skills Development Authority (TESDA), the Department of Social Welfare and Development (DSWD), the Department of Trade and Industry (DTI), the Department of Health (DOH), and the Professional Regulation Commission (PRC).

The APEC HRDWG is one of the 14 Working Groups of APEC and conducts its projects through the following networks: Education Network (EDNET), Labor and Social Protection Network (LSPN), and Capacity Building Network (CBN). In the Philippines, the member-agencies responsible for each Network are as follows: EDNET – DepEd, CHED and DOST; LSPN – DOLE, DFA, DSWD, PRC, and DOH; CBN – TESDA and DTI.

Projects are also an essential part of APEC's efforts to support sustainable economic growth and prosperity in the Asia-Pacific region. They help translate APEC Ministers' and Economic Leaders' policy directions into actions, and create tangible benefits for people living in the Asia-Pacific region. APEC projects include seminars, workshops, capacity-building publications, and research. All APEC projects pass through five successive stages which are known as the APEC project cycle.

The initial and a very important stage of the project cycle is the development and submission of a Concept Note. Concept Note preparation and submission involve tedious process as it has to be concise and consistent with APEC's funding guidelines. Hence, to get an approval for APEC funding, it is vital to ensure that the Concept Note is well-planned and carefully and skillfully crafted.

Objectives

1. To impart knowledge and guidance on how to plan and prepare an APEC Concept Note.
2. To prepare each agencies' sample APEC Concept Note ready for approval.

Participants of the Forum will include:

- a. Schools Division Superintendents
- b. Assistant Schools Division Superintendents
- c. Chief, PPRD
- d. Senior Education Program Specialist, PPRD

Venue and Schedule

	Batch	Venue	Date
1	Luzon	NCR	21 November 2019
2	Visayas	Bacolod City	29 November 2019
3	Mindanao	Butuan City	5 December 2019



CONCEPT NOTE WORKSHOP
PROGRAM OF ACTIVITIES

Time	Activity
08:30 – 09:30	Registration
9:30 – 10:00	Opening Ceremony <u>Welcome Remarks</u> Director Margarita Ballesteros Director IV Department of Education, International Cooperation Office (ICO)
	Cultural Presentations c/o of Regional Office
	Photo Opportunity Coffee Break
10:00 – 11:00	Introduction to Asia Pacific Economic Cooperation and Overview of the Workshop
11:00 – 12:00	Funding Information



12:00 – 1:00	LUNCH	
1:00 – 2:00	Drafting Concept Note Writing	
2:00 – 3:00	Drafting Project Proposal Writing	
3:00 – 4:00	Hands-on Learning	
4:00 – 5:00	Presentation and Critiquing of Concept Notes	
5:00 – 5:15	Closing Remarks Director Margarita Ballesteros Director IV Department of Education, International Cooperation Office (ICO)	