



Republic of the Philippines  
OFFICE OF THE PRESIDENT  
COMMISSION ON HIGHER EDUCATION

**CHED MEMORANDUM ORDER (CMO)**

No. 23  
Series of 2005

TO : CHED REGIONAL OFFICE DIRECTORS  
Presidents and Heads, State Universities and Colleges  
Heads, Private Schools, Colleges and Universities

SUBJECT: **2005 ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM  
(APEEP)**

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In accordance with the pertinent provisions mandate of Republic Act No 7722, otherwise known as "Higher Education Act of 1994", and by virtue of CHED Resolution No. 477-2003, the **ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM** is hereby promulgated to assist the higher education sector to bring international perspective in the academic programs of sending institutions and strengthen formal inter-university linkages and cooperation programs.

Enclosed herewith are the Terms and Conditions and other details of the **ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM**.

Immediate dissemination of this Memorandum to all concerned is desired.

Issued this 19<sup>th</sup> day of July 2005.

  
**CARLITO S. PUNO, DPA**  
Acting Chairman

Incl: As stated



## ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM

Commission on Higher Education

### APPLICATION GUIDELINES

By virtue of CHED Resolution No. 477-2003, the ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM is hereby promulgated to assist the higher education sector to bring international perspective in the academic programs of sending institutions and strengthen formal inter-university linkages and cooperation programs.

Herewith are the Terms and Conditions and other details of the ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM.

#### A. Requirements:

1. Age – candidates must be between 25 to 45 years of age;
2. Professional Experience – Candidates should have a license to teach or its equivalent. They should hold a minimum of two years in the field of responsibility in higher education;
3. Academic Qualifications –
  - 3.1 Candidates should hold a *Bachelor's degree* major in English or any four-year course in the related discipline
  - 3.2 Candidates should hold a *Masters or Doctoral degree* major in English or in a related field of responsibility;
4. Language Proficiency – Candidates should be proficient in teaching oral and written English and/or English as a second language. Experience in teaching English to non-English speaking students would be an advantage;
5. Possess pleasing personality, positive work attitude, flexible to colleagues, students and environment;
6. Basic computer knowledge is required.

#### B. Rank and Designation:

Accepted candidates with a Bachelor's degree shall be assigned to teach in the primary or secondary levels. Candidates with Master's or Doctoral degree shall be appointed to teach in the university level.

#### C. Application Procedure:

1. Applicants may submit by fax or mail their filled-up application form to CHED Central Office not later than July 27, 2005.

2. All applicants are scheduled for interview on **July 30, 2005** at the Heritage Hotel, Pasay City. Interview starts at 9:00 in the morning. Applicants are to come at least one hour earlier to submit the original copy of their Application Form together with the following documents:
  - ☞ Photocopies of diplomas and certificates (certified)
  - ☞ Four recent passport IDs
  - ☞ Letters of Reference
  - ☞ Curriculum Vitae
  - ☞ Medical certificate (upon acceptance)
  - ☞ Service contract (upon acceptance)

**D. Selection Process:**

A secretariat shall attend to the screening procedures. Representatives of host universities and colleges abroad will conduct the interview sessions and final screening procedures.

Candidates shall be informed not later than one month after the final screening has been conducted.

**E. Benefits and Privileges:**

1. Salary range –
  - 1.1 Primary and Secondary levels : US\$ 400 to \$ 600 per month\*
  - 1.2 University level: US\$ 500 to US\$ 800 per month\*  
*\*depending on work experience and qualification of exchange professors;*
2. Accommodation is provided by partner university or college;
3. Health care benefits re to be provided by the partner university;
4. Airfare – The grantees shall be provided airfare by receiving country;
5. Insurance – Insurance while on exchange shall be covered by the host university/college

**F. Approval of the Exchange Program:**

All teachers for exchange shall be subject to prior approval of the Chairman of the Commission on Higher Education.

**G. Further Information:**

Information may be obtained from the:  
OFFICE OF THE CHAIRMAN  
5<sup>th</sup> Flr., DAP Bldg., San Miguel Ave.,  
Ortigas Center, Pasig City  
Tel/Fax 636-1695 / 635-5829  
Email: cspuno@ched.gov.ph



## COMMISSION ON HIGHER EDUCATION

5/F Upper DAP Bldg., San Miguel Ave., Ortigas Center  
Pasig City, 1605 Philippines  
Telefax: (632) 636 1695

### APPLICATION FORM FOR THE ASIA PACIFIC EDUCATORS EXCHANGE PROGRAM

#### IMPORTANT NOTES

- This application form should be completed in BLOCK LETTERS or TYPED. If required, please use separate sheets for further details of any other information, which you consider relevant.
- The information provided in this form will be used for appointment and other employment-related purposes. Information on unsuccessful candidates will be destroyed after the recruitment exercise, when no longer required.
- The completed application form, together with copies of academic credentials / professional qualifications, and abstracts of selected publications (if applicable), should be returned to Hong Kong Lifelong Education Organization, 1/F., Good Harvest Commercial Bldg., 515-517 Nathan Road, Yau-matei, Kowloon, Hong Kong.

Preferred Area / Subject

#### I. Personal Particulars (Please tick the boxes as appropriate.)

|   |  |   |  |                           |  |
|---|--|---|--|---------------------------|--|
| Title<br><input type="checkbox"/> Mr. <input type="checkbox"/> Miss / Ms. / Mrs.  |  | Name<br>Last                      First                      Middle                      Maiden |  |                           |  |
| Marital Status<br><input type="checkbox"/> Single <input type="checkbox"/> Widowed<br><input type="checkbox"/> Married <input type="checkbox"/> Separated |  | Spouse Name (if married)  |  |                           |  |
| Date of Birth (dd-mm-yy)  |  | Passport No.  |  | Date of Expiry (dd-mm-yy) |  |
| Residential Address (include house number, street, city, province, and postal code)   |  |   |  |                           |  |
| Permanent Address (if different from above)   |  |   |  |                           |  |
| Contact Nos.<br>(Home)                      (Mobile)<br>(Office)                      (Fax)   |  | E-mail Address (if any)   |  |                           |  |

#### II. Academic Qualifications / Awards / Distinctions (In chronological order)

| From<br>Month / Year | To<br>Month / Year | Institution / College / University Attended<br>(Please specify country) | Qualifications / Awards / Distinctions<br>Obtained | Major Subject / Field of Study |
|----------------------|--------------------|---|--|--------------------------------|
|                      |                    |   |  |                                |

#### III. Professional Qualifications / Memberships (In chronological order)

| Professional Association / Institution (Full Name) | Qualification / Membership Obtained | Year |
|--|-------------------------------------|------|
|  |                                     |      |

#### IV. Working Experiences (In chronological order)

| From<br>Month / Year | To<br>Month / Year | Name and Address of Institution / College / University | Appointment Field<br>(If part-time, please specify) | Nature of Work,<br>Subjects / Classes Taught |
|----------------------|--------------------|--|---|--|
|                      |                    |  |   |  |

#### V. Dissertations / Major Research Works Undertaken

| Period | Title and Nature of Research |
|--------|------------------------------|
|        |                              |

#### VI. Seminars / Training Programs / Workshops Attended

| Month / Year | Title and Description |
|--------------|-----------------------|
|              |                       |

#### VII. Publication List

Please use a separate sheet for giving details of your works (publication title, year and publisher name.) Kindly attach abstracts of the publications, if available.

#### VIII. Referees

| Name | Position | Correspondence Address | Fax no. / E-mail Address |
|------|----------|------------------------|--------------------------|
| 1.   |          |                        |                          |
| 2.   |          |                        |                          |
| 3.   |          |                        |                          |

Unless otherwise specified, consent is deemed given by the applicant to the University, to approach the above referees whenever appropriate without prior notification. Please inform your referees that such consent has been given by you.

#### IX. Others

- Salary and other emoluments:  
a) Present salary / last salary received \_\_\_\_\_ b) Date of last increment (if applicable) \_\_\_\_\_  
c) Other allowances (please specify) \_\_\_\_\_  
\_\_\_\_\_
- a) Notice period required by present Employer \_\_\_\_\_ b) Earliest Date Available if Appointed \_\_\_\_\_
- How long have you been teaching your subject / field of specialization? \_\_\_\_\_

4. Do you have any experience in teaching foreign students? NO / YES.

If yes, a) How long have you been teaching? \_\_\_\_\_

b) Which subject/s? \_\_\_\_\_

5. Do you have any experience in teaching English as second language to foreign students? NO / YES.

If yes, how long have you been teaching? \_\_\_\_\_

6. Do you know how to speak / write in Chinese? NO / YES.

If yes, how would you rate yourself from 1 (lowest) – 5 (highest)?

Speaking

Writing

7. You may provide any other relevant information i.e. special achievement, skill, etc. in support of your application.

\_\_\_\_\_

\_\_\_\_\_

## X. Declaration

I declare that the information given above are correct and complete to the best of my knowledge and that the documents provided by me in connection with this application are true copies. I will produce the original / certified true copies of all identification and qualification documents as required by Hong Kong Lifelong Education Organization if appointed. I understand that if I knowingly supply false information or withhold any material information, Hong Kong Lifelong Education Organization shall have the right to rescind any verbal / written offer of appointment and I shall render myself liable to dismissal if I am eventually appointed by Hong Kong Lifelong Education Organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
For CHED Interviewer

Comments / Remarks

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

For Official Use

Endorsed by:

Approved by:

Received and Accepted by:

\_\_\_\_\_  
(Name in Print and Signature)  
President

\_\_\_\_\_  
Carlito S. Puno, DPA  
Acting Chairman  
Commission on Higher Education

\_\_\_\_\_  
Alex Lee, Ph.D.  
President  
Hong Kong Lifelong Education  
Organization

\_\_\_\_\_  
(Name of Institute / College / University)