



January 14, 2020

REGIONAL MEMORANDUM

No. 034, s. 2020



NOMINATION FOR SEAMEO REGIONAL CENTER FOR SPECIAL EDUCATION (SEN)

TO: SCHOOLS DIVISION SUPERINTENDENTS

This Region

1. Attached is the Department Memorandum No. DM-CI-2020-005 from the Office of the Undersecretary for Curriculum and Instruction, Hon. Diosdado M. San Antonio, announcing the call for nomination to a partial scholarship offered by the SEAMEO Regional Center for Special Education for its regular course on Best Practices in Teaching and Learning: Human Sexuality Education for Children with Special Needs for Primary and Secondary School Teacher of Special Education for Fiscal Year 2019-2020 (March 3-20, 2020).
2. The course aims to:
 - a. explain the importance and rationale of teaching sexuality education for SEN children in the context of health and cultural sensitivity;
 - b. share pedagogy and technique for teaching sexuality for children with disabilities; and
 - c. provide practical/ hands-on/ role plays activities for teaching sexuality for children with disabilities.
3. Target participants are special education and inclusive teachers. List of qualification and documentary requirements are attached in Annex A.
4. Each Schools Division Office shall endorse **one (1) nominee** with the complete documentary requirements **on or before January 20, 2020** to this office through the Human Resource Development Division (HRDD) via email at hrrddped13@gmail.com.
5. Application form and other details for the program are enclosed herewith for reference and guidance.
6. For immediate dissemination and compliance.


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

Incl.: As stated

Reference: DM-CI-2020-005

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

Scholarship SEAMEO SEN Training Course Learning & Development

hrrd04/mmv
01/14/2020



2020-01-0724

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



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



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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2020-005

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 Regional Center for Special Education (SEN)**

DATE : **6 January 2020**

The SEAMEO Regional Center for Special Education (SEN) announces its regular course on Best Practices in Teaching and Learning: Human Sexuality Education for Children with Special Needs for Primary and Secondary School Teacher of Special Education for Fiscal Year 2019-2020 (March 3-20, 2020):

The course aims to:

1. explain the importance and rationale of teaching sexuality education for SEN children in the context of health and cultural sensitivity.
2. share pedagogy and technique for teaching sexuality for children with disabilities.
3. provide practical/hands-on/role plays activities for teaching sexuality for children with disabilities.

SEAMEO SEN shall provide partial scholarship (excluding flight) covering their accommodation, meals and visitation cost for educational/ school visits.

The Course Outline (Appendix 1) and the General Information (Appendix 2) provide more information and clarifications on the Programme.

All other required documents must be submitted via email at scholarships@deped.gov.ph on or before **24 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.

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



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR SPECIAL EDUCATION (SEAMEO SEN)
LEVEL 2, ANJUNG HIKMAH COMPLEX
IPG KAMPUS PEREMPUAN MELAYU
JALAN DURIAN DAUN
75400 MELAKA, MALAYSIA
Tel: +60 (6) 281 8242 , +60 (6) 281 9357 Fax: +60 (6) 282 0187
E-mail: director@seameosen.org Website : www.seameosen.org



INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U.(A) 200)

**GENERAL INFORMATION
SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATION
REGULAR COURSES
FISCAL YEAR 2019/2020**

1. Participant requirements:

- Proficient in English.
- Must be excellent in health condition (a medical certificate accomplished by a government physician certifying that participant is medically fit for 3 weeks programme is to be attached to the course application form)
- Should not be more than 50 years of age.
- Should not in expectant mother condition (for female participant)
- Must be covered by comprehensive medical insurance for the entire 3 weeks programme.

2. Terms and conditions of the course.

- a. **SEAMEO SEN shall provide partial scholarships to all participants covering their accommodation, meals and visitation cost for educational/school visits.** For countries (Brunei, Indonesia, Philippines, Singapore, Vietnam and Thailand) that intended to send more than TWO (2) participants, the charges as mentioned below applies.

NO.	ITEM	AMOUNT (RM)	TOTAL (RM)
1.	Meals (Weekdays only)	40.00 x 14 days	560.00
2.	Breakfast (Weekends only)	8.00 x 4 days	32.00
3.	Meal Allowance	30 x 2 weekend	60.00
2.	Accommodation	35.00 x 20 days	700.00
3.	Travelling to and from KLIA	250.00 x 2 trips	500.00
4.	Educational visits	200.00	200.00
5.	Course registration fee	320.00	320.00
6.	Course materials fee	185.00	185.00
Total sum			2557.00

TOTAL COURSE FEE PER PERSON: RM 2557.00 / USD 660.00

- b. Cambodia, Myanmar, Lao PDR and Timor Leste are allowed to send additional **ONE (1) participant**. SEAMEO SEN will provide partial scholarship covering meals and accommodation, however the **return flight tickets for the additional participant must be borne by the respective CMLT participants**.

- b. Accommodation, Food and Attire

- i. The centre will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy. The Centre has the right to allocate room-mates to participants.
- ii. Meals will be provided by the Centre (please state if you require vegetarian meals).
- iii. Participants are not allowed to bring pork and alcohol inside SEAMEO SEN premise.
- iv. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish.

- c. Medical coverage

SEAMEO SEN will in our best ability assist participants who requires medical attention. However, the centre does not cover any medical expenses that needed specialist attention, hospitalization or chronic illnesses. Participants are expected to sign up for travelling and comprehensive medical insurance for the duration of their stay in Malaysia.

3. Arrival and Departures

In general, participants are expected to arrive in Melaka one (1) day before the course starts and to depart one (1) day after the course is over. SEAMEO SEN will provide pick-up and sending off services to the Centre from Kuala Lumpur International Airport. For that purpose, kindly fill-in the arrival date and flight details on the registration form.

Suggested Arrival date: 2nd March 2020

Suggested Return date: 21st March 2020

4. Understanding Southeast Asia Culture

- a. Participants may be expected to give a cultural presentation (e.g. play, dance) that represents the culture of participants' countries. It is expected that participants should come prepared with suitable the supporting items (such as costumes, musical instruments, etc). The Centre neither pay nor provide for these items.
- b. Participants may choose to bring 30 'little souvenirs' from their country to be exchanged with other participants' souvenirs during the program.

5. Passport and visa

- a. Participants are expected to have valid passport for travel purpose, **minimum of 6 months validity from the return date.**
- b. Exit permit for nominated participants (except Malaysian participants) must be obtained from participants' own Government.
- c. Entry visa for nominated participants, if applicable (except Malaysian and SEAMEO member countries that have bilateral agreement with Malaysia on 'free visa' policy) into Malaysia must be obtained from the Malaysian embassy in the participants' countries). The visa should be a minimum of 4 weeks to cover the period of the course. If there is fine for the participant who has visa less than 4 weeks, it will be the participants' responsibility.
The Centre produce letter of acceptance which may help expedite the visa application process upon receiving participants' names from the respective Ministry of Education. Therefore, the Centre expects that the participant's names are to be sent as per stipulated.

6. Inquiries

Should you need more assistance/ information, kindly contact:

1. MR. MOHD ZULKARNAIN ABDUL WAHAB
Training Coordinator
Phone: +6012 970 0166 (WhatsApp messenger available)
Email: zulkarnain@seameosen.org
2. MS. MONISHAH MD. SHAH
Training Coordinator
Phone: +6019 6668739 (WhatsApp messenger available)
Email: monishah@seameosen.org



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR SPECIAL EDUCATIONAL NEEDS (SEAMEO SEN)
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INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U.(A) 200)

REGULAR COURSE: BEST PRACTICES IN TEACHING AND LEARNING: HUMAN SEXUALITY EDUCATION FOR CHILDREN WITH SPECIAL NEEDS

1.0 Background

Southeast Asian Ministers of Education Organization Regional Centre for Special Educational Needs (SEAMEO SEN) is located in Melaka, Malaysia. SEAMEO SEN roles are to promote teacher's capacity building, increasing awareness as well as fostering collaborative efforts to connect and build networking partnerships among countries, institutions and non-profit organizations. SEAMEO SEN operations is gear up into achieving the SEAMEO Educational Agenda 2015-2035 that encompasses of 7 priority agendas: Early childhood care and education; Addressing barriers to inclusion; Resiliency in the face of emergencies; Promoting technical and vocational education and training; Revitalizing teacher Education; Harmonizing higher education and research and Adopting a 21st century curriculum. These are contentions of educational agenda that are in tandem with the Sustainable Development Goals 4 (SDG 4) 2020.

2.0 Regular Course

In general, the Regular Course is designed to enable special education and inclusive teachers from all SEAMEO Member Countries to acquire new skills and knowledge on specific fields appropriate for special education programmes with the expectation that such knowledge and skills could be adopted in their respective schools as well as for personal, family and community development. SEAMEO SEN, through its Training and Consultation Division is entrusted to design a course which aims to enhance the pedagogical, content and knowledge of Special Education teachers through face-to-face interactions and hands-on activities based on identified best practices. Quality training based on best practices is pertinent for teachers' professional development and preparing them for teaching and learning of the 21st century.

3.0 Human Sexuality Education

Introduction

Sexual health knowledge is a necessity for everyone. Most children with special needs (CWD) experience various needs at the same time need to balance all aspects of their lives including those fundamental and secondary needs. In terms of sexual health education young people with cognitive intellectual and developmental disabilities face many challenges to maintain healthy sexuality life including lack of education, vulnerability to sexually transmitted infections and pregnancy. As they mature, young people with disabilities may experience most if not all of the same physical and emotional changes as their peers who do not have disabilities. Despite the importance, many parents or guardians and educators may have the impression that young people with disabilities do not need this education at all.

Sexuality is one of the most basic human instincts in the exploration of self, others and how we interact. Educators should have resources and supports plan to modify and adapt programs to meet the needs of their students. In addition, educators should receive comprehensive and sufficient training that includes content and skill development for the teaching of sexual health education.

4.0 Course Objectives

The programme aims -

- i. To explain the importance and rationale of teaching sexuality education for SEN children in the context of health and cultural sensitivity.
- ii. To share pedagogy and technique for teaching sexuality for children with disabilities.
- iii. To provide practical/hands-on/role plays activities for teaching sexuality for children with disabilities.

5.0 Resource Specialist

- i. SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN)
- ii. SEAMEO Tropical Medicine and Public Health Network (SEAMEO TROP MED NETWORK)
- iii. Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT)
- iv. Ministry of Health, Malaysia
- v. Ministry of Education, Malaysia

6.0 Course Design

- Theory
- Demonstration
- Classroom instructions
- Discussion and application

7.0 Suggested Course Content

- Introduction to Human Sexuality Education
 - i. Introduction to Sexuality Education
 - ii. The sexuality development of children with disabilities
 - iii. Managing sexuality issues for children with disabilities
 - iv. Personal, family and friend space and boundaries
 - v. Types of touches
 - vi. Understanding feelings, friendships
 - vii. Exploring and understanding bodies
 - viii. Reproductive anatomy/puberty
 - ix. Germs and immune system
 - x. Teacher's role to advice, monitor and provide assistance to children with disabilities
- Strategies and approaches
- School visit(s) (if applicable)
- Developing lesson plans
- Action Plan Workshop

(Note: subject to changes)

8.0 Proposed Date and Venue

Training date : 3rd to 20th March 2020 (3 weeks)

Training venue: SEAMEO Regional Centre for Special Educational Needs (SEAMEO SEN),
Malaysia

9.0 Course Duration

Proposed actual daily learning hours:-

- 0830 – 1030 (session 1)
- 1100 – 1300 (session 2)
- 1430 – 1630 (session 3)

Total: 6 hours/day x 14 learning days = 84 learning hours

ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. Endorsements from the head of office a. endorsement from school principal/division chief b. endorsement from the Schools Division Office through the Office of the SDS c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
b. Must be 55 years old below	
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	
d. Must hold a permanent appointment at the organization nominating him/her	
e. Must have no pending administrative and/or criminal case	
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 (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 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?	



Southeast Asian Ministers of Education Organization
Regional Centre for Special Education
(SEAMEO SEN)

Please fix a passport
size photo here

REGULAR COURSE PARTICIPANTS FORM

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

PARTICIPANT INFO:	
First Name:	Last Name:
Date of Birth:	Age:
Preferred Name on Nametag:	Sex: [Male/Female]
Email Address:	Passport No.:
Job Title:	
Organization:	
Mailing Address :	
City:	
Province:	Postal Code:
Tel No. #: ()	Mobile. No. #: ()
Highest Qualification:	
Emergency Contact:	
Name:	Tel No. #: ()
Address:	
Postal Code:	
Please indicate any special food requirements you may have:	
☐ Allergies, please specify below ☐ Diabetic ☐ Vegetarian	
☐ Other: (Please indicate)	

Please Note: PAYMENT MUST ACCOMPANY REGISTRATION (Additional Participant ONLY)

PAYMENT INFO:	
☐ Bank Transfer: Proof of payment to be presented during registration	
Bank: Maybank (Malaysia)	Account No. 5540 8054 2862 (Southeast Asian Ministers of Education)
Amount	☐ USD (US Dollars) / ☐ RM (Ringgit Malaysia)
☐ CASH: to be presented during registration	
Amount:	☐ USD (US Dollars) / ☐ RM (Ringgit Malaysia)

PLEASE BRING ALONG THIS FORM ON TRAVEL DAY FOR YOUR REFERENCE

PARTICIPANT DETAILS & FLIGHT / ARRIVAL INFORMATION

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

PARTICIPANT INFO:		
First Name:	Last Name:	
Email Address:	Gender:	
Passport No.:	Country of Issue:	
Date of Birth:	Age:	
Tel. No: +()	We strongly encourage participants to install WhatsApp phone messaging application to ease communication.	
FLIGHT INFO:		
ARRIVAL		
Flight No.:	Date:	ETA:
Airlines / Carrier:		
Departure/Transit Airport: (Embarkation Point)		
Arrival Airport: (Malaysia)		
DEPARTURE		
Flight No.:	Date:	ETD:
Airlines / Carrier:		
Departure Airport (Malaysia):		

Note:

ETA – Estimated time of arrival
ETD – Estimated time of departure

1. Please attach a copy of your scanned passport
2. Please attach a copy of your photograph
3. SEAMEO SEN personnel shall be waiting outside the **international arrival gate** with a sign card with SEAMEO SEN logo. Please look out for the logo below.



4. Should you are unable to find our staff, please remain calm and request the **information counter** next to the international arrival gate to **call us** at +60129700166 (Mr. Zulkarnain) or +601110748739 (Mrs. Monishah)
5. Kindly be informed that Kuala Lumpur has **TWO** main International Terminal, please indicate your arrival airport clearly either **KLIA** or **klia2**

SEAMEO Regional Centre for Special Education (SEAMEO SEN)
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