



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
**DEPARTMENT OF EDUCATION**

DepEd Complex, Meralco Ave., Pasig City, Philippines  
Tel # (632) 633-9342; (632) 632-1361, local 2221 Fax # (632) 631-9640

*Tanggapan ng Pangalawang Kalihim*  
*Office of the Undersecretary*

**SEP 23 2004**

DepEd Memorandum  
No. 399, s. 2004

**REQUEST FOR NOMINATIONS FOR TWO SCHOLARSHIP SLOTS  
UNDER THE SEAMEO EDUCATIONAL DEVELOPMENT FUND**

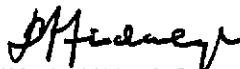

To: **Regional Directors**  
**Schools Division/City Superintendents**  
**School Heads, Public ELEMENTARY Schools**

1. SEAMEO INNOTECH will be conducting a two-week training course on "*Excellence of Practice: The School Head as Leader*" under the SEAMEO Educational Development Fund (SEDF) from **02 to 15 December 2004** at the SEAMEO Regional INNOTECH Center, Commonwealth Avenue, Diliman, Quezon City.
2. As a member country, Philippines is entitled to nominate at least two (2) training participants who are presently appointed/designated as school principals/teachers-in-charge specifically in the ELEMENTARY level. In this regard, you are intently requested to submit nominations in your particular areas who possess the criteria set below:
  - a. Male or female, under 45 years of age
  - b. Medically fit as certified to by a government physician (pregnant women are disqualified from participating in the course)
  - c. Proficient in the English language
  - d. With at least three (3) years of experience as school head
  - e. Able and willing to utilize course learnings as well as share them with other school heads upon return to their respective stations
3. Nominees are requested to:
  - a. Completely fill-out the appended "Personal and Professional Particulars of Participants" (Attachment 1);
  - b. Attach a medical certificate, accomplished by a government physician, certifying that the nominee is medically fit for the program;
  - c. Submit a complete profile of his/her respective school; and,
  - d. Compose an essay (*in not more than 1,500 words*, double-spaced and typewritten on an A4 sheet) on his/her major role as a School Principal/School Head in his/her respective school.
4. Expenses related to traveling, room accommodations and other costs relevant to the course shall be covered by the SEDF. See attached letter of invitation (Attachment 2) and the Terms and Conditions of Programme Participation (Attachment 3) for your immediate reference.

5. Please forward all the required forms and complete documents, endorsed by the concerned Regional Director, to the following address on or before 15 October 2004:

**MR. AIVAN LEO R. AMIT**  
Chief, DepEd Special Concerns Division  
Room 402, 4<sup>th</sup> Floor, Bonifacio Building  
DepEd Complex, Meralco Avenue, Pasig City

6. Should there be queries and/or clarifications on this matter, please contact the above point person at telephone number 632-1361 to 70 locals 2042 or 2113.
7. Immediate dissemination of this Memorandum to all concerned is requested.

  
**FE A. HIDALGO**  
Undersecretary  
Programs and Projects 

Encls.: As stated

Reference: None

Allotment: 1- -(D.O. 50-97)

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

OFFICIALS  
SCHOLARSHIPS

## TERMS AND CONDITIONS OF PROGRAMME PARTICIPATION

### 1. Field of Study and Training

Excellence of Practice: The School Head as Leader

- Professional leadership
- Instructional leadership
- Managerial leadership
- Technology Leadership
- Moral leadership

### 2. Duration of Program

December 02 – 15, 2004

### 3. Venue for Program

The SEAMEO Regional INNOTECH Center  
Commonwealth Avenue  
Diliman, Quezon City  
Philippines

### 4. Terms and Conditions

- a. Salary and allowances: Participants will continue to receive their salaries paid by their home countries. In addition, they will receive an out-of-pocket allowance for food and other related expenses equivalent to US\$20.00 per day but converted in pesos based on prescribed SEAMES translation rate of P55.00 per US dollar.

- 1) Filipino participants will be paid their allowances from the date of the start of the program up to the day it ends.
- 2) Non-Filipino participants will be paid their allowances from the day they arrive in Manila to attend the Program to the last day of the Program as arranged by SEAMEO INNOTECH, or up to the day they leave the Program.

The Center Director may, at her discretion, stop payment of the prescribed subsidy or allowance to a participant if he/she absents him/herself from the Center without valid reasons.

Except for prescribed holidays, there will be no vacation during the Program.

- b. Housing: Adequate housing facilities will be provided by the Center for participants.

c. Air Passage:

The Center will pay economy class fares from:

- 1) The capital city of the participant's home country to Manila and back, or
- 2) 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 -
- 3) 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.
- 4) 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 participant's home country and the consent of SEAMEO INNOTECH.

d. Insurance and Hospitalization: Payment of premiums will be made by the Center to cover hospitalization expenses and accident injuries, under specific terms and conditions

e. Transport: Transportation for educational trips organized by the Center will be provided.

5. English Proficiency

English is the working language of all the SEAMEO Centers. At INNOTECH, a high level of English proficiency is required. College level materials written in English are used. Participants are also required to write reports in English. Thus, candidates should be proficient in English or should get intensive review training in English before they come to the Center.

6. Particulars of Participants

Each nominee is requested to complete the form "Personal and Professional Particulars of Participants."

7. Certificate of Health

A medical certificate, accomplished by a government physician is to be attached to the completed form (Personal and Professional Particulars of Participants) certifying that the nominee is medically fit for the Two-Week Program. This requirement is to be strictly observed.

8. Copyright of Work

It is understood that the participants will assign to the Regional INNOTECH Center their copyright of such papers and work written by them in connection with the Program.

9. General

Participants are expected to arrive in Manila on or about the 1<sup>st</sup> of December 2004 and to depart on 16 December 2004.. 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.

10. Passport and Visas

Non-Filipino participants must possess valid passports for travel purposes but since the course is only for two weeks 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 members 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 ESTABLISHMENTS

Course Code



seameo innotech

COURSE PARTICIPANT'S INFORMATION FORM

COURSE TITLE Two-Week Course on Excellence of Practice: The School Head as Leader (2-15 December 2004)

Personal information fields: TITLE, LAST NAME, FIRST NAME, MIDDLE NAME, POSITION/DESIGNATION, NICKNAME, NATIONALITY, SEX, BIRTH DATE, PLACE OF BIRTH, AGE, RELIGION, DIETARY RESTRICTION, CIVIL STATUS, NAME OF SPOUSE.

HOME ADDRESS fields: No. & Street, Town, City / Province, State/Region, Country, Zip Code, Telephone No., Fax No., Mobile Number, E-mail.

OFFICE/SCHOOL ADDRESS fields: Office/School Name, No. & Street, Town, City / Province, State/Region, Country, Zip Code, Telephone No., Fax No., E-mail, Web Site.

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS table with columns for Organization Name, Position, and Date.

CONTACT IN CASE OF EMERGENCY

Emergency contact fields: NAME, RELATIONSHIP.

ADDRESS

Telephone No. Mobile No.



**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"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**COMPUTER LITERACY**

- Word Processing
- Spread Sheet
- Presentation
- Programming
- Others

**OTHER SPECIAL SKILLS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EDUCATIONAL ATTAINMENT**

Degree	Institution	Specialization	Awards	Date Completed		Remarks
				From	To	

Have you attended any SEAMEO INNOTECH Course or Training Program before?  YES  NO

If YES, what course and when? \_\_\_\_\_

**EMPLOYMENT HISTORY**

Position	Institution	City / Province	From	To

**EMPLOYER SUPERIOR**

Name	Position	Institution
Address		Telephone No.

**OTHER RELEVANT INFORMATION**

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Participant's signature over printed name