



January 6, 2020

**REGIONAL MEMORANDUM**  
No. D10, s. 2020



**SEAMEO VOCTECH Regional Training Programme on "Integrating 21st Century Competencies in the Curriculum"**

**TO: SCHOOLS DIVISION SUPERINTENDENTS**  
This Region

1. Attached is DepEd Memorandum No. DM-CI-2019-00417 from **Dir. Diosdado M. San Antonio**, Undersecretary for Curriculum and Instruction, announcing the call for nomination for "SEAMEO VOCTECH Regional Training Programme on "Integrating 21st Century Competencies in the Curriculum". The course shall run for ten (10) days from March 2 to March 13, 2020 in Brunei Darussalam.
2. Participants of this training program are expected to develop an action plan on improving the TVET programme through the integration of 21st Century industry competency requirements.
3. Target participants to this course are principals/administrators, supervisors and curriculum development facilitators. List of qualification and documentary requirements are in Annex A.
3. In line with this, each Schools Division Office shall endorse **one (1) nominee** with the complete documentary requirements on or **before January 9, 2020** to this office through the Human Resource Development Division (HRDD) via email at [hrrddeped13@gmail.com.ph](mailto:hrrddeped13@gmail.com.ph).
4. Application form and other details of the program are enclosed herewith for your reference.
5. For immediate dissemination and appropriate action of all concerned.

  
**FRANCIS CESAR B. BRINGAS, CESO V**  
Director III  
OIC – Office of the Regional Director

Incl.: As stated

Reference: DepEd Memorandum No. DM-CI-2019-00417

To be indicated in the Perpetual Index under the following subjects:

Learning & Development      SCHOLARSHIP      TRAINING      SEAMEO VOCTECH

hrrd04/mmv  
01/06/2020



2020-01-0144

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



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



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(085) 342 - 7347  
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[caraga@deped.gov.ph](mailto:caraga@deped.gov.ph)

[caraga.deped.gov.ph](http://caraga.deped.gov.ph)

ANNEX A  
LIST OF REQUIREMENTS

| Qualification                                                                                                                                                              | Documentary Requirements                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| a. Filipino citizen                                                                                                                                                        | 1. Updated Personal Data Sheet                                                                                                   |
| b. Must be 55 years old below                                                                                                                                              | 2. Endorsements from the head of office                                                                                          |
| c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination                                                               | a. endorsement from school principal/division chief                                                                              |
| d. Must hold a permanent appointment at the organization nominating him/her                                                                                                | b. endorsement from the Schools Division Office through the Office of the SDS                                                    |
| e. Must have no pending administrative and/or criminal case                                                                                                                | c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) |
| f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for                                  |                                                                                                                                  |
| g. Must have a good command of the English language (spoken and written)                                                                                                   |                                                                                                                                  |
| h. Must have professional development needs aligned with the KRAs of the organization                                                                                      |                                                                                                                                  |
| i. Must have outstanding accomplishments related/leading to the program applying for                                                                                       |                                                                                                                                  |
| j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed |                                                                                                                                  |
| k. Physically and mentally fit                                                                                                                                             |                                                                                                                                  |
| l. Not an expectant mother                                                                                                                                                 |                                                                                                                                  |

**COURSE TITLE**

**Application of (NAME of NOMINEE)**

Region: \_\_\_\_\_

Submitted on (DATE and TIME)

|                                                                                                                  |  |
|------------------------------------------------------------------------------------------------------------------|--|
| 1. Email Addresses:                                                                                              |  |
| 2. Training Course:                                                                                              |  |
| 3. Contact Numbers:                                                                                              |  |
| 4. Designation/Position:                                                                                         |  |
| 5. Work Station (School/Office Unit):                                                                            |  |
| 6. School Division Office:                                                                                       |  |
| 7. Religion:                                                                                                     |  |
| 8. Age:                                                                                                          |  |
| 9. Number of Years in DepEd                                                                                      |  |
| 10. Work Experience/s Related to Teaching Mathematics (Indicate the highlights and duration.)                    |  |
| 11. Outstanding Accomplishments (Max of 5)                                                                       |  |
| 12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.) |  |
| 13. What challenges had you experienced as a Math teacher? What did you learn from them?                         |  |
| 14. What initiatives do you plan to implement so your school/office will benefit from this program?              |  |
| 15. How did you hear about this scholarship opportunity?                                                         |  |

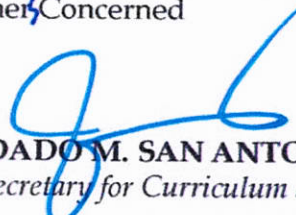


*Undersecretary for Curriculum and Instruction*

421407

**MEMORANDUM**  
**DM-CI-2019-00 417**

**TO :** Undersecretaries  
Assistant Secretaries  
Bureau Directors  
Regional Directors  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Other Concerned

**FROM :**  **DIOSDADO M. SAN ANTONIO**  
*Undersecretary for Curriculum and Instruction*

**SUBJECT :** **SEAMEO VOCTECH Regional Training Programme on "Integrating 21<sup>st</sup> Century Competencies in the Curriculum"**

**DATE :** **16 December 2019**

The SEAMEO-VOCTECH offers one (1) slot for a two-week course on the above topic in Brunei Darussalam on 2 – 13 March 2020. The Centre is also offering seats for a few paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 1 – Training Course Outline.

The following criteria may be used in the selection of the participants:

1. have a basic background knowledge on the abovementioned course; and
2. comply with all the requirements and training rules of the course as stipulated in Appendix 1.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme.

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the Training Programme. Guidelines for preparing a country paper are reflected in Appendix 3.

All other required documents must be submitted via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before **10 January 2020**.

The application form and other details of the program are enclosed in this memorandum.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).

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

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## Course Outline

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Regional Training Programme on  
“Integrating 21<sup>st</sup> Century Competencies in the Curriculum”  
2 – 13 March 2020 | Brunei Darussalam

### Rationale

Demographic trends, technological advances, and economic globalization will shape the 21st century workplace (Karoly and Panis: 2004) and the characteristics of the workforce. These three forces, as seen by the experts, do not move independently of one another but can have important interactive and interrelated effects for the future of the work, the workers and the workplace.

The globalisation of the economy, which brought an inflow of immigrants from developing countries to most developed countries, has been largely responsible for a continuing increase in the racial and ethnic diversity of the workforce. The steadily increasing female workforce participation rates, combined with decreasing male rates, have brought the labor force closer to gender balance (Karoly and Panis). These will require new employability skills on communication, collaboration and in understanding cross-cultural diversity and gender sensitivity.

The integration of technologies and disciplines is generating advances in research and development, production processes, and the existing products and services and the development of new ones. These rapid technological advancements place the skills and preparation of the workforce into the fore, particularly the ability to adapt and use the changing technologies and meet the shifting product demand of the consumers.

The shifts in the nature of business organisations and the growing importance of knowledge-based work support the need for strong non-routine cognitive skills, such as abstract reasoning, problem solving, communication, and collaboration. Within this context, education and training become a continuous process throughout the life course involving training and retraining that continues to go beyond the initial entry into the labor market.

With this context, this training programme has been designed to provide the participants with the knowledge and skills in identifying relevant competencies that would meet the needs of the 21<sup>st</sup> century workplace and workforce. Specifically, it will focus on the competency identification process and the integration of these competencies into the curriculum.

## **Objectives**

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At the end of this training programme, the participants should be able to conduct the competency identification process and integrate these competencies into the curriculum. Specifically, the participants are expected to:

1. describe the 21<sup>st</sup> century worker and workplace;
2. identify employability skills;
3. explain the (TVET) programme development practices of Southeast Asian countries;
4. discuss the process of projecting labour-supply demand;
5. explain the concept of competency;
6. identify the 21<sup>st</sup> century industry competencies;
7. specify the competencies;
8. discuss qualifications framework;
9. integrate industry competencies in the TVET programme; and
10. prepare action plan on how to improve the participant's TVET programme to meet industry needs.

## **Contents**

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### **1. The 21<sup>st</sup> Century Worker and Work Environment**

This session will provide an overview of the characteristics of the 21<sup>st</sup> century worker and work environment structure. It will also deal on the different factors that cause changes in the work environment. Based on these factors, the participants' will identify generic skills that a 21<sup>st</sup> century worker must perform.

### **2. Employability Skills for the 21<sup>st</sup> Century**

Employability skills are abilities that apply across a variety of jobs and life contexts. These are known by several other names such as, key skills, core skills, key competencies, etc. This session will introduce to the participants the employability skills identified by employers as necessary for the workers to perform and be able to cope in the 21<sup>st</sup> century work environment.

### **3. TVET Programme Development Practices of Southeast Asian Countries**

Through their country paper presentation, the participants will discuss and share their practices, and the issues and challenges they encountered in their VTE programme development, especially in integrating 21<sup>st</sup> century skills. The discussion will also focus on the educational structure of their countries.

### 4. Projecting the Labour Supply and Demand

This session will discuss the factors to be considered in identifying the TVET programmes that can be implemented by the institution based on labour supply and demand. The topics include identifying current and projected sources of employment, methods of labor forecasting, and assessing current and projected labor supply.

### 5. Understanding the Concept of Industry Competency

An understanding of the concept of competency will be the focus of this session. This concept will deal on the dimensions, characteristics and types of competencies that should be contained in a TVET curriculum.

### 6. Identifying the 21<sup>st</sup> Century Industry Competencies

There are many ways of identifying competencies. Functional analysis is one of the most comprehensive because it dissects the whole industry from its primary purpose up to the basic functions performed by an individual in the workplace. These basic functions are then translated into competencies that are group into qualifications. This session will provide the participants the experience on how functional analysis is conducted to identify 21<sup>st</sup> century industry competencies performed by workers in a particular industry.

### 7. Specifying the Competency

Specifying the basic functions identified in the functional analysis workshop which become the units of competency will be the focused of this topic. The participants will identify the elements in a competency, the performance criteria to measure the attainment of competency and the methods in assessing the competency.

### 8. Qualifications Framework

A qualification is a cluster of competencies grouped and packaged into meaningful workplace combinations reflecting complete and recognizable job roles. This is usually the basis for the TVET programme offered by the education and training providers. This session deals on the development of packaging rules which will be used to select and cluster the competencies into qualification.

### 9. Integrating the Industry Competencies in the TVET Programme

The process of integrating the industry competencies into the curriculum will be discussed in this session. The focus of discussion and workshop activities will be the integration of the industry competencies into the existing structure of the TVET programme.

### 10. Action Planning

The participants will be required to submit an action plan based on what they have learned in the training programme and to be implemented in their respective institution.

## Duration

The course will run for ten (10) days. It is scheduled from 2 – 13 March 2020.

## Delivery Method

The medium of instruction for this course is English. This course will be delivered using a variety of teaching methods and techniques that would elicit the prior knowledge and experiences of the participants on the subject matter. Foremost among these methods are:

- sharing of experiences
- lecture and discussion
- workshop
- plenary presentation and critiquing of workshop output.

## Expected Output

After undergoing this training programme, the participants are expected to develop an action plan on improving their TVET programme through the integration of 21<sup>st</sup> century industry competency requirements.

## Target Participants

The participants to this course are principals/administrators, supervisors, instructors, and curriculum development facilitators. They should have good command of the English language and basic competence in using computer.

## Course Requirements

The participants are required to:

1. submit a country paper. For more information, please refer to the **Appendix 3: Guidelines for Preparing a Country Paper**.
2. bring the list of TVET programmes with the subject components offered by their institutions,
3. bring curriculum documents in their field of specialisation and
4. bring a Wi-Fi-enabled lap top.

## Funding Sources and Fee

1. **Scholarship Participant:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send ONE scholarship participants.
2. **Subsidised-Scholarship Participant:** A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. **One participant** can be nominated under this category.
3. **Fee-Paying Participant:** A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

| Component                             | Scholarship | Subsidised<br>Scholarship | Fee-paying           |                             |
|---------------------------------------|-------------|---------------------------|----------------------|-----------------------------|
|                                       |             |                           | Local<br>(BND 1,000) | International<br>(BND1,500) |
| Training Fee                          | SV          | SV                        | RM/I                 | RM/I                        |
| Training Kits                         | SV          | SV                        | Included in the fee  | Included in the fee         |
| Airfare                               | SV          | RM/I                      | NA                   | RM/I                        |
| Airport courtesies                    | SV          | SV                        | NA                   | SV                          |
| Accommodation<br>(twin-sharing basis) | SV          | SV                        | NA                   | Included in the fee         |
| Tea Breaks (AM & PM)                  | SV          | SV                        | SV                   | SV                          |
| Lunch                                 | SV          | SV                        | Included in the fee  | Included in the fee         |
| Allowance / Per Diem                  | SV          | RM/I                      | RM/I                 | RM/I                        |
| Travel Insurance                      | SV          | RM/I                      | RM/I                 | RM/I                        |
| Accidental Insurance                  | SV          | SV                        | NA                   | Included in the fee         |
| Immigration & Visa<br>Processing      | SV          | SV                        | NA                   | SV                          |
| Other social support<br>services      | SV          | SV                        | SV                   | SV                          |

NOTE: SV - SEAMEO VOTTECH  
 RM/I - Respective Ministry/Institution  
 NA - Not Applicable

## SEAMEO VOTTECH Procedures

1. **Participants are required:**
  - a. **Maximum age of 55**
  - b. Healthy and fit to travel and attend training overseas.
  - c. Pregnant woman is not advisable to attend training overseas.
  - d. A cover letter signed by your nominating organisation
  - e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOTTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
  - a. 30 days before the training period: 70% refundable
  - b. 15 days before the training period: 50 % refundable

Account Name - SEAMEO VOTTECH Regional Centre  
Account No. - 01-001-001569-00  
Bank - Standard Chartered Bank (Main Branch)  
Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam  
Swift/BIC Code - SCBLBNBB

**Please take note:**

- All payment should be made **ONE week** before the commencement of the training programme.
- For Electronic Transfer an additional bank charges are to be borne by the participants.
- Please email the transaction slip to [training@vottech.edu.bn](mailto:training@vottech.edu.bn) for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
- a. Training (In Class) and Educational Visits  
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
  - b. Social Visits/Activities  
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: [training@vottech.edu.bn](mailto:training@vottech.edu.bn) or fax to: +(673) 244-7955.

## **Course Coordinator**

For further inquiries, please contact the Course Coordinator:

**MRS. NOORHAYATI CYNTHIA ABDULLAH**

Training and Professional Division Manager/TVET & Teacher-Education Specialist  
SEAMEO VOTech Regional Centre, Jalan Pasar Baharu, Gadong BE 1318  
Brunei Darussalam

Tel No. : +(673) 244 7992 ext 402; +(673) 8667859  
Fax No. : +(673) 244 7955  
Email Add. : [cynthia.noorhaizamdin@vottech.edu.bn](mailto:cynthia.noorhaizamdin@vottech.edu.bn)

## REFERENCES

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Karoly, L. and Panis, C. (2004). *The 21<sup>st</sup> Century at Work: Forces Shaping the Future Workforce in the United States, California: RAND Corporation*

Finch, C.R. and Crunkilton, J.R. (1989). *Curriculum Development in Vocational and Technical Education: planning, content and implementation, 3<sup>rd</sup> ed., Boston: Allyn and Bacon, Inc.*

UNESCO-ILO (2002), *Technical and Vocational Education and Training for the Twenty-first Century: UNESCO and ILO Recommendations*

|                                                                                                     |                                   |
|-----------------------------------------------------------------------------------------------------|-----------------------------------|
| <br>SEAMEO VOTTECH | <h1>TRAINING NOMINATION FORM</h1> |
|-----------------------------------------------------------------------------------------------------|-----------------------------------|

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

## 1. Training Programme

COURSE TITLE

**Regional Training Programme on  
“Integrating 21<sup>ST</sup> Century Competencies in the Curriculum”**

|                                               |                                   |
|-----------------------------------------------|-----------------------------------|
| DATE OF TRAINING<br><b>02 – 13 March 2020</b> | VENUE<br><b>BRUNEI DARUSSALAM</b> |
|-----------------------------------------------|-----------------------------------|

## 2. Personal Information

|                                                                                                                                                                 |                                                                                                                                                                                                                      |                                                           |                                                         |                                |  |                 |                                |                                 |                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------|--------------------------------|--|-----------------|--------------------------------|---------------------------------|----------------|
| TITLE<br><input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr.<br><input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. |                                                                                                                                                                                                                      | PARTICIPANT FULL NAME<br>(As it appears on your passport) |                                                         | *NAME TO APPEAR<br>ON NAME TAG |  |                 |                                |                                 |                |
| GENDER                                                                                                                                                          | MARITAL STATUS                                                                                                                                                                                                       | DATE OF BIRTH<br>(DD-MMM-YYYY)                            | *IDENTIFICATION CARD NO.<br>(National ID/SSS/KTP/MyKad) | RELIGION                       |  |                 |                                |                                 |                |
| NATIONALITY                                                                                                                                                     | *PASSPORT DETAILS<br><table border="1" style="width: 100%;"> <tr> <td>PASSPORT NUMBER</td> <td>DATE OF ISSUE<br/>(DD-MMM-YYYY)</td> <td>DATE OF EXPIRY<br/>(DD-MMM-YYYY)</td> <td>PLACE OF ISSUE</td> </tr> </table> |                                                           |                                                         |                                |  | PASSPORT NUMBER | DATE OF ISSUE<br>(DD-MMM-YYYY) | DATE OF EXPIRY<br>(DD-MMM-YYYY) | PLACE OF ISSUE |
| PASSPORT NUMBER                                                                                                                                                 | DATE OF ISSUE<br>(DD-MMM-YYYY)                                                                                                                                                                                       | DATE OF EXPIRY<br>(DD-MMM-YYYY)                           | PLACE OF ISSUE                                          |                                |  |                 |                                |                                 |                |
| *MOBILE NO.<br>(Country Code+Mobile No.)                                                                                                                        |                                                                                                                                                                                                                      | *E-MAIL ADDRESS<br>(Office or Personal E-mail Address)    |                                                         |                                |  |                 |                                |                                 |                |

| PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE “EXCELLENT, GOOD OR FAIR” |         |          |               |                         |
|--------------------------------------------------------------------------------------|---------|----------|---------------|-------------------------|
| English Language:                                                                    | Writing | Speaking | Reading       | Listening Comprehension |
| IT Skills:                                                                           | MS Word | MS Excel | MS Powerpoint | Internet Browsing       |

HAVE YOU EVER ATTENDED ANY **TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOTTECH?

- ☐ YES If YES, please indicate the course title and year of participation:  
☐ NO

| *IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY |          |            |
|---------------------------------------------------------------|----------|------------|
| NAME                                                          | RELATION | MOBILE NO. |

\*Required field to be completed.



SEAMEO VOCTECH

# TRAINING NOMINATION FORM

## 3. Professional Information

[ \*\* Kindly Write Your Name/Nickname Below ↓ ]

### \*HIGHEST QUALIFICATION

- ☐ Doctoral Degree    ☐ Master Degree    ☐ Bachelor Degree    ☐ Advanced/Higher Diploma    ☐ Diploma  
☐ Others, please specify \_\_\_\_\_

### \*AREA OF SPECIALISATION

- ☐ Education    ☐ Research    ☐ ICT    ☐ Management    ☐ Curriculum    ☐ Business & Administration  
☐ Engineering    ☐ Mechanical    ☐ Electrical    ☐ Others, please specify: \_\_\_\_\_

### \*JOB TITLE / DESIGNATION

OFFICE TEL  
(Country Code+Area Code+Number)

\*NO. OF YEAR/S OF  
COURSE-RELATED EXPERIENCE  
Year/s

### \* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

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### \*OFFICE FULL ADDRESS

### \*HOME FULL ADDRESS

|          |          |
|----------|----------|
|          |          |
|          |          |
|          |          |
|          |          |
| Country: | Country: |

## 4. Dietary Requirements and Medical Restrictions

### DIETARY REQUIREMENTS

- ☐ None    ☐ Muslim    ☐ Vegetarian    ☐ Others, please specify \_\_\_\_\_

### MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES

- ☐ YES    ☐ NO    If YES, please specify \_\_\_\_\_

Applicant's Signature

I hereby certify that all facts stated above are  
true and correct.

Date

## FOR SEAMEO VOCTECH'S USE ONLY. Please do not write in this section!

- ☐ Scholarship    ☐ Subsidised-Scholarship    ☐ Fee-paying

\*Required field to be completed.



## GUIDELINES FOR PREPARING A COUNTRY PAPER

### PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOTTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOTTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

### SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
  - 3.1 Country Profile
  - 3.2 Education System
    - 3.2.1 General Structure of the Education System
    - 3.2.2 Structure of TVET System (if any)
  - 3.3 Relevant Data. *Note: The data can be presented under other topics as support information.*
  - 3.4 Current Status of Curriculum in education in your country
  - 3.5 Current Practices, Major Issues and Challenges, and Future Directions
  - 3.6 Others, if any (*to be specified in the Course Outline*)
4. **References** (*indicate the sources of information*)

### FORMAT

The format of the country paper must follow the specifications given below:

|                               |                                                                               |
|-------------------------------|-------------------------------------------------------------------------------|
| Content Font                  | : Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double   |
| Main Title and Sub-Title Font | : The author is free to choose the font and the font size.                    |
| Length                        | : Maximum 10 pages of A4 paper including properly labelled figures and tables |
| Margins                       | : 1" all sides with justification                                             |

### SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word and MS Powerpoint could be sent through the email address: [training@vottech.edu.bn](mailto:training@vottech.edu.bn).