



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region 1
City of San Fernando, La Union 2500



2154 July 5, 2019

REGIONAL MEMORANDUM
No. 192 s. 2019

**NOMINATION OF PARTICIPANTS TO THE EXCELLENCE IN
SCHOOL LEADERSHIP OF SEAMEO INNOTECH**

To: Schools Division Superintendents

1. The Southeast Asian Ministers of Education Organization – Regional Center for Educational Innovation and Technology (SEAMEO RCEIT) is allocating three (3) scholarship slots for DepEd for its Excellence in School Leadership Program under the SEAMEO Educational Development Fund (SEDF) which will run from August to November 2019.

2. The program aims to build the school heads' integrated set of leadership and managerial competencies so they can navigate then changing environment of learning and education in Southeast Asia.

3. The program shall employ blending learning scheme consisting of a series of online and face-to-face learning activities which will be delivered in the three phases as follows:

Course Components	Schedule	Methodology
Phase 1: Pre-Course Online Engagement	August 26-30, 2019	Online discussion
Phase 2: Face-to-face Learning Interaction	September 23-October 5, 2019 in Manila	Blend of technical presentations and discussion, interactive dialogues, actual visit to schools
Phase 3: Post Course Online Conversation	November 4-22, 2019	Online sharing and assessment

1 of 2



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DEPARTMENT OF EDUCATION
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4. SEAMEO will cover all training-related costs including roundtrip economy airfare, accommodations at twin-sharing basis and out-of-pocket allowance.

5. Each Schools Division Office is required to submit one official nominee on/before July 17, 2019. Please visit <https://tinyurl.com/SchoolExcellence> for the list of qualifications and other nomination forms. Regional nominees shall be notified on July 19, 2019.

6. For other details, please contact the Human Resource Development Division through hrdd.rol@gmail.com.

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



MALCOLM S. GARMA
Regional Director

HRRD/jmv/jcp

2 of 2

OFFICE REGIONAL OFFICE
RELEASED

JUL 05 2019

BY: 




Republic of the Philippines
Department of Education
Region I
SCHOOLS DIVISION OF ILOCOS SUR
Bantay, Ilocos Sur



July 9, 2019

To: OIC-Asst. Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads

All interested applicants shall submit a letter of intent to this Office. Attach all pertinent documents for review, validation and appropriate action. The deadline of submission is on July 12, 2019.
For information and guidance.


GEMMA Q. TACUYCUY, CESO V
Schools Division Superintendent

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

Leadership Program

School Heads

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www.facebook.com/SDOfilocosur

"SMILE AND SERVE WITH A HAPPY HEART"

DIVISION OF ILOCOS SUR
RELEASED
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TIME: 3:40

BY: 

 [deperegion1](https://www.facebook.com/deperegion1)

 region1@deped.gov.ph

The program allocates three (3) slots for the Philippines with the following qualifications and the corresponding documentary requirements:

Qualification	Documentary Requirement
a. Filipino citizen.	1. Personal Data Sheet.
b. Not more than 50 years old.	
c. At least 5-year experience as school head with a proven experience in building and strengthening strategic partnerships with stakeholders.	2. Service Record.
d. Must have no pending administrative and/or criminal case.	3. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer.
e. Medically fit as certified by a licensed physician.	4. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution.
f. Able to understand, speak and write in English.	5. Draft work application project/action plan focused on instructional supervision .
g. Able to utilize course learning as well as share them with other school heads upon return to their work station.	6. Endorsement from the Schools Division Office through the office of the SDS.
h. Computer literate and have access to Internet connection to enable them to participate in online interactions.	7. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)

SEAMEO will cover all training-related costs including roundtrip economy airfare, accommodations at twin-sharing basis and an out-of-pocket allowance.

The other details of the program are enclosed in the attached Terms and Conditions of Program Participation. Email pertinent documents to scholarships@deped.gov.ph with the subject: Nominees for Excellence in School Leadership on or before 22 July 2019.

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



PARTICIPANT'S INFORMATION FORM

Course Code:

**PROGRAM TITLE:
AND SCHEDULE**

SEDF Program on Excellence in School Leadership Program

- Phase 1: Pre-Course Online Engagement (August 26-30, 2019))
- Phase 2: Face-to-Face Learning Interaction at SEAMEO INNOTECH (September 23-October 4, 2019)
- Phase 3: Post-Course Online Conversation (November 4-22, 2019)

TITLE (i.e. Mr/Ms/Mrs/Dr)	LAST NAME (Family Name)	FIRST NAME (Given Name)	MIDDLE NAME																				
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CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____	MOBILE NUMBER	FACEBOOK NAME	DIETARY RESTRICTION																				
INSTITUTION NAME	POSITION/ DESIGNATION	E-MAIL ADDRESS																					
INSTITUTION ADDRESS No. and Street _____ Town _____ City/ Province _____ State/ Region _____ Country _____ Postal/ Zip Code: _____ Tel: (____) _____ Fax: (____) _____ Website: _____		COMMUNICATION SKILLS <table border="1"> <thead> <tr> <th>Language</th> <th>Understand</th> <th>Read/</th> <th>Write</th> </tr> </thead> <tbody> <tr> <td>Speak</td> <td></td> <td></td> <td></td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>_____</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Language	Understand	Read/	Write	Speak				_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Have you attended any SEAMEO INNOTECH Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what course and when? _____																							
EDUCATIONAL ATTAINMENT																							
Degree	Specialization	Year Completed	Remarks																				
EMPLOYMENT HISTORY (in the last 5 years)																							
Position	Institution	City/ Province	From																				
No. of Yrs. of Experience as School Head	Number of Yrs. of Experience as Teacher	Number of teachers being supervised	Number of non-teaching staff																				
RELATED TRAINING PROGRAMS ATTENDED (in the last 3 years)																							
Program Title			Program Dates																				
CONTACT PERSON IN CASE OF EMERGENCY																							
NAME:			RELATIONSHIP:																				
ADDRESS:			TEL/ MOBILE NUMBER:																				

Privacy Statement and Consent to Use of Data

SEAMEO INNOTECH takes data privacy seriously. As such, personal information that you share with us are treated with utmost care and sensitivity.

All personal details and photo/ video/ audio documentation related to your participation in **SEAMEO INNOTECH** programs/projects/activities are managed by the Center for educational purposes. Such are gathered for the following reasons:

- for use in Center-generated reports, documents, publications and audio-video productions;
- for inclusion in databases of Center participants, partners and stakeholders;
- to make appropriate logistical arrangements, whenever necessary;
- to contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have;
- to identify persons to contact in case of emergency; and
- to send evaluation instruments and other post-program/post-activity documents as needed.

The Center assures you that we will only use your personal details and photo/ video/ audio documentation for non-commercial purposes. Adequate control, means and access to your personal data are in place to ensure the safety, integrity and confidentiality of information that you have shared.

Signing on the space provided below signifies that you have read and understood the data privacy policy of **SEAMEO INNOTECH**. Further, you are certifying that the information contained herein is true and correct, and you have given consent to the collection and use of your personal information, as well as photo/video/audio documentation for purposes stated above.

(Signature over Printed Name)

Date: _____

TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

1. SEAMEO Educational Development Fund (SEDF) Program on *Excellence in School Leadership*

The Excellence in School Leadership Program (SLP) aims to help school heads develop an integrated set of leadership and managerial competencies to enable them to effectively shift roles given their expanding responsibilities and the high expectations from the stakeholders. It is anchored on the Competency Framework (CF) for SEA Heads.

SLP covers five essential competency areas of a successful school head in the Region; namely: Strategic Thinking and Innovation; Instructional Leadership; Managerial Leadership; Stakeholders Engagement and, Personal Excellence. The interface and interaction of these critical competencies into one single program approximate the strategic leadership and operational management requirements of school heads in leading and managing effective schools.

2. Program Phases and Duration

This program will be delivered in three phases:

- Phase 1 involves a pre-course online engagement to assess the participants' current levels of competency, understanding and practices on building and strengthening strategic partnerships with stakeholders, to be conducted on August 26-30, 2019.
- Phase 2 is the face to-face learning interaction component, covering the core competencies of the program, to be held on September 23-October 4, 2019 at SEAMEO INNOTECH, Quezon City, Philippines.
- Phase 3 is a set of post-course online conversations which aim to consolidate learning, insights and lessons learned from Phases 1 and 2, and how these were applied in the respective schools, to be conducted on November 4-22, 2019.

3. Terms and Conditions for the SEDF Scholarship

- a. Expectations from the SEDF Scholars: The scholars to this program are expected to have 100% attendance to all the program phases and to actively participate in the discussion and learning exchange.

Each nominee is requested to complete the "Course Participant's Information Form." Attached is the form. Scholars may also access and fill it out online: biliv/SEDF2019.

In order to maximize the sharing and learning sessions and at the same time, facilitate replication of this program, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nominations may be made for two (2) school leaders and one (1) Education Officer responsible for designing and managing school leadership and development programs. The nominees shall have the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school heads and with proven experience in introducing and implementing strategic changes and innovations in their school
- 1 Education Officer in the Ministry responsible for designing and managing learning programs for your school leaders
- Citizens/nationals of your country

- Computer literate and have access to internet connection (to enable them to participate in online interactions)
 - Medically fit as certified by a government physician
 - Able to understand, speak and write in English
 - Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
 - Not over 50 years of age
- b. Allowances: The scholars will receive an out-of-pocket allowance for food and other related expenses based on SEAMES-prescribed Dollar-Peso exchange rate.

SEDF scholars will be paid their allowances from the day they arrive in Manila up to the last day of the Program or up to the day they leave Manila, as arranged by SEAMEO INNOTECH.

- c. Accommodation: Adequate housing facilities will be provided by the Center for the scholars.
- d. AirPassage: The Center will procure economy class airline tickets from:
- The main capital city of the participant's home country to Manila and back, or
 - The participant's place of residence direct to Manila should the direct route be cheaper than going through the capital city of the home country, and where travel authorization would not have to be obtained personally from the capital city of the home country.
 - For Filipino participants residing outside Metro Manila, the Center will refund the cost of transportation incurred in reporting to the Center and provide a similar amount for the participant's return upon completion of training.
 - As a general rule, the participants must follow the schedules prescribed by SEAMEO INNOTECH with respect to their arrival prior to the commencement of the course and their departure upon the completion of the course. Any deviations in time schedule and/or return route must carry the approval of the Ministry of Education of the scholar's home country and the consent of SEAMEO INNOTECH.
- e. Insurance and Hospitalization: Payment of premiums will be made by the Center to cover hospitalization expenses due to accident injuries, under specific terms and conditions.

- f. Transport: Transportation for programmed trips organized by the Center will be provided.

4. English Proficiency

English is the working language of all the SEAMEO Centers. The program will be carried out using the English language, hence participants are expected to be able to converse in English and written reports are also required in English.

5. Certificate of Health

A medical certificate, accomplished by a licensed physician, is to be attached to the completed form (Course Participant's Information Form) certifying that the nominee is medically fit to travel and participate in this program.

6. Copyright of Work

It is understood that the scholars will assign to SEAMEO INNOTECH the copyright of any paper and work written by them in connection with the Program.

7. General

For Phase 2, the participants are expected to arrive in Manila on or about the 22nd of September 2019 and to depart on the 5th of October 2019. Arrangements for economy class air travel to Manila will be made by the Center for Non-Filipino participants.

On receiving nominations, the Center will communicate with the participants regarding accommodation and travel arrangements.

8. Passport and Visa

Non-Filipino participants must possess valid passports (expiration date of passports should usually be not less than six months before date of travel) for travel purposes. But since the course is only for ten (10) days (including travel days), no visas will be required pursuant to an Inter-ASEAN travel courtesy arrangement. Moreover, Circular No. 66-77 of the Philippine Department of Foreign Affairs, copy attached, provides for special travel arrangements for officials, course participants and guests of SEAMEO INNOTECH.