



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON, KULTURA AT ISPORTS
DEPARTMENT OF EDUCATION, CULTURE AND SPORTS
UL Complex, Meralco Avenue
Pasig, Metro Manila



August 11, 1997

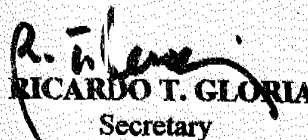
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DECS MEMORANDUM
No. 299, s. 1997

AN INVITATION TO DECS MANAGERIAL LEVEL APPLICANTS
FOR THE 1998-99 HUBERT H. HUMPHREY FELLOWSHIP
PROGRAM, U.S.A.

To: Bureau Directors
Regional Directors
Schools Superintendents

1. The Hubert H. Humphrey Fellowship Program of the U.S.A. is inviting applicants for the 1998-1999 sessions.
2. Recommendees should come from among the ranks of assistant schools superintendents and division chiefs of the central and regional offices. They will undergo screening for this purpose. The details of the invitation are inclosed.
3. Immediate dissemination of this Memorandum to those concerned is desired.


RICARDO T. GLORIA
Secretary

Incl.: As stated
Reference: None
Allotment: 1--(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

OFFICIALS
SCHOLARSHIPS

APPLICATION INSTRUCTIONS:

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. All forms are to be completed in English and typewritten or computer-generated. Please answer every question as completely as possible.
2. The completed application must be returned to the Philippine-American Educational Foundation (PAEF) no later than August 25, 1997.
3. You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions. Documents must be accompanied by complete English translations. Your academic documents must consist of:

A certified, official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.

Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.

To be considered official, each academic document must bear the seal of the issuing institution as well as the signature of its officials. Copies of original documents can be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution, by PAEF, or by a U.S. consular official.

4. You are required to submit two letters of reference, one of which must be from your immediate supervisor in your current position. The letters of reference should be written in English if possible.
- 5.* The Test of English as a Foreign Language (TOEFL) is required by all U.S. universities. You must register for this test immediately and take it as early as possible. Failure to take the TOEFL may disqualify your application. For information and/or test registration forms, contact PAEF. You must indicate that you want your score reports sent to the Institute of International Education (IIE) Code number 9616. You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.

As soon as you receive your TOEFL score, please present it to PAEF, which will send it to IIE.

6. As part of your application, you must have a formal English language interview and also submit the enclosed "Report on Proficiency in English."

You should promptly inform PAEF of any change in your professional status or future plans after this application has been submitted.

The Hubert H. Humphrey North-South Fellowship Program in the Philippines
is administered by the
Philippine-American Educational Foundation
3rd Floor, Accelerando Building
395 Sen. Gil J. Puyat Avenue, Makati City 1200

* For finalists

HUBERT H. HUMPHREY NORTH-SOUTH FELLOWSHIP PROGRAM

Information and Application Instructions

PROGRAM DESCRIPTION: The Humphrey Fellowship Program provides mid-career professionals from developing countries and selected countries of East/Central Europe with an opportunity to enhance their professional capabilities through participation in specialized 10-month, non degree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Core funding for the Humphrey Program is provided by the U.S. government through the United States Information Agency (USIA). The Institute of International Education (IIE) administers the program on behalf of USIA.

The types of university programs arranged for Humphrey Fellows depart from the traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator", Fellows plan programs that best suit their individual career development needs.

DURATION OF GRANT: The program arranged for Humphrey Fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as the end of May for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

NONDEGREE STATUS: The program designed for Humphrey Fellows does not result in the awarding of a degree. While Fellows are able to enroll in courses relevant to their professional interests, the Humphrey Program is not appropriate for those who wish to concentrate on pursuing academic work required for a U.S. degree. Humphrey Fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields.

FINANCIAL PROVISIONS: The Humphrey Fellowship provides tuition and university fees, a monthly maintenance allowance, a book and supplies allowance, and round-trip international travel to the Fellow's English language center (when applicable), to the host institution, and to Washington, D.C. for a workshop. Supplementary funds are available for professional activities such as field trips or attendance at conferences. Humphrey Fellowships are not renewable.

Humphrey Fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. Humphrey Fellowships do not include funds for dependents. Humphrey Fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the Fellows are settled in their university programs and have secured housing.

PROGRAM FIELDS: The programs arranged for Humphrey Fellows are related to one of the following fields: agricultural development, communications/journalism, educational planning, natural resources/environment, public health policy/management, human resource management, human rights/law, public administration, technology policy, economic development, urban and regional planning, and finance and banking. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to the broad policy-making and problem-solving issues. Candidates in the fields of journalism, education and drug abuse (narcotics) will be considered if their professional activities are managerial or administrative in nature.

PLACEMENT IN UNIVERSITY PROGRAMS: Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they may have already been admitted. Candidates should not apply directly to U.S. institutions.

APPLICATION FOR HUBERT H. HUMPHREY NORTH-SOUTH FELLOWSHIP PROGRAM
For Mid-Career Professional Study in the United States

Personal Information Form to be Completed by the Applicant

Indicate all funds in
your local currency

I. PERSONAL FINANCIAL INFORMATION:

1. Your annual salary _____ Income per year from other sources _____
2. Will your salary be continued during your stay in the U.S.? Yes _____ No _____

II. DEPENDENTS: The Hubert H. Humphrey North-South Fellowship Program does not provide allowances for dependents. Should dependents accompany you, you will be responsible for providing all travel, adequate medical insurance, and support for them. Please be advised that English/Orientation Centers cannot accommodate dependents. Dependents should not arrive until you are settled in your academic program and have secured housing.

1. List the relationships and ages of any persons who will require financial assistance from you during your academic year in the U.S.
2. Will these dependents accompany you to the U.S.? Yes _____ No _____ If yes, state how you intend to provide for them during your year of study in the U.S.

III. ACADEMIC PROGRAM

1. It is not expected that you will apply for admission by direct application or correspondence with a U.S. university. If, however, you have previously been in contact with U.S. academic institutions concerning graduate study, please give the names of these universities and the persons contacted. Please indicate whether you have submitted a formal application form, the date of application and whether you have been accepted.
2. If required, will you be able to arrive for an introductory orientation and/or English course in June or July?
Yes _____ No _____
If yes, indicate the earliest possible date by which you could arrive for such a program _____
A few institutions require that new students regardless of their English proficiency attend a summer program starting around July 1. If placed at one of these institutions, would you be able to arrive in early July? Yes _____ No _____
3. If you do not need a preliminary English course, will you be able to arrive in the U.S. by the beginning of the academic year in mid August or early September? _____
4. Will you be able to obtain a leave of absence from your current position for a full calendar year? Yes _____ No _____
5. When will you take the Test of English as a Foreign Language (TOEFL)? _____
Should you be unable to take this test on the above date, please be sure to notify PAEF or the U.S. Embassy in your home country immediately.

IMPORTANT

1. You must indicate that you want your TOEFL score reports sent to: Institute of International Education (IIE) Code Number 9616.
You must be sure to indicate this code (9616) on the registration forms or on the answer sheets provided at the time you take the examination.
2. As soon as you receive your TOEFL score, report it to PAEF which will cable it and mail it to IIE.
3. Please sign below as authorization for IIE to receive your TOEFL score.

Date _____ Signature of Applicant _____

Name of Applicant

Country:

BIOGRAPHICAL INFORMATION

Write a short essay about yourself. Please include statements regarding your most significant achievements and the experiences which assisted your professional growth and development.

Date

Signature of Applicant

APPLICATION FOR HUBERT H. HUMPHREY FELLOWSHIP PROGRAM

For Mid-Career Professional Study in The United States

CONFIDENTIAL LETTER OF REFERENCE

This letter of reference must be written by the applicant's current supervisor in his/her professional position or by a professor under whom the applicant has studied or pursued research in his field of study. This letter should be typewritten and in English, if possible. If not in English, an accurate translation must be attached.

Name of Applicant:	Country:
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- I. How long have you known the applicant?
- II. In what capacity have you known the applicant? Employer or Job Supervisor Teacher or Professor Other (please specify) _____
- III. Please assess the candidate's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development (a description of the Humphrey Program is on the back of this page.) Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but his/her country and society. Also discuss to candidate's leadership potential and commitment to public service. (Your comments should be continued on the reverse side if more space is needed.)

IV. In the rating chart below please evaluate the applicant in comparison with others whom you have known during your professional career.

	Excellent	Very Good	Average	Below Average
Intellectual Ability				
Knowledge of Field				
Work Habits				
Seriousness of Purpose				
Resourcefulness and Initiative				
Emotional Maturity				
Adaptability to New Situations				

Name and Title (please print) _____

Business, Government or University Affiliation _____

Signature _____

Date _____

Please return directly to PAEF, 3/F Accelerando Building, 395 Sen. Gil J. Puyat Avenue, 1200 Makati City. Under no circumstances should this letter of reference be returned to the applicant.

Note: IIE cannot guarantee this letter's confidentiality once it becomes part of a university's records.



Philippine-American Educational Foundation

1998 HUBERT HUMPHREY FELLOWSHIP PROGRAM

Please type or print the following information:

Name: _____ Nickname: _____

Position: _____

Company: _____

Business Address: _____

Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Residential Address: _____

Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Cellular Phone: _____ Pager: _____

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APPLICANT: (Do not detach this form)

This is to acknowledge receipt of your application for the 1998 Hubert H. Humphrey Fellowship Program. Your application was received on _____. The Philippine-American Educational Foundation will advise you by mail on the status of your application. Follow-up inquiries by telephone or email will not be entertained. You may expect a letter indicating the final decision on your application by _____.

Your application was received without the following documents:

- _____ transcript of records
- _____ diploma
- _____ letters of recommendation
- _____ others _____

These documents should be received by our office on or before August 25, 1997 (deadline for submission of applications) for your application to be considered further. Thank you.

Sincerely,

Alexander A. Calata
Alexander A. Calata
Executive Director