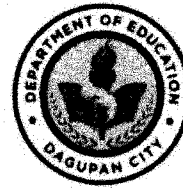




Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region I  
 SCHOOLS DIVISION OFFICE  
 DAGUPAN CITY



**Division Memorandum No. 176 s. 2019**

To: Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Public School District Supervisors  
 Education Program Supervisor in Science  
 Public Elementary and Secondary School Heads and OIC School Heads  
 Secondary Science Department Heads  
 Public Secondary Science Master Teachers  
 All Others Concerned

From: Office of the Schools Division Superintendent

Date: **May 22, 2019**

Subject: **APPLICATION FOR THE TRAINING COURSES AT SEAMEO  
 REGIONAL CENTRE FOR QITEP IN SCIENCE FISCAL YEAR 2019**

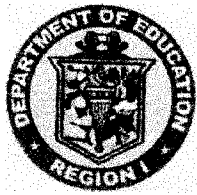
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 DATE: 5-23-19  
 BY: [Signature]  
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1. Pursuant to DM-CI-2019-00118 and Regional Memorandum No. 151 s. 2019, the Schools Division Office of Dagupan City is inviting all interested Junior and Senior High School master teachers and teaching related personnel to attend the regular courses at the Southeast-Asian Ministry of Education, Regional Centre for Quality Improvement of Teachers and Educational Personnel (QITEP) in Science.

2. The courses offered below are the Centre's role to improve the quality of science learning in the region:

No.	Training Course	Code	Dates	Venue	Submission Deadline in the SDO
1	Training Course on Science Classroom Supervision	SCS	7-16 July 2019	Bandung, West Java, Indonesia	27 May 2019
2	Science Course on Earth and Space Science (Mission to Mars)	ESS	6-15 August 2019	Bandung, West Java, Indonesia	14 June 2019
3	Training Course on STELR Renewal Energy Programme	EESD	9-13 September 2019	Bandung, West Java, Indonesia	12 July 2019

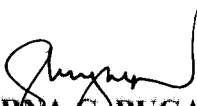
3. The Centre will cover the participants expenses for the most direct international round-trip airfares (economy class) from the origin SEAMEO-member country to the venue, airport transfers, course materials, as well as lodging for nine (9) nights, meals and per diem according to the standard of the Centre.



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4. Please see Annex A for the list of requirements. Submit all documents to the HRDS for evaluation and proper endorsement to the Regional Human Resource and Development Division. SDO Dagupan City will be endorsing one nominee for each course.
5. Please be guided accordingly.

  
**DR. LORNA G. BUGAYONG, CESO VI**  
Schools Division Superintendent *lmb*

Encl: 1 File

Reference/s: DM-CI-2019-00118 and Regional Memorandum No. 151 s. 2019

To be indicated in the Perpetual Index  
under the following subjects:

HRD

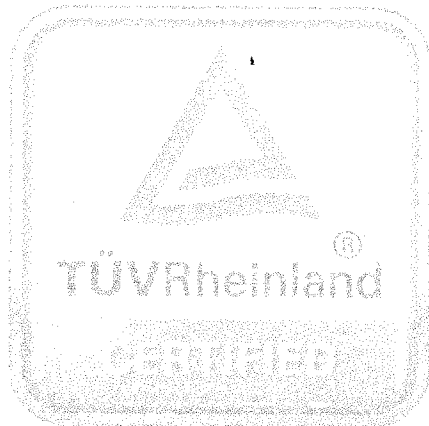
SCHOLARSHIP

SEAMEO-QITEP

SCIENCE EDUCATION

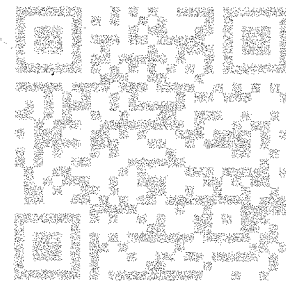
MVR

5/22/2019



Management  
System

ISO 9001:2015



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ANNEX A  
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet 2. IPCRF Summary of Rating
b. Must be 52 years old below	
c. Must have rendered at least five (5) 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 (IPFD) 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 or nursing mother	
	10. endorsements from the head of office <ul style="list-style-type: none"> <li>a. endorsement from school principal/division chief</li> <li>b. endorsement from the Schools Division Office through the Office of the SDS</li> <li>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ul>