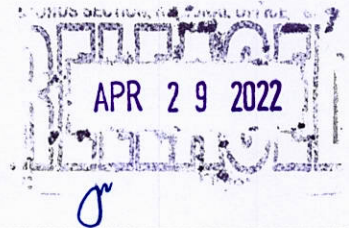




Republic of the Philippines
Department of Education
CARAGA REGION



April 29, 2022

REGIONAL MEMORANDUM

No. 0345, s. 2022

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

**MALAYSIAN TECHNICAL COOPERATION PROGRAMME – TECHNICAL
EDUCATION and SKILLS DEVELOPMENT AUTHORITY ONLINE
TRAINING PROGRAM FOR ENGLISH LANGUAGE TEACHERS**

1. The Malaysian Technical Cooperation Programme (MTCP) in coordination with the Technical Education and Skills Authority (TESDA)) announces its online program entitled **“Innovation in English Language Pedagogy: Best Practices and Assessment”**.
2. The training program will run from July 25, 2022 to July 29, 2022.
3. Participants to this training are public school teachers, competent in English language and has not participated in any MTCP course.
4. Due to the resurgence of COVID-19 pandemic in the region, the training will be conducted online. The delivery platform will be announced on a later date.
5. 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
Trunkline No: (085) 342-8207
Telefax No: (085) 342-5969
Email: caraga@depd.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.
- m. must be physically and mentally fit.

6. The following documents shall be submitted to this office via email at caraga@deped.gov.ph copy furnished the Scholarship Secretariat at scholarships_depedcaraga@deped.gov.ph and Mr. Elmer Augustus F. Conde at elmeraugustus.conde@deped.gov.ph:

- a. Nominee Assessment Form (see attached)
- b. Updated Personal Data Sheet
- c. Rated IPCRF for the past two (2) years
- d. Endorsement from the Schools Division Office through the Office of the SDS.

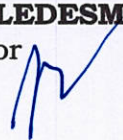
7. The Nominee Assessment Form shall be accomplished using the MS Word format. The rest of the documentary requirements shall be submitted as separate pdf files.

8. The applicants are also advised to prepare the following additional requirements set by the sponsoring agency:

- a. One (1) original statement of PRESENT Actual Duties and Responsibilities relevant to the course certified by the immediate supervisor.
- b. One (1) original Certification from the Head/Manager of the Human Resource Department (please see attachment)
- c. One (1) certified true copy of diploma/s for baccalaureate and Graduate courses.
- d. One (1) set of MTCP application form with passport-sized photos (Strictly no scanning and photocopy of pictures and fill all the blanks in the form. Incomplete application form will not be considered. Page 03 of the form deals specifically on the proficiency scores which need to be completed by the HR only)
- e. One (1) certified copy of valid passport/ valid company ID

9. The deadline for the submission of nominees will be on **May 16, 2022**. 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.

10. Immediate and wide dissemination of this memorandum to all concerned is desired.


For **MA. GEMMA MERCADO LEDESMA**
Regional Director 

Encl/s.: As stated
Reference/s: DM-CI-2022-141
To be indicated in the Perpetual Index
under the following subjects:

LEARNING AND DEVELOPMENT

SCHOLARSHIP

TRAINING

HRD/ea/c
04/29/2022



Republic of the Philippines

Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

459287

MEMORANDUM
DM-CI-2022-00 141

TO : Minister 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 : Malaysian Technical Cooperation Programme (MTCP) - TESDA

DATE : 22 April 2022

The Malaysian Technical Cooperation Programme (MTCP) in coordination with Technical Education and Skills Authority (TESDA) announces its online training program, details are as follows:

Course Title	Innovation in English Language Pedagogy: Best Practices and Assessment
Course Schedule	Date July 25-29, 2022 Time 11:00 – 16:00 (Malaysia Time, GMT+8)
Criteria of Applicants	In-Service Teachers Competent in English Language Has not participated in MTCP Course
Modality	Online

For selection purposes, NEAP encourages each Regional Office to nominate at least one (1) teacher with the following qualifications and documentary requirements:

Qualifications	Documentary Requirements
Filipino citizen	1. Updated Personal Data Sheet
a. Must be 50 years old below. At least five (5) years of service in the government (DepEd) at the time of nomination	2. Screening Form (via Google Form) 3. Rated IPCRF for the past two years 4. Endorsements from heads of the office:
b. Must be computer literate and have access to a stable Internet connection	a. Endorsement from the Schools Division Office through the Office of the SDS

NEAP/PDD/BRIONES

to enable them to participate in online interactions. c. Able and willing to utilize course learning in their work environment and share them with others upon completion of the program. d. Must hold a permanent appointment	b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) Please also prepare additional requirements set by the sponsoring agency:
e. Must have no pending administrative and/or criminal case	5. One (1) original Statement of PRESENT Actual Duties and Responsibilities RELEVANT to the course certified by the immediate supervisor
f. Must have a college degree and/or sufficient demonstrated ability and experience related/ relevant to the course	6. One (1) original Certification from the Head/Manager of the Human Resource Department (Please see attached CERTIFICATION format)
g. Must have a good command of the English language (spoken and written)	7. One (1) certified copy of Diploma/s for Baccalaureate and Graduate courses
h. Must have professional development needs aligned with DepEd's KRAs	8. One (1) set of MTCP Application form with passport-sized photos (STRICTLY no scanning and photocopy of pictures and fill all the blanks in the form, incomplete application forms will not be considered. Page 3 of the form is specifically on the English proficiency which will be completed by the HR only.)
i. Must have outstanding accomplishments related/leading to the program applying for	9. One (1) certified copy of a Valid Passport / VALID COMPANY ID
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	

The Participant's Nomination Form and required documents must be filled out and uploaded on or before **May 25, 2022** through this Google Form: <https://bit.ly/TESDA-MTCP-July>. Please use the official DepEd email accounts and submit the documents in PDF.

Upon NEAP's final screening, the nominated candidates will undergo an **interview screening** to be conducted by TESDA on **June 9, 2022**.

Immediate dissemination of and appropriate action on 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?	



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please affix
passport size
photograph

APPLICATION FORM (ONLINE) 2022**FOR OFFICIAL USE ONLY**

Please type or write clearly in capital letters. Do not leave any space blank. Use "NIL" or "N/A" where applicable

Reference no : _____
 Received : _____
 Checked : _____
 Recommendation: ☐ YES
 by Mission ☐ NO

Title of Course:	Date of Course:
------------------	-----------------

1. PERSONAL DETAILS

Family Name (surname):	Date of birth : Day Month Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Mailing Address:			Office Address:		
Mobile:			Home:		
		Country Area Number			Country Area Number
Office:		Fax:	Email:		
Country Area Number	Country Area Number				
Person to be contacted in case of emergency :					
Family Name: Relation: Mobile Number: Address: Email:			Office Name: Position: Mobile Number: Address: Email:		

1

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

*Please continue on supplementary pages if necessary

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Techncial Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before?: YES/NO

Name of Programme:

Organiser:

Year:

Have you participated in any MTCP training programme in Malaysia before?: YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

6. ENGLISH LANGUAGE PROFICIENCY					
	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

7. APPLICANT'S DECLARATION

I, _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not wilfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right licence to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

4

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses, in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia. Dated this ____ day ____ of 2022.

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

NOTE : This application form should be duly completed and endorsed by the National Focal Point incharge of Technical Cooperation in your country. Forms which are incomplete or not endorsed will not be accepted.

(Letterhead 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 has rendered the required service obligation for a scholarship previously
enjoyed;

The applicant's PES ratings for the 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 this 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 AND TRAINING PROGRAM
NOMINEE DATA SHEET

Program/Course:

Name	Agency	Position	Age	Degree/ Education	Training Programs Relevant to the Course	Work Experience	Present Actual Duties & Responsibilities