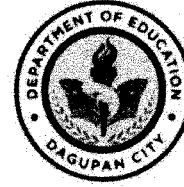




Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



Division Memorandum No. 223 s. 2019

To: Assistant Schools Division Superintendent
 Chief Education Supervisors
 Public School District Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

From: Office of the Schools Division Superintendent

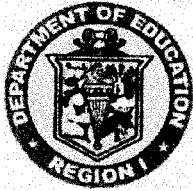
Date: **July 9, 2019**

Subject: **SUBMISSION OF APPLICATION TO THE EXCELLENCE IN SCHOOL LEADERSHIP OF SEAMEO INNOTECH**

RELEASED
 DEFED
 DATE: 7-10-19
 BY: [Signature]
 TR4298

1. Pursuant to Regional Memorandum No. 192 s, 2019, all school heads are enjoined to submit their scholarship application and portfolio for the Southeast Asian Ministers of Education Organization – Regional Center for Educational Innovation and Technology (SEAMEO-RCEIT) for its School Leadership Program under the SEAMEO Educational Development Fund (SEDF) which will run from August to November 2019.
2. The said program aims to build the school heads’ integrated set of leadership and managerial competencies so they can navigate the changing environment of learning and education in Southeast Asia. It will also introduce the school heads to new different paradigms, tools and mindsets that will enable them to effectively shift and expand their roles, and engage relevant stakeholders in attaining excellent learning outcomes.
3. The blended learning program consists of a series of online and face-to-face learning activities will be delivered in three phases as follows:

Course Components	Schedule	Methodology
Phase 1: Pre-Course Online Engagement	August 26-30, 2019	Online discussion on the current school-based reforms and initiatives major programs, challenges and opportunities overall school direction.
Phase 2: Face-to-Face Learning Interaction	September 23 – October 5, 2019 in Manila	Blend of technical presentations and discussion, interactive dialogues, actual visit to schools and learning exchanges with school leaders on the five-essential competency strands.
Phase 3: Post Course Online Conversation	November 4-22, 2019	Online sharing and assessment of how learning, insights and lessons from Phases 1 and 2 were applied on the ground through the implementation of the action plan.



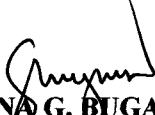
Republic of the Philippines
DEPARTMENT OF EDUCATION
 Region I
 SCHOOLS DIVISION OFFICE
 DAGUPAN CITY



4. SEAMEO will cover all training-related costs including round-trip economy airfare, accommodations at twin-sharing basis and out-of-pocket allowance.
5. SDO Dagupan will select one nominee to be endorsed to the HRDD Regional Office. All applications shall be submitted to SDO Dagupan HRDS on or before July 15 for screening and validation of papers.
6. The following are the documentary requirements:

Qualifications	Documentary Requirement
a. Filipino Citizen	1. Personal Data Sheet
b. Not more than 50 years old	
c. At least 5-year experience	2. Service Record
d. Must have no pending administrative and/or criminal case	3. Certification of no pending administrative case signed by the applicant's respective legal/administrative officer
e. Medically fit as certified by a licensed physician.	4. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution.
f. Able to understand, speak, and write in English.	5. Draft work application project/action plan focused on instructional supervision.
g. Able to utilize course learning as well as share them with other school heads upon returning to their work station.	6. Endorsement from the Schools Division Superintendent through the office of the SDS.
h. Computer literate and have access to Internet connection to enable them to participate in online interactions.	7. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)

7. Immediate dissemination of the contents of this memorandum is desired.


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

Reference: RM No. 192, s. 2019

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

HRD SCHOLARSHIP SEAMEO

mvt 10/07/2019



PARTICIPANT'S INFORMATION FORM

Course Code: _____

**PROGRAM TITLE:
AND SCHEDULE**

SEDF Program on Excellence in School Leadership Program

- * Phase 1: Pre-Course Online Engagement (August 26-30, 2019))
- * Phase 2: Face-to-Face Learning Interaction at SEAMEO INNOTECH (September 23-October 4, 2019)
- * Phase 3: Post-Course Online Conversation (November 4-22, 2019)

TITLE <small>(i.e. Mr/Ms/Mrs/Dr)</small>	LAST NAME (Family Name)	FIRST NAME (Given Name)	MIDDLE NAME	
NICKNAME	BIRTHDATE (mm/dd/yyyy)	NATIONALITY	GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	
CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____		MOBILE NUMBER	FACEBOOK NAME	
INSTITUTION NAME		POSITION/ DESIGNATION	E-MAIL ADDRESS	
INSTITUTION ADDRESS No. and Street _____ Town _____ City/ Province _____ State/ Region _____ Country _____ Postal/ Zip Code: _____ Tel: (____) _____ Fax: (____) _____ Website: _____		COMMUNICATION SKILLS Language Understand Read/Write Speak _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	COMPUTER LITERACY Word Processing <input type="checkbox"/> Spread Sheet <input type="checkbox"/> Presentation <input type="checkbox"/> Internet <input type="checkbox"/>	
Have you attended any SEAMEO INNOTECH Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what course and when? _____				
EDUCATIONAL ATTAINMENT				
Degree	Specialization	Year Completed	Remarks	
EMPLOYMENT HISTORY (in the last 5 years)				
Position	Institution	City/ Province	From	To
No. of Yrs. of Experience as School Head _____	Number of Yrs. of Experience as Teacher _____	Number of teachers being supervised _____	Number of non-teaching staff _____	
RELATED TRAINING PROGRAMS ATTENDED (in the last 3 years)				
Program Title			Program Dates	
CONTACT PERSON IN CASE OF EMERGENCY				
NAME:			RELATIONSHIP:	
ADDRESS:			TEL/ MOBILE NUMBER:	

Privacy Statement and Consent to Use of Data

SEAMEO INNOTECH takes data privacy seriously. As such, personal information that you share with us are treated with utmost care and sensitivity.

All personal details and photo/ video/ audio documentation related to your participation in SEAMEO INNOTECH programs/projects/activities are managed by the Center for educational purposes. Such are gathered for the following reasons:

- for use in Center-generated reports, documents, publications and audio-video productions;
- for inclusion in databases of Center participants, partners and stakeholders;
- to make appropriate logistical arrangements, whenever necessary;
- to contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have;
- to identify persons to contact in case of emergency; and
- to send evaluation instruments and other post-program/post-activity documents as needed.

The Center assures you that we will only use your personal details and photo/ video/ audio documentation for non-commercial purposes. Adequate control, means and access to your personal data are in place to ensure the safety, integrity and confidentiality of information that you have shared.

Signing on the space provided below signifies that you have read and understood the data privacy policy of SEAMEO INNOTECH. Further, you are certifying that the information contained herein is true and correct, and you have given consent to the collection and use of your personal information, as well as photo/video/audio documentation for purposes stated above.

(Signature over Printed Name)

Date: _____

TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

1. SEAMEO Educational Development Fund (SEDF) Program on *Excellence in School Leadership*

The **Excellence in School Leadership Program (SLP)** aims to help school heads develop an integrated set of leadership and managerial competencies to enable them to effectively shift roles given their expanding responsibilities and the high expectations from the stakeholders. It is anchored on the Competency Framework (CF) for SEA Heads.

SLP covers five essential competency areas of a successful school head in the Region; namely: Strategic Thinking and Innovation; Instructional Leadership; Managerial Leadership; Stakeholders Engagement and, Personal Excellence. The interface and interaction of these critical competencies into one single program approximate the strategic leadership and operational management requirements of school heads in leading and managing effective schools.

2. Program Phases and Duration

This program will be delivered in three phases:

- Phase 1 involves a pre-course online engagement to assess the participants' current levels of competency, understanding and practices on building and strengthening strategic partnerships with stakeholders, to be conducted on **August 26-30, 2019**.
- Phase 2 is the face to-face learning interaction component, covering the core competencies of the program, to be held on **September 23-October 4, 2019** at SEAMEO INNOTECH, Quezon City, Philippines.
- Phase 3 is a set of post-course online conversations which aim to consolidate learning, insights and lessons learned from Phases 1 and 2, and how these were applied in the respective schools, to be conducted on **November 4-22, 2019**.

3. Terms and Conditions for the SEDF Scholarship

- a. **Expectations from the SEDF Scholars:** The scholars to this program are expected to have 100% attendance to all the program phases and to actively participate in the discussion and learning exchange.

Each nominee is requested to complete the "Course Participant's Information Form." Attached is the form. Scholars may also access and fill it out online: bit.ly/SEDF2019.

In order to maximize the sharing and learning sessions and at the same time, facilitate replication of this program, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nominations may be made for two (2) school leaders and one (1) Education Officer responsible for designing and managing school leadership and development programs. The nominees shall have the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school heads and with proven experience in introducing and implementing strategic changes and innovations in their school
- 1 Education Officer in the Ministry responsible for designing and managing learning programs for your school leaders
- Citizens/nationals of your country

- Computer literate and have access to internet connection (to enable them to participate in online interactions)
 - Medically fit as certified by a government physician
 - Able to understand, speak and write in English
 - Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
 - Not over 50 years of age
- b. Allowances: The scholars will receive an out-of-pocket allowance for food and other related expenses based on SEAMES-prescribed Dollar-Peso exchange rate.

SEDF scholars will be paid their allowances from the day they arrive in Manila up to the last day of the Program or up to the day they leave Manila, as arranged by SEAMEO INNOTECH.

- c. Accommodation: Adequate housing facilities will be provided by the Center for the scholars.
- d. AirPassage: The Center will procure economy class airline tickets from:
- The main capital city of the participant's home country to Manila and back, or
 - The participant's place of residence direct to Manila should the direct route be cheaper than going through the capital city of the home country, and where travel authorization would not have to be obtained personally from the capital city of the home country.
 - For Filipino participants residing outside Metro Manila, the Center will refund the cost of transportation incurred in reporting to the Center and provide a similar amount for the participant's return upon completion of training.
 - As a general rule, the participants must follow the schedules prescribed by SEAMEO INNOTECH with respect to their arrival prior to the commencement of the course and their departure upon the completion of the course. Any deviations in time schedule and/or return route must carry the approval of the Ministry of Education of the scholar's home country and the consent of SEAMEO INNOTECH.
- e. Insurance and Hospitalization: Payment of premiums will be made by the Center to cover hospitalization expenses due to accident injuries, under specific terms and conditions.
- f. Transport: Transportation for programmed trips organized by the Center will be provided.

4. English Proficiency

English is the working language of all the SEAMEO Centers. The program will be carried out using the English language, hence participants are expected to be able to converse in English and written reports are also required in English.

5. Certificate of Health

A medical certificate, accomplished by a licensed physician, is to be attached to the completed form (Course Participant's Information Form) certifying that the nominee is medically fit to travel and participate in this program.

6. Copyright of Work

It is understood that the scholars will assign to SEAMEO INNOTECH the copyright of any paper and work written by them in connection with the Program.

7. General

For Phase 2, the participants are expected to arrive in Manila on or about the 22nd of September 2019 and to depart on the 5th of October 2019. Arrangements for economy class air travel to Manila will be made by the Center for Non-Filipino participants.

On receiving nominations, the Center will communicate with the participants regarding accommodation and travel arrangements.

8. Passport and Visa

Non-Filipino participants must possess valid passports (expiration date of passports should usually be not less than six months before date of travel) for travel purposes. But since the course is only for ten (10) days (including travel days), no visas will be required pursuant to an Inter-ASEAN travel courtesy arrangement. Moreover, Circular No. 66-77 of the Philippine Department of Foreign Affairs, copy attached, provides for special travel arrangements for officials, course participants and guests of SEAMEO INNOTECH.

Republic of the Philippines
DEPARTMENT OF FOREIGN AFFAIRS
Manila

FOREIGN SERVICE CIRCULAR NO. 66-77

SUBJECT: Issuance of Visas to the Officials and Programme Participants of the SEAMEO Regional Center for Educational Innovation and Technology (INNOTECH) and Other Officials of the Southeast Asian Ministers of Education Organization

Article X, entitled "Entry, Exit, Transit and Residence," of the Agreement between the Government of the Philippines and the Southeast Asian Ministers of Education Organization regarding the temporary operation of the SEAMED Regional Center for Educational Innovation and Technology (INNOTECH) reads in part:

"The appropriate Philippine authorities shall

1. Impose no impediment to transit to or from the Regional Centre site, or to residence of the following persons, when on official organization business, and shall accord them any necessary protection:
 - Officers of the Centre (the Acting Centre Director, Acting Deputy Director, professional staff and heads of the support staff) and programme participants of the Regional Centre and their families;
 - Other officers of the Organization;
 - Representatives of the Member States of the organization;
 - Other persons invited to the Regional Centre on official business and their families. The Acting Centre Director or the SEAMES Director shall communicate the names of such persons to the Government within a reasonable time;
2. Extend multiple exit, re-entry and long term visas to the Officers on the Organization who are not citizens or residents of the Philippines, including their authorized dependents and to nationals of the SEAMEO member states performing official duties for and on behalf of the Organization."

The Agreement entitles 1) the Officers of the Centre and their families; 2) other officers of the Organization; 3) Representatives of the Member States of the Organization; and 4) other persons invited to the Regional Centre on official business and their families to the issuance of official visas under Part E, Chapter XVI of the Revised Foreign Service Regulations of the Philippines.

Programme participants of the Centre and their families may be issued Special Non-immigrant visas under Section 47(a) (2) of the Philippine Immigration Act of 1940, as amended, except when they are holding official passports issued by their respective governments in connection with their official accreditation to participate in the programmes and activities of the Regional Centre, in which case they may be issued visas as foreign government officials.

Please be guided accordingly.

(SGD.) MANUEL COLLANTES
Undersecretary of Foreign Affairs

Manila, 12 April 1977
TO ALL PHILIPPINE DIPLOMATIC
AND CONSULAR ESTABLISHMENT