

Republic of the Philippines  
Department of Education  
Region VII, Central Visayas  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City



July 3, 2013

**DIVISION MEMORANDUM**

No. 933 s. 2013

**NOMINEES TO THE ITEC SCHOLARSHIP PROGRAM**

**To:** OIC, Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. Please be informed that the Indian Technical and Economic Cooperative (ITEC), through the Office of Asian and Pacific Affairs, DFA, is inviting nominees to the specified courses on education and teacher training under the ITEC Programme 2013-2014.
2. For further details, see attached communication.
3. Immediate and wide dissemination of this Memorandum is desired.

**ARDEN B. MONISIT, Ed.D.**  
**Schools Division Superintendent**

A handwritten signature in black ink, appearing to read "Arden B. Monisit", is written over the typed name and title.



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City




JUN 19 2013

REGIONAL MEMORANDUM  
No. 371, s. 2013

**NOMINEES TO THE ITEC SCHOLARSHIP PROGRAM**

TO : Schools Division Superintendents  
Officers-in- Charge of Regular Divisions

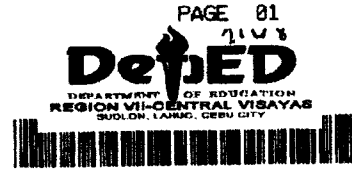
1. This Office informs the field that the Indian Technical and Economic Cooperation (ITEC), through the Office of Asian and Pacific Affairs, DFA, is inviting nominees to the specialized courses on education and teacher training under the ITEC Programme 2013-2014.
2. For further details, see attached communication.
3. Immediate and wide dissemination of this Memorandum is desired.

  
CARMELITA T. DULANGON  
Director III  
Officer -in- Charge

CTD/CCL/fcs

*"Educating for a Strong Republic"*

Tel. nos. (RD's Office) 255-4542; 231-1309; 414-7325 ; Fax (ARD's Office) 231-1433; 414-7399 ;  
(Curriculum & Instruction) 414-7323; (Technical Assistance) 414-7324 ; (Quality Assurance) 414-4367 ; (Administrative) 414-7326;  
(Legal) 414-7366 ; (Cashier) 231-1071; (Strive) 232-9925 ; (Probe) 414-0263 ; (Supply/HINU) 414-7322 ; (Records) 233-4769;  
(Guard) 231-2160; (PSU) 414-7499; 414-7321 ; (PFU) 255-1313 ; (Policy, Planning Research) 233-9030; 4147065; (Resource  
Mobilization & Special Project) 254-7062; (Training & Development) 256-1001 • Email: [deped\\_ro7@depedro7.com.ph](mailto:deped_ro7@depedro7.com.ph)



RD2013-12503

19 - Jun



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 DepEd Complex, Meralco Avenue, Pasig City, Philippines  
 Direct Line: (632)633-72-02 Telefax: (632) 636-4879  
 Trunkline: 632-1361 local 2004 website: www.deped.gov.ph

*Office of the Undersecretary  
 for Programs and Projects*

**MEMORANDUM**

**TO :** Bureau Directors  
 Regional Directors  
 Schools Division/City Superintendents  
 Heads of Centers/Services/Units  
 Heads of Public Elementary/Secondary Schools

**FROM :** *[Signature]* **DR. DINA S. OCAMPO**  
 Undersecretary for Programs and Projects

**SUBJECT :** Nominees to the ITEC Scholarship Program

**DATE :** 11 June 2013

1. The Indian Technical and Economic Cooperation (ITEC) through the Office of Asian and Pacific Affairs, DFA, inviting nominees to the following specialized courses on education and teacher training under the ITEC Programme 2013-2014:

|  | Course Schedule              | Eligibility Criteria   | Deadline of Submission of Nominees |
|--|------------------------------|--|------------------------------------|
| Advanced Certificate Course on Curriculum Design and Instructional Materials Development | July 31 – September 24, 2013 | Degree or diploma in engineering/technology or in any vocational field | June 24, 2013                      |
| Advanced Certificate on Developing Technical Education to Meet the Global Needs          | October 2- November 26, 2013 | Degree in Education/ Science/Engineering/ Management or Technology     | June 30, 2013                      |
| Advanced Certificate Course on Sustainable Development and Environmental Management      | October 2- November 26, 2013 | Degree or diploma in engineering/technology or in any vocational field | June 30, 2013                      |

|  |                               |   |                 |
|--|-------------------------------|---|-----------------|
| Advanced Certificate Course on Modern Library Practices Management                               | December 4 – January 28, 2014 | Teachers/practicing librarians and/or curriculum developers in Library and Information Science have a Diploma/Degree in Library and Information Science or equivalent.                    | July 30, 2013   |
| Certificate Course on Women Empowerment through Technical and Vocation Education                 | December 4 – January 28, 2014 | Degree or diploma in engineering/technology or in any vocational field  | July 30, 2013   |
| Advance Certificate Course on Information and Communication Technology in Education and Training | February 4 – March 31, 2014   | Information Technology (IT) Teachers/IT Professionals/programmers and ICT Trainers  | August 30, 2013 |
| Internal Diploma in Educational Planning and Administration (IDEPA-XXX)                          | February 1 – April 30, 2014   | Education officers working at the national, provincial, district or institutional level, heads of educational institutions (school, college) regional and district education departments. | August 30, 2013 |

2. Each region is to send one (2) nominees noting the criteria for selection of participants (See attached Annex A). Priority is given to teachers who have exemplary performance, have not availed of foreign trainings and those coming from remote/underserved areas. The age requirement is between 25 to 45 years old. We highlight the need for English language certification from the head of office (Schools Division Superintendent or Regional Director or HR Office).

3. Attached is the application form, which may also be downloaded at <http://itec.meagov.in>. Please submit your nominee's name and required documents to:

Staff Development Division, HRDS  
 DepEd Scholarship Committee Secretariat  
 Department of Education  
 2nd floor, T. Alonzo Bldg. II  
 University of Life Complex Meralco Avenue  
 Pasig City

4. Those who will qualify will be notified accordingly. For inquiries and clarifications, you may call at telephone numbers (02/6337237/6388638) and look for Ms. Cleofe Velasquez-Ocampo or Ms. Susan dela Merced.



Government of India  
Ministry of External Affairs  
Technical Cooperation Division

ITEC

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### Downloads

#### • For Applicants

[Training Brochure  
2012 - 2013](#)
[Application Form](#)

#### • For use by Indian Misalons only

[Deputation of Experts](#)

### Terms & Conditions

#### General Conditions

- Participants are required to conduct themselves with discipline and abide by rules, regulations and guidelines as stipulated by both the nominating Government and the Government of India.
- Participants are required to complete the training Course.
- Request for change of Course is not entertained after joining the Course.
- Participants are required to abide by the rules of the university/Institution/establishment in which the participant is selected to undergo the training as well as participate in all Course-related activities including submission of periodic assessments/tests as conducted by the Institute.
- Participants are to refrain from engaging in any political activity and/or any form of employment for profit or gain.
- Participants are not allowed to bring along their spouses or families for the duration of the Course.
- Participants are required to return to their countries upon completion of the training Course.
- Participants who leave the Course midway without prior intimation/permission of the Ministry of External Affairs or remain absent from the Course without sufficient reasons are required to refund the cost of training and airfare to Government of India.
- Participants are taken on study tours as part of their Course Curriculum to visit different heritage sites/places of interest in India. No requests for any additional private tourism, visits etc. will be entertained.
- ITEC sponsorship may be cancelled at any time due to unsatisfactory conduct, breach of conditions of the Programme, failure to make satisfactory progress in the training Course or for any other sufficient cause as determined by the Government of India.
- Female participants are advised to desist from joining training Courses if they are in family way prior to their departure for India.

#### ITEC Terms and Conditions

##### Fares

The Government of India provides excursion/economy class air tickets for travel of participants from the capital city of the participant's country to the training Institute in India and back.

##### Visa

Prior to their departure for training in India, participants are advised to apply for Visa to the Embassy / High Commission of India, accredited or concurrently accredited to their country. Visa is issued gratis to them. Visa issued for the Course cannot be utilized for any other purpose.

##### Course Fees

Course fees are borne by the Government of India.

##### Accommodation

- Accommodation charges are borne by the Government of India. In case the Institute provides hostel accommodation, it is both on single or double occupancy basis depending on the rules of the Institute. Participants are advised to check about the status of hostel on the Institute website. Accommodation, if arranged in a hotel, is on a single-occupancy basis.
- Participants are required to pay for availing services such as:
  - a. Room service
  - b. Laundry

**c. Local and outstation telephone calls, fax, etc.**

**Living Allowance**

Government of India pays (through the Institute concerned) living allowance of Indian Rupees 10,000/- per month, calculated on the basis of arrival and departure dates, for meeting expenditure on food, out-of-pocket expenses, etc.

**Book Allowance**

Government of India provides book allowance of Indian Rupees 1,000/- for purchase of Course-related books and other items of stationery.

**Study Tour**

Participants are taken on study tours to acquaint/familiarize themselves with aspects of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. Government of India bears cost of approved study tours during the Course.

**Medical Facility**

Participants selected for training Courses are expected to be medically fit. Government of India will bear medical expenses only in case of medical emergency during their training in India.

**Top**

**Ministry of External Affairs | India Portal | Travel & Tourism in India**

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Official website of Technical Cooperation Division, MEA, GOI

Ministry of External Affairs  
(Technical Cooperation Division)  
Akber Bhavan, Chanakyaपुरi, New Delhi - 110021

**GOVERNMENT OF INDIA  
MINISTRY OF EXTERNAL AFFAIRS  
INDIAN TECHNICAL AND ECONOMIC COOPERATION ( ITEC ) AND  
SPECIAL COMMONWEALTH ASSISTANCE FOR AFRICA PROGRAMME ( SCAAP )  
TECHNICAL COOPERATION SCHEME OF COLOMBO PLAN  
(Application for the courses fully funded by the Ministry of External Affairs, Government of India)**

Please read instructions carefully before applying

## APPLICATION FORM

3 x 4 cm

### PART-I

|   |   |
|---|---|
| Nationality: _____<br>Institute : _____ | Name of Course: _____<br>Commencing :<br>From _____ to _____<br><small style="display: block; text-align: center;">DD/MM/YYYY                      DD/MM/YYYY</small> |
|---|---|

#### 1. Personal Particulars

|                                 |                                |                     |
|---------------------------------|--------------------------------|---------------------|
| Name (s) :                      |                                |                     |
| Surname :                       |                                |                     |
| Sex (tick one):                 | MALE / FEMALE                  |                     |
| Marital Status:                 |                                |                     |
| Date of Birth:                  | _____                          |                     |
|                                 | Date - Month - Year            |                     |
| Passport No.:                   | Date & Place of issue :- _____ | Valid till :- _____ |
| Address:                        | Office                         | Residence           |
| Tel Nos.                        |                                |                     |
| Mobile/Cell :                   |                                |                     |
| Fax :                           |                                |                     |
| E-mail :                        |                                |                     |
| Special dietary needs, if any : |                                |                     |

**Details of present employer :**

|            |  |
|------------|--|
| Name :     |  |
| Address:   |  |
| Tel. No. : |  |
| E-mail :   |  |

3. Have you ever attended a course sponsored by the Government of India? (Mark one)  Yes  No

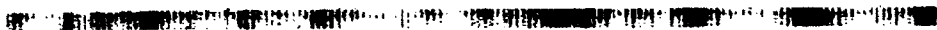
3.1 If answer to 3 is yes, details of the Course (s):

|   | Name of the Course (s) and Institute | Year |
|---|--------------------------------------|------|
| 1 |                                      |      |
| 2 |                                      |      |
| 3 |                                      |      |

**4. Details of Course(s) attended, if any, outside your country:**

| Country | Course Details & Duration | Year | Sponsor/Programme |
|---------|---------------------------|------|-------------------|
|         |                           |      |                   |
|         |                           |      |                   |
|         |                           |      |                   |
|         |                           |      |                   |

5. Please describe in your own words (about 100 words) - (a) qualification/experience related to the course applied for; & (b) reason (s) for applying for this training course.





**MEDICAL REPORT**

(To be certified by a doctor/hospital on the panel of the Indian Mission, UN Mission, if any or as designated by Indian Mission)

|                            |                                       |
|----------------------------|---------------------------------------|
| (i) Name of Applicant:     |                                       |
| (ii) Age:                  |                                       |
| (iii) Sex: (Male / Female) |                                       |
| (iv) Height (cm):          |                                       |
| (v) Weight (kg):           |                                       |
| (vi) Blood Group:          |                                       |
| (vii) Blood Pressure:      |                                       |
| (viii) Blood Sugar:        | (Pre-prandial) ( Peak post- prandial) |

|  |  |
|--|--|
| 1. Is the person examined in good health at present ?  |  |
| 2. Is the person examined physically and mentally fit to carry out intensive training away from home?  |  |
| 3. Is the person free of infectious diseases (tuberculosis, trachoma, skin diseases etc.)?   |  |
| 4. Has the person taken Yellow Fever inoculation (in case of people coming from Yellow Fever region or as laid out in WHO Regulations) ? <b>Yellow Fever Certificate is mandatory.</b> |  |
| 5. Does the person examined have any chronic ailment which may require regular treatment/ medication during the course?  |  |
| 6. List of any observed abnormalities indicated in the chest X ray.  |  |

I certify that the applicant is medically fit to undertake a training course in India.

Name of Doctor/Physician: \_\_\_\_\_

Registration No.: \_\_\_\_\_

Address of Clinic / Hospital: \_\_\_\_\_

City / Town : \_\_\_\_\_

Telephone : \_\_\_\_\_

E mail: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Doctor/Physician: \_\_\_\_\_ Seal of Clinic/Hospital: \_\_\_\_\_



**IMPORTANT NOTICE**

- **Please read the form carefully. Tick the scheme under which you are applying.**
- **The application will be automatically rejected if any column is inaccurate, incomplete or blank.**
- **While filling the form, no abbreviations should be used. Write full name of degree, organization/institution, designation, etc.**
- **Undertaking by the candidate and the recommendations from employer are compulsory pre-requisites.**
- **Working knowledge of the English language is a pre-requisite. For English language and language-related courses, basic knowledge of English is required.**
- **Candidates are expected to be physically fit to undertake the training programme in India. It may kindly be noted that medical cover provided by Government of India is only for any medical emergency arising during the training programme. For regular medical problems, the candidates are required to pay for doctor's fee and medicines out of their living allowance.**
- **In case a candidate is under medication for some chronic ailment(s) like hypertension/diabetes, etc., and with the prescribed medication can undertake the training, the candidate must bring the prescribed medicines along with him/her for the whole duration of the course.**
- **Female candidates, if pregnant, are advised not to travel to India to attend the course applied for.**
- **Candidates must abide by the rules and regulations of the Institute.**
- **Candidates who leave the course midway for personal reasons without prior permission of the Ministry of External Affairs or remain absent from the programme without sufficient reasons are required to refund the cost of training and airfare to Government of India.**
- **Candidates interested to visit different parts of India for tourism purposes will require prior permission of the Ministry of External Affairs.**



Government of India  
Ministry of External Affairs  
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ITEC

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[Application Form](#)

##### • For use by Indian Missions only

[Deputation of Experts](#)

#### How to Apply

- Applicants are required to submit the prescribed ITEC/SCAAP Form to the nodal/designated Government Department/Agency of candidate's country.
- Nodal/designated Department/Agency is, in turn, required to forward the applications to the Embassy/High Commission of India, accredited/concurrently accredited to the nominating country.
- Candidates are required to fill in the Application Form carefully and not leave any column incomplete/blank or furnish incorrect information. Undertaking by candidate and certification from employer (Part-II of Application Form), are mandatory.

#### Who can apply

- Officials in Government, Public and Private Sectors, Universities, Chambers of Commerce and Industry, etc.
- Candidates should possess adequate work experience.

#### Eligibility criteria for admission to Courses

- Academic qualifications as laid down by the Institute for the Course concerned.
- Working knowledge of English required to follow the Course.
- Age between 25 to 45 years.
- Medically fit to undertake the training.

#### General Information

- Applications should reach the Embassy/High Commission of India at least 3 months before the commencement of the Course.
- Upon selection, the Embassy/High Commission of India will inform the nodal/designated Department/Agency of the nominating country and the candidate.
- Selected candidates are required to familiarize themselves fully with the living conditions in India and about the Institute through the Institute's website.
- Decision regarding acceptance of applications/nominations rests solely with the Ministry of External Affairs, Government of India.
- For any further information/clarification, applicants are requested to contact the concerned Embassy/High Commission of India.

Ministry of External Affairs | India Portal | Travel & Tourism in India

Official website of Technical Cooperation Division, MEA, GOI

Ministry of External Affairs  
(Technical Cooperation Division)  
Akbar Bhavan, Chanakyaपुरi, New Delhi - 110021

**Person(s) to be notified in case of Emergency**

|                | Official Contact | Personal / Family Contact |
|----------------|------------------|---------------------------|
| Name :         |                  |                           |
| Address:       |                  |                           |
| Tel Nos:       |                  |                           |
| Mobile /Cell : |                  |                           |
| Fax:           |                  |                           |
| E-mail:        |                  |                           |

**Educational Qualification(s)**

|   | Degree / Diploma / Certificates | Year | Name of Educational Institute |
|---|---------------------------------|------|-------------------------------|
| 1 |                                 |      |                               |
| 2 |                                 |      |                               |
| 3 |                                 |      |                               |
| 4 |                                 |      |                               |
| 5 |                                 |      |                               |
| 6 |                                 |      |                               |

**Professional Qualification(s), if any:**

|   | Professional Qualification(s) | Year | Name of Institute |
|---|-------------------------------|------|-------------------|
| 1 |                               |      |                   |
| 2 |                               |      |                   |
| 3 |                               |      |                   |
| 4 |                               |      |                   |
| 5 |                               |      |                   |
| 6 |                               |      |                   |

**2. Details of Employment/Profession (current & previous)**

|   | Name of Employer / Department / Company | Position | Period | Description of Work |
|---|---|----------|--------|---------------------|
| 1 |   |          |        |                     |
| 2 |   |          |        |                     |
| 3 |   |          |        |                     |
| 4 |   |          |        |                     |
| 5 |   |          |        |                     |
| 6 |   |          |        |                     |

**Are you an employee of: (Mark appropriate box)**

|   |  |
|---|--|
| a. Government <input type="checkbox"/>      | b. Semi-government/Parastatal <input type="checkbox"/> |
| c. Private company <input type="checkbox"/> | d. Others ( Please specify)                            |

**Details of present employer :**

|            |  |
|------------|--|
| Name :     |  |
| Address:   |  |
| Tel. No. : |  |
| E-mail :   |  |

3. Have you ever attended a course sponsored by the Government of India? (Mark one)  Yes  No

3.1 If answer to 3 is yes, details of the Course (s):

|   | Name of the Course (s) and Institute | Year |
|---|--------------------------------------|------|
| 1 |                                      |      |
| 2 |                                      |      |
| 3 |                                      |      |

**4: Details of Course(s) attended, if any, outside your country:**

| Country | Course Details & Duration | Year | Sponsor/Programme |
|---------|---------------------------|------|-------------------|
|         |                           |      |                   |
|         |                           |      |                   |
|         |                           |      |                   |
|         |                           |      |                   |

5. Please describe in your own words (about 100 words) - (a) qualification/experience related to the course applied for; & (b) reason (s) for applying for this training course.

**6. Certification of English language proficiency (by Indian Mission/Designated Authority)**

|   | Good | Basic | Remarks |
|---|------|-------|---------|
| Spoken  |      |       |         |
| Written   |      |       |         |
| Mother tongue / Native language: _____ / Other language(s), if any: _____ |      |       |         |
| English Language test administered by:                                    |      |       |         |
| Name :  |      |       |         |
| Address :   |      |       |         |
| Telephone Number:   |      |       |         |
| Email :   |      |       |         |
| _____<br>Signature with date  |      |       |         |

## UNDERTAKING BY THE APPLICANT

I, \_\_\_\_\_  
(Name, Middle name, Family name)

of (country) \_\_\_\_\_ certify that information provided by me in this form is true, complete and correct.

I also certify that :-

- (i) I have read the course brochure and that I am aware of the course contents and living conditions in India.\*
- (ii) I have sufficient knowledge of English to participate in the training programme.
- (iii) I am medically fit to participate in the Course and have submitted a medical certificate from the designated doctor.
- (iv) I have not attended any programme previously sponsored by Government of India.
- (v) I have not applied for or am not required to attend any other training course/conference/meeting etc. during the period of the course applied for.

If accepted for the ITEC / SCAAP training programme, I undertake to:

- (a) Comply with the instructions and abide by Rules, Regulations and guidelines as may be stipulated by both the nominating and sponsoring Governments in respect of the training;
- (b) Follow the full and complete course of study/ training and abide by the Rules of the University/Institution/ Establishment in which I undertake to study or undergo training;
- (c) Submit periodic assessments / tests conducted by the Institute (progress report which may be prescribed);
- (d) Refrain from engaging in political activity, or any form of employment for profit or gain;
- (e) Return to my home country at the end of the course of study or training;
- (f) I also fully undertake that if I am granted a training award, it may be subsequently withdrawn if I fail to make adequate progress or for other sufficient cause determined by the host Government.
- (g) I confirm that I will not travel to India to attend the Course applied for in case I am pregnant - (for lady participants).

Date:

Place:

(SIGNATURE OF THE APPLICANT)

Name: \_\_\_\_\_

\* Details of the course are on the website of the Institute or can be obtained from them through e-mail.