



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepEd MEMORANDUM
No. 53, s. 2002

MAR 14 2002

MICRO ENTERPRISE DEVELOPMENT FOR VTET INSTITUTIONS

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Vocational School Superintendents/Administrators

1. The SEAMEO VOCTECH will be conducting a two-week course on Micro Enterprise Development for VTET Institutions on April 15-27, 2002. The course is designed to address the need for VTET managers to improve their managerial skill in entrepreneurial development.
2. SEAMEO VOCTECH invites nominations and will sponsor two (2) scholarship slots for the Philippines. The nominees should preferably be VTET policy-makers, principal or vice-principal of VTET institutions, head of department or marketing officer.
3. Enclosed are the training program, requirements and nomination form. Accomplished nomination form together with two copies of passport size photograph of the applicant should reach SEAMEO VOCTECH Regional Centre for Vocational and Technical Education and Training on or before March 25, 2002.
4. Immediate dissemination of this Memorandum is desired.


ERNESTO S. PANGAN
Undersecretary
Officer-in-Charge

Encls.:
As stated

Reference: None

Allotment: 1—(D.O. 50-97)

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

SCHOLARSHIPS
VOCATIONAL EDUCATION

MICRO-ENTERPRISE DEVELOPMENT FOR VTET INSTITUTIONS

(15 – 27 APRIL 2002)

RATIONALE

VTET institutions in their capacities as the major suppliers of technology-literate workforce have to be sensitive to labour-market trends and needs. This is especially so when contemporary challenges like globalisation and the rapid technological advancement are changing the market scenario in the region. Another factor to be taken into consideration will be the lessons learned during the last economic crisis when almost all big companies in the Asian countries have problems in maintaining their businesses and employees. In both cases the respective governments are compelled to develop new economic strategies reacting and pro-acting to the situations trying to address among others the issues of unemployment, underemployment and retrenchment. One such strategy is the establishment of policies on SMEs and the support in their development to ensure sustainable economic growth for the nation as well as overcome the fear of possible social problems suffered especially by the graduates of VTET institutions.

In order to respond appropriately to the above development, VTET institutions must therefore take initiatives to create suitable models of Micro and SMEs within the institutions that could take advantage of the situations and finally benefit the graduates. The advantages to the institutions may be in the following ways:

- 1) by having better return on investment (ROI) from VTET equipment by producing and selling products and services using them,
- 2) by providing day to day experiences in which business spirit and entrepreneurial skills could be instilled so that they could operate their own business,
- 3) by maintaining or encouraging high level of creativity among instructors and trainees.

This two-week programme hopes to share with the participants as much information as possible all on the subject of entrepreneurial education focusing on the above three areas using various strategies and delivery system.

OBJECTIVES

The programme hopes to enable the participants to:

1. Be aware of the necessity of entrepreneurship education in VTET institutions.
2. Identify market potential in the environment of VTET institutions
3. Be aware of the concept of product development
4. Be aware the important of customer services
5. Understand the basic of financial management
6. Understand the development of the business plan
7. Identify the way in establishing more enterprising activities in VTET institutions.

COURSE CONTENT

1. Introduction of Microsoft office for business
2. Presentation country report on Micro-enterprise in VTET
3. Entrepreneur Education
4. Marketing the products or services
5. Perceiving market opportunities
6. Basic Product Development
7. Introduction to e-marketing
8. Basic promotion design
9. Basic financial management
10. Basic investment analysis
11. Leadership in business
12. Product and services delivery process
13. Development of Production Centre in VTET institutions
14. Business Planning for implementation

TARGET PARTICIPANTS

VTET Policy makers, Principal/Vice Principal of VTET institution, Marketing Officers/teachers and preferably future entrepreneurs. **Scholarships will be given to participants nominated by Ministry of Education and confirmed by SEAMEO VOCTECH based on the quota approved to each country.** Non-scholarship students will have to pay B\$800 as course fees.

DURATION

Two Weeks (15 – 27 April 2002)

EXPECTED OUTCOMES

After completing this course participants would have been equipped with the knowledge, theories and tools to start an enterprise or a production unit within their own VTET system.

PREREQUISITE

Participants must be quite proficient in English Language since it is the medium of instruction. Having basic computer knowledge and hands-on skills will be an advantage

COURSE REQUIREMENTS

The participants need to prepare and submit a short Country Report of not more than 1,000 words on **Development in Entrepreneurial Skills Within VTET System**. The Report should cover the following areas :

- 1) The status of entrepreneurial education in the country
- 2) The policies and the support from the government and the Ministry of Education (VTET)
- 3) The roles of Technical and vocational schools in the transfer of Knowledge and skills pertaining to entrepreneurship
- 4) A case study of a successful model that is in operation in VTET institutions
- 5) The future trends and issues in entrepreneurial education development in the country.

The report is best made in the following format:

- 1) using Microsoft Word with text using font size between 11 – 14
- 2) could be presented to other participants in about 10 minutes (Please specify your mode of presentation e.g. powerpoint, overhead/Opaque Projector, etc)
- 3) prepare 20 - 25 copies of the Report to be shared among the participants and the Centre.

Please contact Training coordinator or Course Supervisor for further inquiries at SEAMEO VOCTECH Regional Centre, Jalan Pasar Baharu BE1318, Gadong BSB, Brunei Darussalam.

Course Supervisor:

MR. JOKO SUTRISNO

SEAMEO VOCTECH Regional Centre

Jalan Pasar Baharu, Gadong BE 1318

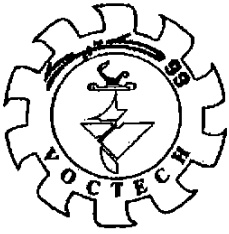
Negara Brunei Darussalam

Tel: (673-2) 447992

Fax: (673-2) 447955

Email address : jokosutrisno@mail.voctech.org.bn.

NOMINATION FORM



Course Title : **Micro- Enterprise Development for VTET Institutions**

Date : **15 – 27 APRIL 2002**

Venue : **SEAMEO VOTTECH REGIONAL CENTRE
JALAN PASAR BAHARU, GADONG BE 1318
NEGARA BRUNEI DARUSSALAM**

[Please type or print - To be completed in duplicate]

PERSONAL AND PROFESSIONAL PARTICULARS OF NOMINEE

Recent
Photograph
of Nominee

Passport Size

_____ [Country]

PART I - PERSONAL DATA

1. Name in Full : _____
(Please underline Surname)
2. Nationality : _____ Sex : _____
3. Date of Birth : _____ Place of Birth : _____
4. Marital Status : _____ Religion : _____
5. Passport No. : _____ Place of Issue : _____
6. Date Issued : _____ Date Expired : _____
7. Home Address : _____ Tel No.: _____
Fax No.: _____
8. Designation : _____ E-Mail.: _____
9. Office Address : _____ Tel No.: _____
Fax No.: _____
10. IMMEDIATE Contact Person: SPOUSE OR SUPERIOR (Please CIRCLE when you choose either **HOME/OFFICE**)
Name : _____ (Home / Office) _____
Relation / Designation : _____ Address _____
Tel No. (Home/Office) : _____
Fax No. (Home/Office) : _____

SEAMEO VOTTECH Regional Centre

Jalan Pasar Baharu, Gadong BE1318, Negara Brunei Darussalam

Tel No: (673-2) 447992 / 447982 / 447983

Fax No: (673-2) 447955

E-mail: voctech@brunet.bn

Website: <http://www.voctech.org.bn>

PART II - PROFESSIONAL DATA

1. EDUCATION

1.1 Post Secondary School/College/University Attended :

Name of Institution / College / University	Field of Study	Diploma /Degree

2. WORK EXPERIENCE AND JOB DESCRIPTION

2.1 Employment History (in chronological order)

Position	Name of Company	Job Description	Year

2.2 Overseas Conferences/Seminars/Training Attended (1980 onward)

Name / Title	Place and Venue	Year

2.3 Publications/Research Work Carried Out

Title/Description	Year

2.4 Experience in Developing Curriculum for VTET

I hereby certify that all facts stated herein are true and correct.

Date

Signature

SEAMEO VOTTECH Regional Centre

Jalan Pasar Baharu, Gadong BE1318, Negara Brunei Darussalam

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