



Republic of the Philippines
Department of Education
CARAGA REGION



August 9, 2021

REGIONAL MEMORANDUM
No. 605, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

LEADERS TRAINING WORKSHOP OF THE SOUTHEAST ASIAN MINISTERS
OF EDUCATION - REGIONAL CENTER FOR VOCATIONAL AND
TECHNICAL EDUCATION AND TRAINING

1. The Southeast Asian Ministers of Education Organization – Regional Center for Vocational and Technical Education and Training (SEAMEO - VOCTECH) announces its regular course on Leaders Training Workshop.
2. Considering the current pandemic situation and the travel restrictions in our region, these courses will be implemented through online mode, platform to be used is still to be announced.
3. The title, course schedule, target participants, application forms and nomination form are attached to this memo for your information.
4. The Division is encouraged to send one (1) nominee with the following qualifications:
 - a. Filipino citizen
 - b. must be 50 years old below;
 - c. at least five (5) years of service in the government (DepEd);
 - d. must hold a permanent appointment at the organization nominating him/her;
 - e. must be computer literate and have access to a stable Internet connection to enable them to participate in online interactions;
 - f. able and willing to utilize the course learning as well as share them with others upon completion of the program;
 - g. must have no pending administrative and/or criminal offense;
 - h. must have a college degree and/or sufficiently demonstrated ability and experience related/relevant to the course he/she is applying for;
 - i. must have a good command of the English language (spoken and written);
 - j. must have professional development needs aligned with the KRAs of the organization;



Address: J.P. Rosales Avenue,
Butuan City
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Email: caraga@deped.gov.ph



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- k. must have outstanding accomplishments related/leading to the program applied for;
- l. must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed; and
- m. must be physically and mentally fit.

5. The following documents shall be scanned in one (1) pdf file and submit to this office via email at caraga@deped.gov.ph copy furnished the Human Resource Development Division at hrdd_caraga@deped.gov.ph:

- a. Updated Personal Data Sheet
- b. Nominee Assessment Form (see attached)
- c. Training Nomination Form (see attached)
- d. Endorsement from the head of office
 - c.1. endorsement from the Schools Division Office through the Office of the Schools Division Superintendent

6. The deadline for the submission of nominees had been extended up to **August 17, 2021**. For further inquiries and clarification, you may contact the DepEd RO Scholarship Secretariat Mr. Elmer Augustus F. Conde, EPS II, RNEAP thru email at elmeraugustus.conde@deped.gov.ph.


EVELYN R. FETALVERO CESO IV
Director IV

Encl/s.: As stated
Reference/s: DM-OUCI-2021-301
To be indicated in the Perpetual Index
under the following subjects:

LEARNING AND DEVELOPMENT SCHOLARSHIP TRAININGS SEAMEO

HRD/eafc
08/09/2021



Republic of the Philippines

Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

MEMORANDUM
DM-OUCI-2021-301

TO : Minister of Ministry of Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

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

SUBJECT : SEAMEO Regional Center for Vocational and Technical Education and Training

DATE : 30 July 2021

The SEAMEO Regional Center for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its regular course on Leaders Training Workshop. The details of the course are as follows:

Course Title	Regional Training Programme on Leaders Training Workshop
Course Schedule	Date 7, 8, 9, 13, and 14 September 2021 Time 10:00am to 04:30pm
Target Participants	Principals/ Asst. Principals Heads of TVET-related departments TVET Coordinators/Subject Group Head

Considering the current pandemic situation and travelling restriction in our region, SEAMEO VOCTECH has decided to implement this course via online mode, platform to be used is still to be announced.

For our selection purposes, we encourage you to nominate at least two (2) nominees per Region with the following qualification and corresponding documentary requirements:

NEAP/PDD/BRIONES

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. Screening Form 3. Endorsements from the head of office a. endorsement from the Schools Division Office through the Office of the SDS b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
b. Must be 50 years old below.	
c. At least five (5) years of service in the government (DepEd) at the time of nomination	
d. Must be computer literate, has laptop with camera, and has access to stable internet connection to enable them to participate in online interactions.	
e. Able and willing to utilize course learning as well as share them with other upon completion of the program.	
f. Must hold a permanent appointment at the organization nominating him/her	
g. Must have no pending administrative and/or criminal case	
h. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	
i. Must have a good command of the English language (spoken and written)	
j. Must have professional development needs aligned with the KRAs of the organization.	
k. Must have outstanding accomplishments related/leading to the program applying for	
l. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
m. Physically and mentally fit	

The Participant Nomination Form and required documents must be submitted via email at scholarships@deped.gov.ph on or before August 6, 2021.

Immediate dissemination and appropriate action for this memorandum is desired.

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?	



TRAINING NOMINATION FORM

**Regional Training Programme on
“Leaders Training Workshop”
7,8,9,13 & 14 September 2021 (Virtual)**

*(Please submit the application form in word file and send it on or before the deadline.
Thank you..!)*

1. PERSONAL & PROFESSIONAL INFORMATION

TITLE	Click or tap here to enter text eg MS / MR / DR
NAME:	Click or tap here to enter text. NOTE: As it appears on Participants National ID or Passport and underline your SURNAME
IDENTIFICATION CARD NO.	Click or tap here to enter text. Eg. National ID / SSS / KTP / MyKad
DATE OF BIRTH:	Click or tap here to enter text
E- MAIL:	Click or tap here to enter text
TELEPHONE/MOBILE :	Click or tap here to enter text
COUNTRY:	Choose an item.
OFFICE ADDRESS:	Click or tap here to enter text
POSITION:	Click or tap here to enter text. e.g. Teacher Mechatronics
ORGANISATION:	Click or tap here to enter text e.g. SEAMEO VOC TECH
FIELD OF EXPERTISE:	Click or tap here to enter text. e.g. Mechatronics, PLC
YEARS OF EXPERIENCE:	Click or tap here to enter text. e.g. 5 Years
QUALIFICATIONS:	Click or tap here to enter text. e.g. Bachelor's degree Mechatronics, e.g. Master's degree Mechatronics, e.g. Certificates, e.g. Short training Courses, e.g. Trainings in related fields.

 SEAMEO VOTEC	TRAINING NOMINATION FORM
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2. LEVEL OF COMPETENCY IN THE MODULE PERQUISITE

No competence		Normal competence		Very High competence
Competence in the general field of Leadership				
☐				☐
Competence in the leadership development				
☐				☐
Competence in vocational education and training for industry				
☐				☐

3. PLEASE INSERT A PICTURE OF YOURS BELOW