

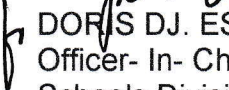


Republic of the Philippines
Department of Education
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



MEMORANDUM

To: OIC – Assistant Schools Division Superintendent
Chiefs, SGOD and CID
Public Schools District Supervisors
Education Program Supervisors
Principals/ OIC
English Teachers in Public Elementary and Secondary Schools
All Others Concerned

FROM:  DORIS DJ. ESTALILLA, Ed.D.
Officer- In- Charge
Schools Division Superintendent

SUBJECT: **CALL TO SDO NOMINEE TO THE REGIONAL SELECTION OF
QUALIFIED ENGLISH TEACHERS TO THE MALAYSIAN TECHNICAL
COOPERATION PROGRAMME (MTCP)**


DATE: May 7, 2018

1. This office calls for the submission of documents and other requirements for the **“Bridging the Gap in Developing Classroom Skills: The Making of an Effective Facilitator”** Training Program of the Malaysian Technical Cooperation Programme (MTCP) in coordination with TESDA set on July 16 – August 10, 2018 to the SGOD – HRD of this Division thru email address: michael.pantaleon@deped.gov.ph on or before May 9, 2018 until 5:00 in the afternoon.

2. Said documents shall be validated by the SGOD – HRD and once qualified shall be forwarded to the Regional Office on the same date. Interview of the SDO nominee/ qualified applicant shall undergo an interview on May 10, 2018 from 8:00 o'clock in the morning to 5:00 o'clock in the afternoon at the Regional Office – Human Resource Development Division, Gate 2, Karangalan Village, Cainta, Rizal.

3. The application form and 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 thru email at neap.pdd@deped.gov.ph and/ or SDO-Cabuyao City SGOD-HRDS at (049) 545-0795.

4. Immediate and wide dissemination of this Memorandum is earnestly desired.

UM No. 167, s. 2018
sgod/hrd/mop050718 



2018-DM 61-95

Undersecretary for Curriculum and Instruction

MEMORANDUM
 DM-CI-2018-00134

Scholarship Advisory No. 10, s. 2018

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

To all SDSs:
 For your information and appropriate action, pls.

FROM : *Lorna A. Dino*
 LORNA DIG DINO, Ph.D.
 Undersecretary for Curriculum and Instruction

Thanks,
 Lorna
 5-4-18

C/o Sir Mike

SUBJECT : BRIDGING THE GAP IN DEVELOPING CLASSROOM SKILLS:
 THE MAKING OF AN EFFECTIVE FACILITATOR

DATE : 23 April 2018

The Malaysian Technical Cooperation Programme (MTCP) in coordination with TESDA is pleased to invite one (1) candidate for the training program below:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
Bridging the Gap in Developing Classroom Skills: The Making of an Effective Facilitator	July 16 - August 10, 2018	May 11, 2018	May 24, 2018 (starts at 9:00 A.M.)

Annex B that indicates the Government of the Philippines and the donor requirements and the terms relative to the program as specified in the Executive Summary shall be considered in nominating a candidate.

Only nominees who have complied with the requirements and passed the interview shall be endorsed to the donor agency.

All other required documents must be submitted via email at recap@deped.gov.ph or before 11 May 2018.

DEPARTMENT OF EDUCATION
 CITY SCHOOLS DIVISION OF CABUYAO
 RECORDS UNIT

RECEIVED

BY: *[Signature]*
 DATE: *7-05-18*

1/500

The application form and 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 thru email at neap.pdd@deped.gov.ph.

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

*Note: Kindly submit your paper documents at DEPED Region-IV-A, CALABARZON, HRDD Office on or before May 9, 2018.

One (1) slot per SDO.

Qualified Applicants will have an interview on May 10, 2018 from 8 o'clock to 5 o'clock in the afternoon, at Regional Office - Human Resource Development Division.

- Annex A: List of Requirements
- B: Executive Summary
- C: Brochure on Malaysian Technical Cooperation Programme (MTCP)
- D: Certification from the Head of Agency
- E: Foreign Scholarship and Training Program Nominee Assessment Summary
- F: Essay Questionnaire

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 (4 copies)
- m. Fully accomplished *Essay Questionnaire*
- n. Signed *Scholarship Contract*

EXECUTIVE SUMMARY

TITLE OF THE PROGRAM	:	Bridging the Gap in Developing Classroom Skills: The Making of and Effective Facilitator
DURATION	:	July 16 – August 10, 2018
SPONSOR	:	Malaysian Technical Cooperation Programme
INSTITUTE	:	Institute of Teacher Education, International Languages Campus (IPGKBA)

COURSE OVERVIEW:

- Many practicing teachers and educators will find the need to enhance their classroom skills, especially after some years at the chalk face. This course is designed to provide participants with an overview of three specific areas of classroom skills: facilitation, delivery modes and cooperative learning skills.

COURSE CONTENTS:

- Facilitation skills
- Cooperative learning skills
- Different types of delivery modes
- Current classroom practices and their impact on learners as well as the facilitators

TARGET PROFILE OF PARTICIPANTS:

- Must be English Language Teachers
- Between 25 - 45 years old
- Proficient in spoken and written English
- In good mental and physical health
- Has not participated in any course under MTCP
- Must possess a valid passport

PROGRAM OBJECTIVES:

- To share and exchange knowledge and experience in their respective fields
- To examine current classroom practices and their impact on learners
- To explore a range of skills involved in facilitation, delivery modes and cooperative learning
- To enhance their knowledge and skills in the specific areas of facilitation, delivery modes and cooperative learning

PROGRAM ARRANGEMENTS:

- Round trip ticket
- Tuition fees will be borne by the Malaysian Government under the MTCP
- Accommodation and Subsistence Allowance
 - Participants will be accommodated either in hostel belonging to the training institutions or nearby hotel.

- Participants will be given daily allowance of RM85 (USD26). However, if the training institutions provide full-board accommodations, the subsistence allowance will not be fully provided.
- Expenses for medical and dental treatment in government hospitals/clinics will be borne by the Government of Malaysia. In case of admission in government hospitals, participants will be eligible for first class wards (two bedded or more). Dental treatment is restricted to extraction and filling only.

GENERAL CONDITIONS OF AWARDS

1. This scholarship cannot be held concurrently with any other scholarship award.
2. Participants shall follow the programme approved for them. Request for change of programme will not be entertained. Participants should fully participate in all activities related to the programme.
3. Participants are NOT allowed to participate in any political and/or commercial activities in any capacity whatsoever. Participants shall not take up paid employment during the tenure of their scholarship or serve as the staff of their Diplomatic Missions in Malaysia.
4. Participants are NOT allowed to bring along their spouses or families for the duration of the course. Participants will be required to return to their own countries upon completion of the course or at the end of the tenure of the scholarship whichever is earlier.
5. The award may be terminated at any time due to unsatisfactory conduct, breach of the conditions of the award, failure to make satisfactory progress or as deemed necessary by the Malaysian training institution with the approval of the MTCP Secretariat.
6. Participants who are found to be medically unfit during the course of the programme will be required to return to their country.

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**

ANNEX A – Malaysian Technical Cooperation Program (MTCP)

I. Who are qualified to apply?

- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
- ✓ Must have rendered at least two years of service in the government at the time of nomination
- ✓ Must hold a permanent appointment at the organization nominating him/her
- ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
- ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- ✓ Must have no pending administrative and/or criminal case
- ✓ Must have no pending nomination for scholarship in another program/course
- ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
- ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- ✓ Have not participated any program sponsored by MTCP

II. Terms and Coverage

- Nominating Agency/Institute
 - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
 - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
 - Generally, in most courses, MTCP shoulders the scholar's airfare, accommodation and allowance.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

- A. **Nomination Letter** indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

GUILING A. MAMONDIONG
Director General / Secretary
Technical Education and Skills Development Authority
TESDA Complex, East Service Road
South Superhighway, Taguig City

ATTENTION: Foreign Scholarship and Training Program Unit
TDI Building, TESDA Complex

- B. 1 original **Personal Data Sheet** to include list of training programs and seminars attended
- C. 1 original **Statement of PRESENT Actual Duties and Responsibilities RELEVANT** to the course certified by the immediate supervisor
- D. 1 original **Certification from the Head/Manager of the Human Resource Department**
(Please see attached **CERTIFICATION format**)
- E. 4 certified copies of **Transcript/s of Records and Diploma/s** for Baccalaureate and Graduate courses
- F. 5 sets **MTCP Application form** with passport-sized photos (**STRICTLY no scanning and photocopy of pictures and fill all the blanks in the form, incomplete application forms will be considering regret. The page 3 of the form specific on the English proficiency will be completed by the HR only.**)
Note: Please pay particular attention to the Medical Report on page 4 of the application form which needs the signature of the physician and seal of clinic, or in its absence, the license number of the physician. Result of the tests required (CBC, ECG, X-ray with pregnancy test for women) should be submitted in 4 copies (1 original & 3 certified copy)
- G. 4 certified copies of Valid Passport
- H. 1 original Nominee Assessment form

Note: The MTCP Application Forms can be downloaded from the MTCP website:

http://mtcp.kln.gov.my/download/cat_view/63-application-forms

HANDWRITTEN APPLICATION FORMS WILL NOT BE ACCEPTED (Use A4 bond paper)

Please see attachment and follow the format for the last page of the application form (to be strictly followed)

Mark Roque
Telefax: 8179095/09178060759
Email: tesda.fstp.unit@gmail.com

(Letter Head of the Agency/Department)

CERTIFICATION

Mr. /Ms. _____ herein referred to as the Applicant and Mr./Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. /Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and his agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20 _____.

Applicant

HR/Personnel Manager

**FOREIGN SCHOLARSHIP AND TRAINING PROGRAM
NOMINEE ASSESSMENT SUMMARY**

Program/Course: _____

Name	Agency	Position	Age	Degree/ Education	Relevant Training Programs	Work Experience	Duties & Responsibilities

**Rules &
Regulations**

1. Visa and Vaccination

All participants are required to enter Malaysia with Visa with Reference (VDR). The VDR must be applied by the training institutions upon the selection of participants. Once the approval is obtained, the training institutions should send a copy of letter of approval to the participants. Subsequently, with the copy of the approval, the participants may get the VDR from the nearest Malaysian Missions. The VDR is the prior approval in order to gain the right to enter Malaysia. The details of the VDR requirement are enclosed under the subheading "Visa Information". Wherever applicable, participants are advised to arrange on their own for vaccination prior to travel to Malaysia.

2. Manners

Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP scholarship holders and abide by the laws, rules and regulations of the land and institutions.

3. Dress Code

During lectures, male participants are required to dress in long-sleeved shirts with ties, long pants and lounge suits and female participants should be appropriately dressed in office attire. For formal occasions – lounge suit or national costume are required.

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.