



September 18, 2019



REGIONAL MEMORANDUM
No. 534, s. 2019

NOMINATION OF PARTICIPANTS FOR MANAGERIAL SKILLS FOR ACADEMICIANS AND ADMINISTRATORS

TO: SCHOOLS DIVISION SUPERINTENDENT
This Region

1. Attached is **DM no. DM-CI-2019-00285** from Dir. Diosdado M. San Antonio, Office of the Undersecretary for Curriculum and Instruction, entitled: "Nomination for Participants for Managerial Skills for Academicians and Administrators" for guidance and reference.
2. All SDOs shall send one (1) nominee with complete documents to Human Resource Division (HRDD) through email hrrddped13@gmail.com on or before **September 19, 2019**. Qualification and documentary requirements are specified in **Annex D**.
3. Also attached is the Screening Form which shall be accomplished by the SDO nominees.
4. Immediate dissemination of this memorandum is desired.

Francis Cesar B. Bringas
FRANCIS CESAR B. BRINGAS, CESO V
Schools Division Superintendent
OIC – Office of the Regional Director

Incl.: As stated

Reference: DM-CI-2009-00285

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

Scholarship

Training Program

Learning & Development

hrrd04/mmv
09/15/2019



2019-09-13956

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



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(085) 342 - 7347
(085) 341 - 3898



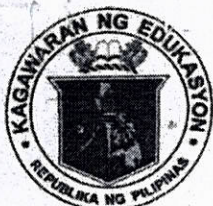
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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2019-00 285

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

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

SUBJECT : NOMINATION OF PARTICIPANTS FOR MANAGERIAL SKILLS FOR
ACADEMICIANS AND ADMINISTRATORS

DATE : 9 September 2019

The Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA is pleased to invite one (1) candidate from the training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
Managerial Skills for Academicians and Administrators	December 9-20, 2019	September 20, 2019	October 10, 2019 (starts at 9:00 A.M.)

In nominating your candidates, please consider the concerns specified under Item I of Annex A that indicates the Government of the Philippines and the donor requirements and the terms relative to the program.

Further, please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All other required documents must be submitted via email at scholarships@deped.gov.ph on or before **20 September 2019**.

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at scholarships@deped.gov.ph and/or thru the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City with these telephone nos. 817-9095 or 0917-8060759.

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

ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 25 – 45 years old	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	

FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

ANNEX A – Indian Technical and Economic Cooperation (ITEC)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

II. Terms and Coverage

- Nominating Agency/Institute
 - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
 - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
 - Generally, in most courses, ITEC shoulders the scholar's airfare, accommodation, allowance.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPENA, PhD., CSEE
Director General
Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. **Personal Data Sheet** to include the list of training programs and seminars attended -1 original, 3 certified copies
- C. **Statement of Present Actual Duties and Responsibilities relevant** to the course/program signed by the immediate supervisor – 1 original, 3 certified copies
- D. **Certification from the Head/Manager of the Human Resource Department** : - 1 original
(Please see attached **CERTIFICATION format** stating :)
- That the nominee has **No Pending Administrative and/or Criminal Case**.
 - That the nominee has **No Pending Scholarship Nomination**.
 - The nominee's **Performance Ratings** for two consecutive semesters immediately preceding the nomination
 - That the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any
 - That the nominee, once accepted, will not withdraw unless with justifiable reasons
- E. **Certification from a medical doctor** that *the nominee is fit to travel and undergo foreign training* with attached laboratory exam results of CBC, ECG, Urinalysis, Fecalalysis, and Chest X-Ray – 1 original, 3 certified copies
- F. **Certified copies of Transcript/s of Records and Diploma/s** for Baccalaureate and Graduate courses – 4 sets
- G. **Certification of English Proficiency** from HRD – 1 original, 3 certified copies
- H. **Copies of Valid Passport** (Personalia Pahina only) – 4 copies
- I. **Nominee Assessment Summary** (Please see attached format)

Note: Please fill out an online Application Form at www.itecgoi.in (Apply for Philippines)
After filling online, take a print out and submit 5 sets to TESDA together with all the requirements
(Online Applications will NOT be honored unless endorsed by TESDA)

Honeylet T. Espino
Desk Officer
Tel #: 8179095
Email: tesda.fstp.unit@gmail.com

EXECUTIVE SUMMARY

TITLE OF THE PROGRAM	: Managerial Skills for Technical Teachers and Administrators
DURATION	: December 9 – 20, 2019
SECTOR	: Management & Leadership
COUNTRY	: India

TARGET PROFILE OF PARTICIPANTS:

- Nominated by their respective government
- Between 25 – 45 years old
- Has not participated in any course under ITEC
- In good mental and physical health
- Proficient in spoken and written English

COURSE OBJECTIVES:

- Apply rational problem solving technique to solve work related problems
- Adopts decision making models in given situations
- Describe the concept and need of leadership
- Derive the role of a leader in the present and future context
- Apply leadership style appropriate to the technical education
- Prepare work plan and proposals
- Develop institutional/Departmental strategic plan
- Design educational projects
- Apply conflict resolution strategies to resolve conflicts
- Use stress relieving techniques
- Communicate effectively in Classroom, laboratory and workshop
- Manage innovations and change effectively
- Manage crises situations using various techniques
- Develop teams to perform the work in teams
- Apply motivational techniques to motivate student for learning

ITEC Terms and Conditions

- **Air Fare**
The Government of India provides economy class air ticket for travel of participants from the capital city of the participants' country to the training Institute in India and back.
- **Visa**
Prior to departure for training in India, accepted applicants are advised to apply for Visa at the Embassy of India (2190 Paraiso St. Dasmariñas Village Makati City). Visa is issued gratis to them. Visa issued for the course cannot be utilized for other purposes.
- **Course Fees**
Course fees are borne by the Government of India
- **Accommodation**
Accommodation is depending on the Institute and charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is either a single or double occupancy basis depending on the rules of the Institute. Participants are advised to check the status of hostel at the Institute website. Accommodation, if arranged in a hotel, is on a single-occupancy basis.
- **Participants are required to pay for availing services such as:**
a. Room service, b. Laundry c. Local and outstation telephone calls, fax, etc.
- **Living Allowance**
The government of India pays (through the Institute concerned), the living allowance of Indian Rupee 25,000 per month calculated on the basis of arrival and departure dates, expenditure on food, out-of-pocket expenses, etc.
- **Book Allowance**
The government of India provides book allowance of Indian Rupees 5,000/- for the purchase of Course-related books and other items of stationery. To claim reimbursement, participants are required to submit vouchers.
- **Study Tour**
Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. The government of India bears the cost of approved study tours during the Course.
- **Medical Facility**
Participants are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement is allowed for ailments of regular/chronic nature. Participants must bring their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

NATIONAL INSTITUTE OF TECHNICAL TEACHERS' TRAINING & RESEARCH, BHOPAL

1. **Course Name:** Managerial Skills for Academicians and Administrators.
2. **Duration:** 09-20 December 2019.
3. **Rationale:** Technical Institutions are undergoing tremendous changes after new policies and changes from of regulatory bodies. Information acceleration further added the complexity of the role of the teacher. There are many challenges like shortage of funds, increasing competition from National and international institutions, shortage of skilled and trained faculty, shortage of resources are facing by institutions. On the other hand, there is a pressure on the institutions perform better and take steps so that the maximum placement and quality teaching and learning

There is a demand for quality educational services. At the same time, there is a need to enhance effectiveness and efficiency in using existing resources to make the best students for the industry. There is also a pressure on the institutions to become global and also meet local needs. Teachers are the key persons who manages the whole gamut of Education. They carry out variety of teaching and learning activities, curriculum Development etc.

If teachers devote considerable time and efforts to re-look at the way of using their managerial skills. For teachers there is a need to sharpen the basic managerial skills like planning, problem solving, decision-making, leadership, managing stress time, thinking skills, conflicts and managing self. Every teacher is manager as he is expected to lead and manage a group of learners who are vibrant, enthusiastic, knowledgeable and competent, not managed properly and not given an opportunity to make use of their tremendous potential, they may create a number of problems for the teacher.

2. Objectives

The participants of the workshop will be able to:

- Apply rational problem solving technique to solve work related problems
- Adopts decision making models in given situations
- Describe the concept and need of leadership
- Derive the role of a leader in the present and future context
- Apply leadership style appropriate to the technical education
- Prepare work plan and proposals
- Develop institutional/Departmental strategic plan
- Design educational projects
- Apply conflict resolution strategies to resolve conflicts
- Use stress reliving techniques
- Communicate effectively in Classroom, laboratory and workshop
- Manage innovations and change effectely
- Manage crises situations using various techniques
- Develop teams to perform the work in teams

- Apply motivational techniques to motivate student for learning.

4. Major Outcomes Expected

The learner will be able to:

- Develop institutional strategic plan, work plan and proposals, educational projects.
- Apply conflict resolution strategies to resolve conflicts, stress reliving techniques, time management
- effectively Communicate
- Apply concept of leadership in situations of change, crises and other managerial aspects.

5. Instructional Strategy

In the training programme the following training strategies will be used:

Interactive Lectures, Input-cum-Discussions; Video recording, Interactive learning, buzz sessions, panel discussion; Assignment - simulated teaching case study, projects, educational games, demonstrations, team teaching, mentoring, e-learning.

6. Assessment Scheme

Assessment of participants will be done on weekly basis based on tests and the portfolio prepared by them constituting of class activities and assignments.

7. CV of the faculty members

- Coordinator: Dr Roli Pradhan Assistant Prof Department of Management, NITTTR Bhopal
- Faculty
 1. Dr Parag Dubey, Prof, Department of Management, NITTTR Bhopal
 2. Dr B L Gupta, Prof, Department of Management, NITTTR Bhopal
 3. Dr Aashish Deshpande, Prof, Department of Management, NITTTR Bhopal

Tentative Schedules

Day	Session I 9.30- 11.00	Session II 11.15-1.30	Session III 2.00-3.30	Session IV 3.45- 6.00
1.	Registration • Inauguration • Programme brief • Expectations from Participants	Need and classification of Managerial Skills for Teachers Pre-test(Assessment)	Rational Problem Solving Model Technique and Tools	Rational Problem Solving Technique Assignment-1
2.	Decision Making Models	Decision Making Models	Effective Decisions-Model Technique	Effective Decisions Assignment-3

Day	Session I 9.30- 11.00	Session II 11.15-1.30	Session III 2.00-3.3.30	Session IV 3.45- 6.00
		Assignment-2	and Tools	
3.	Concept and process of innovation and Change	Innovation and Change Model	Innovation and Change Assignment-4	Innovation and Change Assignment-5
4.	Concept of leadership in Education styles of leadership	styles of leadership Assignment-6	Effective leadership-Tools and techniques	Effective leadership-Tools and techniques Assignment-7
5.	Education Project Management -Process and tools	Strategic plan Monitoring Assignment-8	Preparation of Plan Post test	Summative Assessment, Feedback and valedictory
6.	Holiday			
7.	Holiday			
8.	Learning experiences and Analysis of first week outcomes and expectations from participants	Conflict Management - Concept, types, situations , Tools models	Conflict resolution strategies	Conflict resolution strategies Assignment-9
9.	Stress-concept, causes types and models	Stress reliving techniques Assignment-10	time management-working time, concept, Time wasters, model	Effective time management techniques Assignment-11
10.	Communication-concept, type, model	Effective communication in Classroom ,laboratory and workshop	Effective communication Assignment-12	Effective communication Assignment-13
11.	Crises Management-Concept, types, situations , Tools models	techniques of crises Management Assignment-14	Team building-Model, type, characteristics, performance role	Team-Building and working as leader and member Assignment-15
12.	motivational -concept, internal ,external, types, situations , Tools models and techniques	Student Motivation techniques Assignment-16	Preparation of action plan to implement learning Post test(Assessment)	Summarization of learning Valedictory

(Letter Head of the Agency/Department)

CERTIFICATION

Mr. /Ms. _____ herein referred to as the
Applicant and Mr./Ms. _____ referred hereto
as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee
endorses the nomination of Mr. /Ms. _____
to the _____ scheduled from
_____ to _____ and sponsored by the
_____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for two immediate rating periods were at least Very
Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete
the course and not be allowed to cancel or terminate the scholarship/training without
justifiable reason and without giving prior notice to and getting the approval from the donor
institution, TESDA and his agency.

This certification is issued as part of the requirements for application to short-term, non
degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20 _____.

Applicant

HR/Personnel Manager

FOREIGN SCHOLARSHIP TRAINING PROGRAM
NOMINEE ASSESSMENT SUMMARY

Program/Course:

Name	Agency	Position	Age	Degree/ Education	Related Training Programs	Work Experience	Duties and Responsibilities

**MANAGERIAL SKILLS FOR ACADEMICIANS AND
ADMINISTRATORS**

Application of **(NAME of NOMINEE)**

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. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
12. What challenges had you experienced as a teacher? What did you learn from them?	
13. What initiatives do you plan to implement so your school/office will benefit from this program?	
14. How did you hear about this scholarship opportunity?	