



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



RELEASED

MAR 28 2017

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

DepED Angeles City
Division of City Schools

March 27, 2017

DIVISION MEMORANDUM

No. 113, s. 2017

**SEAMEO REGIONAL CENTER FOR VOCATIONAL AND TECHNICAL
EDUCATION AND TRAINING (VOCTECH)**

To: Heads of Public and Private Secondary Schools

1. Attached is DepEd Memorandum (DM-CI-2017-00066) entitled *SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH)*, inviting interested applicants to attend the regional training programme on "Learning Contents for Multi-Platform Learning Management System on May 6 – 18, 2017 in Brunei Darussalam.
2. The course aims to equip participants with relevant knowledge, skills and attitudes to use learning management systems (LMS) effectively for teaching and learning in the 21st century.
3. Interested applicants must be education practitioners or practitioners from various TVET and General Education Institutions. Other qualifications are listed in the attached List of Requirements.
4. Training nomination forms and other pertinent documents are available at the School Governance and Operations Division.
5. Wide dissemination of this Memorandum is desired.


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

Office of the Schools Division Superintendent



326202

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-00066

Scholarship Advisory No. 05, s. 2017

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

FROM : **DINA S. OCAMPO**
Undersecretary

SUBJECT : **SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH)**

DATE : 10 March 2017

The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting interested applicants to attend the regional training programme on "Learning Contents for Multi-Platform Learning Management System," on 6 to 18 May 2017 in Brunei Darussalam.

The course aims to equip participants with relevant knowledge, skills and attitudes to use learning managements systems (LMS) effectively for teaching and learning in the 21st century. Specifically, the participants are expected to be able to:

1. Differentiate the types and features of LMS on different platform of implementation (multi-platform);
2. Identify the levels of ICT integration in the learning environment of institution in SEAMEO member countries represented in the course;
3. Identify and distinguish the different types of learning content that can be hosted on an LMS and the tools that can be used to manage such contents;
4. Apply appropriate pedagogical approaches in formulating learning contents to be hosted on the LMS;
5. Apply latest ICT tools and applications to develop learning contents for the LMS; and,
6. Manage and administer a course on selected LMS platform.

Interested applicants must be education practitioners or practitioners from various TVET and General Education institutions. Other qualifications are listed in Annex A.

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) Chiefs for evaluation and proper endorsement to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD). Applications without the aforementioned endorsement and the complete set of documentary requirements 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 22 March 2017.

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: *Rationale*
- C: *Training Nomination Form*
- D: *Guidelines for Preparing a Country Paper*
- E: *Essay Questionnaire*
- F: *Scholarship Contract*

LIST OF REQUIREMENTS

A. Qualifications

- a. Education practitioners or practitioners from various TVET and General Education institutions
- b. Filipino citizen
- 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 obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- f. Must have no pending administrative and/or criminal case
- g. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- h. Must have no pending nomination for scholarship in another program/course
- i. Must have already rendered the required service obligation for a scholarship previously enjoyed
- j. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- k. Must have a good command of the English language (spoken and written)
- l. Physically and medically fit to travel
- m. Must have above average ICT skills
- n. Not an expectant mother

B. Documentary

- a. 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. 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 (3 copies)
- m. Fully accomplished *Essay Questionnaire*
- n. Signed *Scholarship Contract*
- o. Outline of the *Country Paper* to be presented

**Scanned/soft copies of the above-enumerated documents must be submitted before 22 March 2017 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.*