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| | DIVISION ADVISORY | | Name of Office: SDO Angeles City |

RELEASED

NOV 16 2018

By _____
 DepED Angeles City
 Division of City Schools

DIVISION ADVISORY
 No. 321 S. 2018

To: Heads of Public Secondary Schools

From: Schools Division Superintendent

Subject: Effective Project Management for TVET Institutions Course of SEAMEO VOCTECH

Date: November 15, 2018

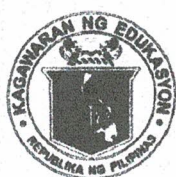
This is to inform all concerned that the Southeast Asian Ministers of Education Organization-Regional Center for Vocational Technical Education and Training (VOCTECH) is inviting the Department to nominate two (2) candidates for its training program on Effective Project Management for TVET institutions on February 11-22, 2019 in Brunei Darussalam.

Attached is a letter from Lorna Dig Dino, Ph.D., Undersecretary for Curriculum and Instruction, for your reference and information.


LEILANI SAMSON-CUNANAN, CESO VI
 Schools Division Superintendent

Mha/sgod/adminaidevi

"SMILES BRIGHT, SERVES RIGHT"



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057
E-mail: lorna.dino@deped.gov.ph Website: www.deped.gov.ph




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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2018-00441

Scholarship Advisory No. 26, s. 2018

FOR : Regional Secretary, DepEd - ARMM
Undersecretaries and Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents

FROM : 
LORNA DIG DINO, Ph.D.
Undersecretary

SUBJECT : **Effective Project Management for TVET Institutions Course of SEAMEO VOCTECH**

DATE : **6 November 2018**

The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting the Department to nominate two (2) candidates to its training program titled *Effective Project Management for TVET Institutions* on 11 to 22 February 2019 in Brunei Darussalam.

The course aims to equip participants with relevant knowledge, skills and attitudes in managing projects for TVET institutions. Topics to be covered include principles of project management, organizational strategy for project development, selecting and defining projects, project planning, resource scheduling, management of project teams, and action planning.

Interested applicants must be DepEd personnel who are directly managing TVET institutions and/or programs.

SEAMEO VOCTECH will shoulder the airfare and relative airport courtesies, full board and lodging, training fee and kits, allowance, travel and accidental insurance during the course of the program, immigration and visa processing, and other social support services.

All required documents (Annex A) must be submitted to the Regional Human Resource Development Division (HRDD) for evaluation and proper endorsement to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD). Each region or bureau is advised to nominate **two (2) candidates**. Nominees are required to accomplish the online application and submit their documents through deped.in/voctech2019 on or **before 20 November**.

The documentary requirements and other details of the program are enclosed in this memorandum. For other scholarship and training opportunities, visit deped.in/NEAPScholarships. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through neap-add@deped.gov.ph

ANNEX A
LIST OF REQUIREMENTS

| Qualification | Documentary Requirements |
|--|---|
| a. Filipino citizen | 1. Updated Personal Data Sheet 2. IPCRF Summary of Rating |
| b. Must be 55 years old or younger | |
| c. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination | |
| d. Must hold a permanent appointment at the organization nominating him/her | |
| e. 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 |
| f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for | 4. Transcript of Record 5. Individual Plan for Professional Development (IPPD) 6. Letter of Application addressed to the head of office stating your motivations for applying to the programme and its relevance to your professional and your organization's goals 7. Supporting documents related to outstanding accomplishments |
| 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 | 8. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor |
| k. Physically and mentally fit | 9. Medical certificate of physical fitness issued by a physician |
| l. Not an expectant mother | |
| | 10. endorsements from the head of office <ul style="list-style-type: none"> a. endorsement from school principal/division chief b. endorsement from the Schools Division Office through the Office of the SDS c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) |



Course Outline **Regional Training Programme on** **“Effective Project Management for TVET Institutions”**

11 – 22 FEBRUARY 2019 | Brunei Darussalam

RATIONALE

Looking for a way to stay ahead in today's competitive global development, companies and organizations are increasingly turning to project management to consistently deliver business results (goods and/or services). School systems, universities, hospital systems, and other institutional forms of organizations create and improve their services, products and facilities through programs and projects; however, those are often poorly understood and frequently not properly managed. The management of educational institutions faces the same challenges and implications as any other management task. Project management's value lies in the appropriate allocation of resources to ensure that the project be completed efficiently.

In the TVET sector, project management is important since it contributes to enhancing the development of support mechanisms and training programs for modern labor market demands, which match the innovative economic development. Nowadays, the ability to create innovation in educational institutions is the key in continuously improving the quality of training both towards the new requirements of learning and - particularly in TVET school practices - towards competencies needed in the labor market. If the skill system in TVET is to effectively deliver high-quality education and training in South East Asia; thus, the management of public and private organizations needs to be improved.

The “Effective Project Management for TVET Institutions” regional training takes advantage of planning competencies as an important factor in making the Management of Education Innovations a success involvement and collaboration in any project. The program will undertake discussions on theories, principles and practices of project management in TVET institutions of South East Asia, including the identification and selection of projects, development of project plans and resource schedules, and the management of project teams. The development of an action plan is expected to help improve their respective institutions' systems and operations.

OBJECTIVES

The main objective of this course is to equip participants with relevant knowledge, skills and attitudes in managing projects for TVET institutions. Specifically, the programme will enable the participants to:

- Discuss the issue of project management for TVET institutions
- Discuss the use and benefits of project management for TVET institutions
- Integrate organizational strategy with project development
- Identify, select, and define projects
- Develop project plans
- Organize the scheduling of resources
- Manage and lead project teams

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COURSE CONTENT

1. Principles of Project Management

The session will provide a general overview of project management to provide participants with an understanding of its benefits and uses. It will start with a discussion on the differences between projects and programs and the project life cycle. An integrated view of project management will be presented to understand its importance in the overall management of an organization.

2. Organisational Strategy for Project Development

The development of a project should support the overall strategy of an organization. This session will enable participants to analyze current organizational environments and plan strategies which would be implemented through supporting projects.

3. Selecting and Defining Projects

Several projects might be needed to attain organizational goals. However, due to various constraints and conditions, not all projects are feasible. In this session, techniques for the identification, selection and prioritisation of projects are practised. After its selection, the scope and stakeholders of the project would be defined.

4. Project Planning

The session on Project Planning will guide participants to create a Work Breakdown Structure and Network Plan of a project. The Critical Path Method will also be introduced. ICT tools would be used to assist the development of the network plan.

5. Resource Scheduling

Resources should be effectively utilised in the process of managing and conducting a project. Proper scheduling would allow the minimum use of resources at the correct time. Resource scheduling would also be needed to support policy decisions on project scope and constraints.

6. Management of Project Teams

The planned projects would not be successful without the active participation the project team. This session will discuss a wide range of issues such as project management structures, high-performance team development, team leadership, and team communications.

7. Action Planning

Participants will prepare a plan of action to be implemented upon return to their respective workplaces.

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 participants' prior knowledge and experiences on the subject matter, notably:

- Sharing of experiences and group workshops
- Lecture and discussions
- Group work, class practice and presentations
- Using software tools

APPENDIX 1

- Exercises, role play and field visits

EXPECTED OUTPUT

After undergoing this training, the participants will have developed an action plan reflecting the learning from the course, which can be applied in their respective workplaces.

TARGET PARTICIPANTS

Principals, directors, administrators, and other members of staff who are directly managing TVET institutions or school departments. They should have good oral and written English communication skills as well as basic computer knowledge.

COURSE REQUIREMENTS

1. Scholarship participants are required to submit a country paper describing the following information:
 - a) Description of the current educational setting, trends and issues or challenges in his/her country.
 - b) Status of TVET initiatives and projects in their respective country
 - c) Status of TVET project management in their respective organization
 - d) Major issues, challenges, and future directions in conducting projects in their organisations (if already applied, otherwise discuss possible challenges in initiating project management in their organization)
2. All participants should also bring along a Notebook computer each, internet compatible, which runs any operating system.
3. Participants are required to bring along a sample of a conducted project to be shared as challenge or good practice during the training.

FUNDING SOURCES AND FEE

1. **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 given to Timor Leste and CLMV countries only. One 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.
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APPENDIX 1

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

| Component | Scholarship | Subsidised Scholarship | Fee-paying | |
|---------------------------------------|-------------|---------------------------|----------------------|-----------------------------|
| | | | Local (BND 1,000) | 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 | SV | 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

SEAMEO VOTTECH PROCEDURES

1. **Participants are required:**
 - a. Maximum age of 55
 - b. Healthy and fit to travel and attend training overseas.
 - c. Pregnant woman is not advisable to attend training overseas.
 - d. A cover letter signed by your nominating organisation
 - e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOTTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conduct of the training programme.
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. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been made.

APPENDIX 1

- b. 15 days before the training period: 50 % refundable

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|----------------|---|
| Account Name | - SEAMEO VOTTECH 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 |

Please take note:

- All payment should be made **ONE WEEK** before the commencement of the training programme.
- For Electronic Transfer an additional bank charges are to be borne by the participants.
- Please email the transaction slip to training@vottech.edu.bn for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
- a. 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.
 - b. 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
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/Fee-Paying/Subsidised 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.

COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

DR. ABBES SEBIHI
Head of Knowledge Management Division/TVET Senior Specialist
SEAMEO VOTTECH Regional Centre
Jalan Pasar Baharu, Gadong BE1318
Brunei Darussalam

Phone: 673-244-7992 | Fax: 673-244-7955 | E-mail: abbes.sebihi@vottech.org.bn

APPENDIX 1

PRESCRIBED READING

1. Charlotte Heidsiek. 2013. Organizational Development of Institutions for TVET-Teacher Education. Shanghai: Van Nostrand Reinhold. Regional Cooperation Platform for Vocational Teacher Education in Asia (RCP). http://www.tvet-online.asia/series/PWP_vol-1_Heidsiek.pdf
2. Dipl.-Ing. Hans Bernd Richter (2014). Handbook-Management for TVET Institutions - TVET Vietnam <http://www.tvetvietnam.org/kontext/controllers/document.php/560.2/b/9afb28.pdf>.
3. Darnall, R. W., Preston, J. M. (2012). Beginning Project Management. <https://2012books.lardbucket.org/pdfs/beginning-project-management-v1.1.pdf>
4. Kenny, J. (2003b). Project management for strategic innovation and change in an organisation. Project Management Journal, 34(1), 43-53
5. Phelps, R., Ledgerwood, T. & Bartlett, L. (2000). Managing the transition to online teaching: The role of project management methodology in the learning organisation. Paper presented at the Moving Online Conference, Gold Coast, Australia, 18-19 August. <http://www.scu.edu.au/schools/socialsciences/dds/?menu=95>
6. PMBOK (2000). A Guide to the Project Management Body of Knowledge. 2000 edition. Project Management Institute. <http://www.pmi.org/>
7. 21st Century Skills Map – Project Management For Learning. Partnership for 21st Century Learning and Project Management Institute Educational Foundation, 2014 http://www.p21.org/storage/documents/PMIEFToolkit/pmief_toolkit_print_final_web.pdf