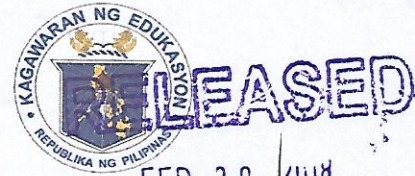
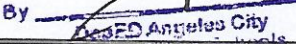




Department of Education
Region III
DIVISION OF ANGELES CITY
Jesus Street, Pulungbulu, Angeles City

Tel. No. (045) 322-5722; 322-4702/Fax Nos. (045) 887-6099
email address: angeles.city@deped.gov.ph



By 
LEPED Angeles City
Division of City Schools

February 20, 2018

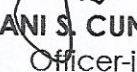
DIVISION MEMORANDUM

No. 90, s. 2017

**NOMINATION OF PARTICIPANTS FOR THE REGULAR COURSES OF
SEAMEO REGIONAL CENTRE FOR QITEP IN MATHEMATICS FOR FY 2018**

To: Heads of Public Elementary and Secondary Schools

1. The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics announces its regular course for SEAMEO Member Countries for Fiscal Year 2018.
2. The five regular courses listed below are designed for primary school teachers, junior high school Mathematics teachers, and senior high school Mathematics teachers/vocational school, school principals and supervisors:
 - 2.1 Regular Course on Joyful Learning
 - 2.2 Regular Course on South Asia Realistic Mathematics Education
 - 2.3 Regular Course on Developing Lesson Study in Mathematics Education
 - 2.4 Regular Course Differentiated Instruction
 - 2.5 Regular Course on Clinical Supervision
3. Details of the courses and participants requirements are found in the attached Memorandum.
4. Immediate dissemination of this Memorandum is desired.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge

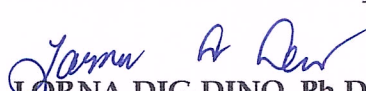
Office of the Schools Division Superintendent



MEMORANDUM
DM-CI-2018-00036

Scholarship Advisory No. 02, s. 2018

TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : 
LORNA DIG DINO, Ph.D
Undersecretary for Curriculum and Instruction

SUBJECT : **Nomination of Participants for the Regular Courses of SEAMEO Regional Centre for QITEP in Mathematics for Fiscal Year 2018**

DATE : 29 January 2018

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics announces its regular courses for SEAMEO Member Countries for Fiscal Year 2018. The five regular courses listed in the table are designed for Primary School Teacher, Junior High School Mathematics Teacher, and Senior High School Mathematics Teacher/Vocational School, School Principal, and Supervisors.

No.	Course Title	Course Schedule	Specification of Participant	Number of Participant	Application Deadline
1	Regular Course on Joyful Learning	7-20 March 2018 6 March: Arrival 21 March: Departure	Primary School Teachers	1	6 February 2018
2	Regular Course on South Asia Realistic Mathematics Education	28 March -10 April 2018 27 March: Arrival 11 April: Departure	Junior High School Mathematics Teachers	1	9 February 2018
3	Regular Course on Developing Lesson Study in Mathematics Education	25 July - 7 August 2018 24 July: Arrival 8 August: Departure	Junior High School Mathematics Teachers	1	6 June 2018

4	Regular Course Differentiated Instruction	24 August – 6 September 2018 23 August: Arrival 7 September: Departure	Senior High School/Vocational Mathematics Teachers	1	6 July 2018
5	Regular Course on Clinical Supervision	10-23 October 2018 9 October: Arrival 24 October: Departure	School Principal and Supervisors	1	17 August 2018

I. Participants Requirements:

The nominated participants must:

1. Minimum of 3 years experience in teaching
2. Be proficient in English (proven by a copy of original certificate) with a minimum score of 450 for TOEFEL or 5 for IELTS
3. Be excellent in health condition for two-week course (proven by a scan of original medical certificate issued by hospital/doctor)
4. Not be currently pregnant during the course (female participant)
5. Not be more than 50 years old (for all courses except Course on Clinical Supervision); Should not be more than 55 year old for Course on Clinical Supervision

II. Rights and Obligation

1. Course Materials

All participants are given course materials and stationery under conditions applied by the Centre.

2. Accommodation and Food

- a) The Centre will provide twin sharing rooms for participants
- b) Meals and snack are provided
- c) Allowance and Reimbursement:

The Centre will refund economy class air-ticket from capital city or nearest International Airport from participant's office/school/work station to Yogyakarta and vice versa. For reimbursement purposes, participants are requested to submit the following documents:

- 1) The round trip ticket – the invoice of the ticket payments; where the Centre has the right to check the ticket authenticity with the following maximum ticket price amounting to \$729 USD from the Philippines.
- 2) Boarding pass; and airport tax
- 3) Letter of assignment/official nomination letter from participant's institution/government; and
- 4) Stamped (if any) and signed form of official trip.

3. All participants are expected to:
 - a) Bring laptop.
 - b) Bring traditional costume for Understanding SEAMEO Countries Culture Performance.
 - c) Bring casual outfit for daily exercise.
 - d) Prepare specifically needed medicine in case of emergency.

III. Arrival

Participants are expected to arrive at Yogyakarta one (1) day before the course starts and to depart one (1) day after the course is over. The Centre will provide pick up service from Adisutjipto International Airport Yogyakarta to the Centre and vice versa.

IV. Understanding Southeast Asia Culture

Participants are expected to give a cultural presentation (e.g. dance, drama, and the like) that represents their culture. They should come prepared with the supporting items (such as costumes, musical instruments, etc.) The Centre does not pay nor provide for the items.

V. Passport and Visa

The Centre will send a letter of acceptance to help the qualified participants.

The general information, course description (2018 Course Description), participant's biodata, and the guide in filling out the SPD (Official Trip Form) are enclosed in this memorandum.

All other required documents must be submitted via email at neap.pdd@deped.gov.ph on or before the stated deadline.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

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

- Annex A: List of Requirements*
B: General Information
C: 2018 Course Description
D: Participant's Biodata Form
E: Guide in Filling out the SPD (Official Trip Form)
F: Scholarship Contract

LIST OF REQUIREMENTS

A. Qualifications

- a. Filipino citizen
- b. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- c. Must hold a permanent appointment at the organization nominating him/her
- d. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- 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 applied for
- g. Must have no pending nomination for scholarship in another program/course
- h. Must have already rendered the required service obligation for a scholarship previously enjoyed
- i. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- j. Must have a good command of the English language (spoken and written)
- k. Physically and medically fit to travel
- l. Must have above average ICT skills
- m. Not an expectant mother

B. Documentary

- a. Endorsement from RO and SDO
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (2 copies)
- m. Signed *Scholarship Contract*



**Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Mathematics**

Jl. Kaliurang Km. 6 Sambisari, Condongcatur, Depok, Sleman, Yogyakarta, Indonesia.
Phone: +62274889955, Fax: +62274887222, Email: secretariat@qitepinmath.org
Website: www.qitepinmath.org



General Information

**SEAMEO Regional Centre for QITEP in Mathematics' Regular Courses
Fiscal Year 2018**

1. Participant requirements:

- a. Minimum of 3 years of experience in teaching
- b. Proficient in English (proven by a copy scan of original certificate) with the minimum score of 450 for TOEFL or 5 for IELTS.
- c. Excellent in health condition for two-week course (proven by a scan of original medical certificate issued by hospital/doctor)
- d. Should not be currently pregnant during the course (female participant).
- e. Age requirement:
 - Should not be more than 50 years old (for all courses except Course on Clinical Supervision)
 - Should not be more than 55 years for Course on Clinical Supervision.

2. Rights & Obligation

a. Course Materials

All participants are given course materials and stationery under conditions applied by the Centre.

b. Accommodation and Food

- i. The Centre will provide twin sharing rooms for participants.
- ii. Meals and snacks are provided
- iii. Allowance & Reimbursement

The Centre will refund **economy class air-ticket** from capital city or nearest International Airport from participant's office/school/work station to Yogyakarta and vice versa. For the reimbursement purpose, please submit the following documents.

- i. **the roundtrip ticket;**
- ii. **the invoice of the ticket payment; the Centre has the right to check the ticket authenticity with the following maximum ticket price:**

Country	Max Ticket Price (USD)	Country	Max Ticket Price (USD)
Cambodia	\$ 1031	Philippines	\$ 729
Lao PDR	\$ 900	Thailand	\$ 522
Malaysia	\$ 371	Timor Leste	\$ 308
Myanmar	\$ 668	Vietnam	\$ 1050

- iii. **boarding pass; airport tax**
- iv. **letter of assignment/official endorsement from the participant's institution/government; and**
- v. **stamped (if any) and signed form of official trip (attached)**

c. All participants are expected to:

- i. Bring laptop.
- ii. Bring traditional costume for Understanding SEAMEO Countries Culture performance.
- iii. Bring casual outfit for daily exercise.
- iv. Prepare specifically needed medicine in case of emergency.

3. Arrival

Participants are expected to arrive at Yogyakarta one (1) day before the course starts and to depart one (1) day after the course is over. The Centre will provide pick up service from Adisutjipto International Airport to the Centre and vice versa.

4. Understanding Southeast Asia Culture

Participants are expected to give a cultural presentation (e.g. dance, drama, and the like) that represents their culture. They should come prepared with the supporting items (such as costumes, musical instruments, etc.). The Centre does not pay nor provide for the items.

5. Passport and Visa

The Centre will send a letter of acceptance to help expediting the visa on arrival (participants from Timor Leste only).

6. Inquiries

SEAMEO Regional Centre for QITEP in Mathematics

Jl. Kaliurang Km.6 Sambisari Condongcatur, Depok, Sleman, Yogyakarta, Indonesia 55281

Phone : +62 274 889955

Fax : +62 274 887222

Web : <http://www.qitepinmath.org>

Email : secretariat@qitepinmath.org

Should you need more information kindly contact :

Ms. Adityarini Djadir (Ms. Anthy)

Phone: +62812411816762

Email: adjadirqitep@gmail.com



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Phone: +62274 889955, Fax: +62274 887222, Email: secretariat@qitepinmath.org
Website: www.qitepinmath.org



COURSE DESCRIPTION 2018

Course on Joyful Learning

Learning should be something joyful because it is a perpetual growth process and self-reflection. Mathematics teachers are expected to develop ideas to motivate students by joyful activities, such as discovering, exploring, constructing, designing, setting strategy, and solving problems that are wrapped in mathematics games, puzzles, and hands-on activities.

Course on Joyful Learning in Mathematics Education provides mathematics teachers a different perspective in teaching mathematics. Teachers are introduced to various joyful activities to promote meaningful learning. These activities will help students to achieve higher order thinking skills (HOTS).

Course on Southeast Asia Realistic Mathematics Education

Realistic Mathematics Education (RME) was first introduced and developed by Freudenthal Institute in the Netherlands. There are two important points in RME: (1) mathematics must be connected to real life, and (2) the idea of mathematics as human activity is emphasized.

SEAQiM has designed a Southeast Asia Realistic Mathematics Education (SEA-RME) Course which is based on the regional culture, nature, and characteristics of Southeast Asia. This course gives teachers the opportunity to work collaboratively, celebrate diversity, and brings these experiences to their mathematics classrooms.

Course on Developing Lesson Study in Mathematics Education

Lesson Study is a well-known approach originated from Japan for improving Teaching and Learning Process in classroom. It is an effective model for teachers to join their activities to improve their teaching. This approach emphasizes the improvement of students' mathematical thinking which involves three steps namely Plan-Do-See.

In this course, participants will have opportunity to conduct lesson study in school collaboratively by practising the plan-do-see steps.

- a. Plan: Participants and facilitators work collaboratively to develop lesson plan;
- b. Do: A model teacher implements the lesson plan in a real classroom while others (teachers, headmaster, and facilitators) observes the lesson; and
- c. See: The teacher and observers conduct lesson evaluation and reflection.

Course on Differentiated Instruction

Differentiated instruction is a teaching theory based on the premise that instructional approaches should vary and be adapted in relation to individual and diverse students in classrooms. Many classes consisting of students with diverse learning abilities require a teacher capable of designing teaching strategies that accommodate all learning styles.

This course is designed to assist mathematics teachers in designing differentiated mathematics instruction that can improve students' mathematical thinking skills. Furthermore, this course will also facilitate mathematics teachers to improve their ability to design mathematics teaching and learning materials that can nurture the students' positive attitudes toward mathematics.

Course on Clinical Supervision

There are three main purposes of clinical supervision, namely (1) developing professionalism, (2) monitoring teaching quality, and (3) developing motivation. To be successful in clinical supervision, the relations between teacher and supervisor should be equal and collaborative. The Clinical Supervision course requires supervisors have competence in mathematics education. During the course, the participants will have opportunities to observe and supervise mathematics teaching using observation instruments developed during the course.

For more detail please visit: www.qitepinmath.org

13. CONTACT IN CASE OF EMERGENCY

Name	:																																							
Relationship	:																																							
Address	:																																							
	:																																							
Telephone No.	:																																							
Mobile No.	:																																							
Email	:																																							

14 ARRIVAL DATE IN YOGYAKARTA AND FLIGHT DETAILS

Arrival Date	:																																							
Flight Details	:																																							

Participant signature over name

I	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal : V
II	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III	Tiba di Pada Tanggal	Berangkat dari : Ke : Pada tanggal :
IV	Tiba di Pada Tanggal	Berangkat dari : Ke : Pada tanggal :
V	Tiba di : (Tempat kedudukan) Pada tanggal :	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanakan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Dr. Wahyudi NIP 196611121988111001
VI	Catatan Lain-lain	
VII	PERHATIAN: PPK yang menerbitkan SPD, pegawai yang melakukan perjalanan dinas, para pejabat yang mengesahkan tanggal berangkat/tiba, serta bendahara pengeluaran bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara apabila negara menderita rugi akibat kesalahan, kelalaian, kealpaannya.	



**Southeast Asian Ministers of Education Organization (SEAMEO)
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The guide in filling out the *SPD* (official trip form)

1. *SPD* (official trip form) is an administration requirement for QITEP in Mathematics to be used as a legal document showing the agreement between QITEP in Math and the participant's/delegate's institution to have an official trip. This is used for the purpose of reimbursing the official trip cost of the participant/delegate.
2. The head or other official of the participant's institution is to sign in the space where the \surd symbol is written. The signature is stamped (if there is an official stamp). We need the three (3) sheets of *SPD* which are originally signed and stamped.
3. Please do not write anything on the *SPD* except the stamped signatures and mentioned in point 2.
4. The name and position of the official signing the forms should be written in the separate paper
5. The example of the signed document is herewith attached for your reference.


LAMPIRAN I

PERATURAN MENTERI KEUANGAN REPUBLIK INDONESIA

NOMOR 113/PMK.05/2012

No SPD

Tanggal SPD

I	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal : 
II	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
IV	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
V	Tiba di : (Tempat kedudukan) Pada tanggal :	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanakan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Dr. Wahyudi NIP 196611121988111001
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MEMORANDUM OF AGREEMENT
(Scholarship Contract)

I, _____ (NAME), Filipino, of legal age and with residence at _____ (HOME ADDRESS),
_____ (POSITION) of _____ (SCHOOL / OFFICE /STATION) for and in consideration of the scholarship grant on _____ (PROGRAM CODE AND TITLE OF THE COURSE) at the _____ (VENUE OF THE COURSE) for the period _____ (INCLUSIVE DATES OF THE COURSE) do hereby agree to observe the following terms and conditions:

- a. shall maintain the academic standards and other course requirements set for by the program of the institution and Department of Education (DepEd) and that failure to do so would be sufficient grounds for disqualification and termination of the scholarship;
- b. shall conduct myself in such manner as not to bring disgrace or dishonor to myself, the institution and the DepEd;
- c. shall return to my official station and resume my functions immediately upon the completion or termination of my scholarship or training grant;
- d. shall, at the end of my scholarship or training grant, submit to the head of my office and the Department of Education (DepEd) through the National Educators Academy of the Philippines (NEAP) a copy of my scholarship reports containing lessons for the conduct of echo seminars to share new learnings, teaching innovations, and strategies to my co-teachers and administrators; various trainings, program highlights and general impressions constituting my (scholar's) evaluation of the program;
- e. shall, upon return to my station, implement the echo seminars and submit reports to the Professional Development Division, National Educators Academy of the Philippines at Second Floor, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City;
- f. shall teach the subject / conduct echo seminars on the course in which I was granted the scholarship and continue to serve my school / division / region for at least three years which is the service obligation equivalent for a year of scholarship or a fraction thereof;
- g. shall refund in full to the Department of Education such sums of money as may have been defrayed by the Philippine government for expenses incidental to my scholarship, for failure to comply with any of the foregoing

conditions through my fault or willful neglect, resignation from the service, transfer to other agencies, voluntary retirement or other causes within my control.

IN WITNESS WHEREOF, I set my hand this _____ day of _____ at _____.

DepEd Scholar
(signature over printed name)

Chairman, Scholarship Committee
(signature over printed name)

Witness:

Regional Director*
(signature over printed name)

Head, Scholarship Secretariat**
(signature over printed name)

*initials of immediate supervisor under Director's signature

**initials of other members of the Scholarship Secretariat

REPUBLIC OF THE PHILIPPINES
CITY OF

)
) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	ID	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free and voluntary act and deed.

This instrument consists of three (3) pages including the page wherein this acknowledgement is written and is signed by parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this ____ day of _____, at Pasig City, Philippines.

Notary Public

Doc No. : _____
Page No. : _____
Book No. : _____
Series of : _____