



Department of Education
Region III
DIVISION OF ANGELES CITY
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RELEASED

DIVISION ADVISORY
No. 149, s. 2016


NOV 10 2015

By DepEd Angeles City
Division of City Schools

To: Principals of Public Elementary & Secondary Schools
From: OIC-Office of the Schools Division Superintendent
Subject: REGIONAL TRAINING PROGRAMME ON "STRENGTHENING
COMPETENCY ASSESSMENT IN EDUCATION AND TRAINING"
Date: November 9, 2016

Please be informed about the SEAMEO VOCTECH Regional Training Programme on "Strengthening Competency Assessment in Education and Training" in Brunei Darussalam.

Attached is the communication from DepEd Undersecretary Dina S. Ocampo for your perusal and guidance.


LEILANI S. CUNANAN, CESO VI
Officer-in-Charge
Office of the Schools Division Superintendent




Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2016-00178

Scholarship Advisory No. 20, s. 2016

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

FROM :  **DINA S. OCAMPO**
Undersecretary

SUBJECT : *Regional Training Programme on "Strengthening Competency Assessment in Education and Training"*

DATE : 13 October 2016

The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) will be conducting a two-week regional training programme on "*Strengthening Competency Assessment in Education and Training*" in Brunei Darussalam.

One (1) slot on full scholarship and a few sets for fee-paying applicants is being offered to the Department.

Interested applicants must:

1. Be TVET instructors, supervisors and curriculum development facilitators;
2. Not be more than fifty (50) years of age;
3. Have a good command of the English language (spoken and written);
4. Have adequate knowledge of using the computer and the internet; and,
5. Comply with all the requirements and training rules of the programme.

All required documents (Annex A) must be submitted to the Regional Human Resource Development Division (HRDD) Chiefs for evaluation and proper endorsement to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD). Applications without the aforementioned endorsement shall not be accepted.

The Regional HRDD Chiefs are enjoined to submit the complete set of the documentary requirements of their nominees along with the Nomination Letter signed by the Regional Director via email to neap.pdd@deped.gov.ph on or before **28 October 2016**.

The other details of the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through email at neap.pdd@deped.gov.ph.

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

- Enclosure A: List of Requirements*
- B: Appendix 1: Programme Brief*
- C: Appendix 2: Training Nomination Form*
- D: Appendix 3: Guidelines for Preparing a Country Paper*
- E: Essay Questionnaire*

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION REGIONAL CENTRE
VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING (SEAMEO VOCTECH)
Strengthening Competency Assessment in Education and Training

LIST OF REQUIREMENTS

A. Qualifications

- a. Not more than 50 years of age
- b. Filipino citizen
- c. Has not been convicted of any administrative offense or crime, wherein the penalty is more than six (6) months
- d. TVET instructor, supervisors and curriculum development facilitators
- e. Must hold a permanent appointment
- f. Must have rendered at least two (2) years of service in the government at the time of nomination
- g. Must have obtained at least a *Very Satisfactory* or *Outstanding* performance rating for two (2) consecutive rating periods immediately preceding the nomination
- h. Must have a good command of the English language (spoken and written)
- i. Must have adequate knowledge of using the computer and the internet
- j. Must have no pending nomination for scholarship in another program/course
- k. Must have no pending administrative and/or criminal case
- l. Physically and medically fit to travel
- m. Not an expectant mother

B. Documentary

- a. Fully Accomplished Training Nomination Form
- 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. Personal Data Sheet
- f. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- g. Transcript/s of Records and Diplomas for all degrees attained
- h. Service record
- i. Copy of professional certification/s
- j. Performance Rating for two (2) consecutive rating periods immediately preceding the nomination
- k. 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
- l. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- m. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- n. Photocopy of Passport
- o. Outline of Country Paper
- p. Fully Accomplished Essay Questionnaire

**Scanned/soft copies of the Nomination Letter and the above-enumerated documents must be submitted before 28 October 2016 via email at neap.pdd@deped.gov.ph. All original documents of the chosen applicant will be asked to be submitted on a later date.*



Regional Training Programme on “Strengthening Competency Assessment in Education and Training” 4 – 16 February 2017

RATIONALE

Assessment is the process of collecting and making judgments on the nature and extent of progress in the performance of requirements set out in standards, learning outcome or at the appropriate point, making the judgment whether competency has been achieved (Vocational Education, Employment and Training Advisory Committee, Australia, 1993). As assessment is about finding out “if learning and what learning” is taking place, and to know whether the learner has acquired the knowledge, skills and attitudes required in the application of a competency, there is a need to specifically find out whether the learner is actually learning as a result of the education and training, as this will show us whether the training has been effective, particularly in a competency-based education and training.

Assessment, if properly adopted, can be used for improving teaching activities and learning outcome, and as a source of evidence as to whether a learner is competent or not yet competent, in performing a given task. However, studies have shown that usually the efforts of these assessment activities undertaken have not been fully utilized to bring about its maximum benefits as stated, and that they are limited towards measuring the outcome of the teaching and learning process only. To maximize its benefits, it is essential for all those involved to fully understand what assessment is all about and how to make use of it in the educational and training context. It has to include not only the measurements of the outcome but also the process and inputs of these teaching and learning activities – that the learner is able to progress towards his/her learning goals and that he/she is competent to perform a job in accordance to established workplace standards. With this in mind, and recognizing that the purpose of assessment is to confirm that an individual can perform to the standards expected in the workplace as expressed in the relevant competency standards, it is important, therefore, that the assessment tasks conducted must be valid, reliable and authentic, and that they are carried out in an actual workplace setting, or at least simulating the actual workplace condition.

This two-week training programme will enhance and strengthen the participants’ capabilities in designing competency-based assessment instruments that could measure actual learning of their students. Added to this, they will have the opportunity to fully understand and discover new ideas and innovations about competency assessment in TVET systems across the SEA region, which in turn will help them bring about improvements to their schools of colleges as well as to their students.

OBJECTIVES

At the end of this two-week training programme, the participants are expected to:

1. Explain the curriculum development process.
2. Discuss competency as the basis of curriculum development.

APPENDIX 1

3. Discuss the practices of competency assessment among SEA countries.
4. Develop learning outcomes from competency.
5. Explain the concept of competency assessment.
6. Explain the different methods of competency assessment in TVET.
7. Develop Evidence Guide.
8. Develop written test.
9. Develop rubrics and performance tests.
10. Prepare an action plan by developing individual project on competency assessment instrument and corresponding marking scheme, relevant to TVET system.

CONTENTS

1. Curriculum Development Process: An Overview

This session covers the different phases of the curriculum development cycle and the different activities performed in each phase.

2. Competency as a Basis in Curriculum Development

This session focuses on why competency serves as the basis for curriculum development, implementation and assessment. It will also discuss the characteristics of competency based training. Amongst the contents covered are: comparison between traditional and competency-based programmes, concept and key features of competency.

3. Competency Assessment Practices in Southeast Asian Countries

In this session, through a country report presentation, participants share and discuss various issues, challenges and future directions on student assessment policy and practices in TVET, incorporating national, institutional and personal experiences. The discussion also showcases educational structure of their countries.

4. Competency and Learning Outcomes

This session focuses on competency as the basis of learning outcomes. It also covers performance criteria development which is the foundation of assessment. Included in this session are the following: characteristics of competency, concept of learning outcomes, its basis, and principles of writing learning outcomes.

5. Competency Assessment

This session discusses the concept and key features of competency assessment, and the different methods of conducting assessment. Also covered here are the following: comparison between testing and assessment, the need for competency assessment, features of competency assessment, context and methods of assessment.

6. Competency Assessment Methods

This session covers the different competency assessment methods, including: observation, demonstration, simulated workplace project, questioning, role- playing, third part reporting and portfolio.

APPENDIX 1

7. Evidence Plan Development

This session focuses on “how to plan the evidence gathering process” using the different methods of assessment, with competency assessment as the basis of evidence of performance,

8. Written Test Development

This part of the programme allows the participants to construct written tests - recall and recognition items, which are used to assess student’s mastery of knowledge tasks and to assess mastery of complex or critical concepts or facts underlying skill tasks. The advantages and disadvantages between recall and recognition items will also be briefly discussed.

9. Rubrics Development

This session specifically covers the process of developing and using rubrics in assessing demonstration, observation, projects, and portfolio. It addresses the pointers in developing rubrics, particularly the different criteria/indicators to be used in assessing performance based on the taxonomy of educational objectives in the three domains: cognitive, affective and psychomotor and the table of specifications.

10. Performance Tests Development

This section of the programme enables the participants to construct performance tests that are appropriate for the task, are objective and measure the students’ competence in performing the task. Participants are also able to describe the role of testing and criterion-referenced testing and match with tasks.

11. Action Planning

This session provides the participants the opportunity to apply the knowledge and skills acquired during the programme in their respective institutions, by developing individual competency assessment instrument relevant to their units / programmes.

EXPECTED OUTPUTS

After having completed this training programme, participants are expected to

- develop appropriate competency assessment instrument; and
- develop action plans on the implementation of competency assessment in their respective institutions.

DELIVERY METHOD

The medium of instruction for this training programme is English. It will be delivered using a variety of teaching methods and techniques that will elicit the prior knowledge and experiences of the participants on the subject matter. Foremost of these methods are:

- Sharing of experiences
- Lecture and discussions
- Workshop

APPENDIX 1

- Plenary presentation of output and critiquing
- Role Play/Simulation
- Field Trip

TARGET PARTICIPANTS

The participants of this training programme are TVET instructors, supervisors and curriculum development facilitators.

COURSE REQUIREMENTS

- Each participant is required to submit a country paper. The major issues, challenges, and future directions to be addressed will be on **student assessment policy and practices in TVET in respective countries** which incorporate national, institutional and personal experiences. The participants are required to bring curriculum documents relevant to their areas of specialization. For more information, please refer to the Guidelines for Preparing a Country Paper on APPENDIX 3.
- Maximum age of 50, for women is not currently pregnant, physically and medically fit to travel, and must comply with other requirements stipulated in the **Training Nomination Form**.
- Participants are required to bring their own wifi-enabled laptop computer.
- They are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night.

COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

NOORHAYATI CYNTHIA ABDULLAH

Teacher Education Specialist cum Knowledge Management Manager


SEAMEO VOCTECH Regional Centre

Jalan Pasar Baharu, Gadong BE1318

Brunei Darussalam

 +673-244-7992

 +673-244-7955

 cynthia.haizamdin@vottech.edu.bn

REFERENCE

Vocational Education, Employment and Training Advisory Committee (VEETAC).1993.

Framework for the Implementation of a Competency-Based Vocational Education and Training System. Australia

 Certified System Quality ISO 9001	BUSINESS FORM (Training & Professional Development Division)	TPD – 06 Rev: (08) 01/04/2015
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TRAINING NOMINATION FORM

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. Training Programme

COURSE TITLE

Regional Training Programme on
“Strengthening Competency Assessment in Education and Training”

DATE OF TRAINING 4 – 16 February 2017	VENUE SEAMEO VOCTECH, Brunei Darussalam
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2. Personal Information

TITLE <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss	PARTICIPANT FULL NAME (As it appears on your passport)	**NAME TO APPEAR ON NAME TAG		
GENDER (Male/Female)	MARITAL STATUS (Single/Married/Widowed)	DATE OF BIRTH (DD-MMM-YYYY)	**IDENTIFICATION CARD NO. (National ID/SSS/KTP/MyKad)	RELIGION
NATIONALITY	**PASSPORT DETAILS (To be filled-in by participants coming from outside the Brunei Darussalam)			
	PASSPORT NUMBER	DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)	PLACE OF ISSUE
**MOBILE NO. (Country Code+Mobile No.)		**E-MAIL ADDRESS (Office or Personal E-mail Address)		

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE “EXCELLENT, GOOD OR FAIR”				
English Language:	Writing	Speaking	Reading	Listening Comprehension
Computer Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **REGIONAL TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOCTECH?

☐ YES If YES, please indicate the course title, date and year of conduct:
☐ NO

**IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY		
NAME	RELATION (Spouse / Parents / Sibling)	MOBILE NO.

****Required field to be completed.**

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3. Professional Information

[**Kindly Write Your Name/Nickname Below ✓]

****HIGHEST QUALIFICATION**

- ☐ Doctoral Degree ☐ Master Degree ☐ Bachelor Degree ☐ Advanced/Higher Diploma ☐ Diploma
☐ Others, please specify: _____

****AREA OF SPECIALISATION**

- ☐ Education ☐ Research ☐ ICT ☐ Management ☐ Curriculum ☐ Business & Administration
☐ Engineering ☐ Mechanical ☐ Electrical ☐ Others, please specify: _____

JOB TITLE / DESIGNATION

OFFICE TEL.
(Country Code+Area Code+Number)**NO. OF YEAR/S OF
WORK-RELATED EXPERIENCE
Year/s**ORGANISATION NAME & FULL ADDRESS**

(Dept/Div/Unit/Faculty + Ministry/Institution + Street Name & Number + Municipality City + Province + Zip Code, Country)

**** BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES****4. Dietary Requirements and Medical Restrictions****DIETARY REQUIREMENTS**

- ☐ None ☐ Muslim ☐ Vegetarian ☐ Others, please specify: _____

MEDICAL RESTRICTIONS / PROBLEMS

- ☐ YES ☐ NO ☐ If YES, please specify: _____

5. Mode of Payment For Fee-Paying Participant/s Only**THE AMOUNT TO BE PAID TO SEAMEO VOCTECH FOR THE TRAINING FEE**

- ☐ BND1,500 per person (Local participant) ☐ USD2,000 per person (International participant)

KINDLY TICK THE MODE OF PAYMENTPayment borne by: ☐ Ministry/Institution ☐ Own-self ☐ Others, please specify: _____Payment via: ☐ Electronic Transfer ☐ Bank Draft ☐ Others, please specify: _____

Account and address details:
 Account Name - SEAMEO VOCTECH Regional Centre
 Account No. - 01-001-001569-00
 Bank - Standard Chartered Bank (Main Branch)
 Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam
 Swift/BIC Code - SCBLBNBB

Applicant's Signature

I hereby certify that all facts stated above are
true and correct.

Date

FOR OFFICE USE:**Classification of Participant**

- ☐ Full Scholarship ☐ Subsidised Scholarship ☐ Fee-Paying

****Required field to be completed.**

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INSTRUCTIONS

Registration Procedures and Requirements

1. Registration to the course must be at least three months before the course starts. Participants are required:
 - a. Maximum age of 55
 - b. Healthy and fit to travel and attend training overseas. Proven by certificate of health from Government Hospital is required. Pregnant woman is not advisable to attend training overseas (not applicable for Local Participant/s).
 - c. To register using the Training Nomination Form together with an official Nomination Letter issued by respective Ministry/Institution.
 - d. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after **THREE YEARS** from the date of their last attended course. Fee-paying open to all.
2. **COUNTRY PAPER PRESENTATION:** All Scholarship and Subsidised Scholarship participants are required to prepare a country paper. The purpose of the country paper presentation is to introduce each country's education system, its practices, issues and challenges, and future direction, to their counterparts from the other countries. Every training programme also require to share relevant information to the course as stated individually inside the RTP Course Outline of this handbook.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **TRAVEL DOCUMENTS:** International participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme. SEAMEO VOCTECH will process in applying for a participant's Professional Visit and Visa here in Brunei Darussalam.
6. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
 - Training (In Class) and Educational Visits:
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
 - Social Visits/Activities
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
7. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first come, first served basis and return airline ticket / airfare and allowance shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
 - I. 30 days before the training period: 70% refundable
 - II. 15 days before the training period: 50 % refundable
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Subsidised Scholarship/Fee-paying recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: training@vottech.edu.bn or fax to: +(673) 244-7955

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CLASSIFICATION OF TRAINING PARTICIPANTS

1. Full Scholarship Participant

The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)

2. Subsidised Scholarship Participant

A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is usually given to participants from CLMV countries since they are allowed to send only one participant. One extra participant can be nominated under this category.

3. Fee-Paying Participant

A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Full Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,500)	International (USD2,000)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	SV	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	RM/I	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

NOTE:

SV : SEAMEO VOTTECH
RM/I : Respective Ministry/Institution
NA : Not Applicable



"Leading Through Learning"

GUIDELINES FOR PREPARING A COUNTRY PAPER



"Together We Excel"

PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOTTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOTTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
 - 3.1 Country Profile
 - 3.2 Education System
 - 3.2.1 General Structure of the Education System
 - 3.2.2 Structure of Vocational and Technical Education and Training System
 - 3.3 Relevant Data (*enrolment, graduates, drop outs, employment of graduates, etc.*)
Note: The data can be presented under other topics as support information.
 - 3.4 Current Practices, Major Issues and Challenges, and Future Directions
 - 3.5 Current Practices Related to the Course
 - 3.6 Others, if any (*to be specified by the Course Coordinator*)
4. **References** (*indicate the sources of information*)

FORMAT

The format of the country paper must follow the specifications given below:

Content Font	: Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double
Main Title and Sub-Title Font	: The author is free to choose the font and the font size.
Length	: Maximum 10 pages of A4 paper including properly labelled figures and tables
Margins	: 1" all sides with justification

SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in MS Word, along with the PowerPoint Slide Presentation could be sent through the email address: hazlevana.othman@vottech.edu.bn

SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION REGIONAL CENTRE
VOCATIONAL AND TECHNICAL EDUCATION AND TRAINING (SEAMEO VOCTECH)
Strengthening Competency Assessment in Education and Training

ESSAY QUESTIONS
(Use a separate sheet, if necessary)

Name of Applicant : _____

1. Briefly discuss your work functions.
2. Why do you want to be part of the program?
3. How can your school benefit from your attendance to the program?
4. What initiatives can you implement to promote awareness and/or appreciation of early childhood education?
5. Cite examples wherein you applied the lessons you gained from a training/conference/scholarship to your school.