



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



March 16, 2018

**DIVISION MEMORANDUM**  
No. 208, s. 2018

**NOMINATION OF PARTICIPANTS FOR THE REGULAR COURSES OF SEAMEO SEN  
REGIONAL CENTER FOR SPECIAL EDUCATION FISCAL YEAR 2017-2018**

**TO :** Assistant Superintendents  
Chiefs of SGOD and CID  
Division Supervisors/Coordinators  
SEPS and EPS 2  
District Supervisors/OICs  
Elementary and Secondary School Heads

1. For the information and guidance of all concerned, attached herewith is Regional Memorandum 0172 s. 2018 dated March 1, 2018 entitled " **Nomination of Participants for the Regular Courses of SEAMEO SEN Regional Center for Special Education Fiscal Year 2017-2018** " which is self-explanatory.
2. For the details, please refer to the attached memorandum.
3. Immediate dissemination of this memorandum is enjoined.

  
**RHEA MARIA ANGTUD, Ed. D., CESO VI**  
Schools Division Superintendent 

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REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
**REHIYON VII, GITNANG VISAYAS**  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



MAR 01 2018

**REGIONAL MEMORANDUM**  
NO. **0172**, S. 2018

**NOMINATION OF PARTICIPANTS FOR THE REGULAR COURSES OF SEAMEO SEN  
REGIONAL CENTER FOR SPECIAL EDUCATION FISCAL YEAR 2017-2018**

To : Schools Division Superintendents/OICs

1. Enclosed is a memorandum from Dr. Lorna Dig Dino, Undersecretary, Curriculum and Instruction, re **Nomination of Participants for the Regular Courses of SEAMEO SEN Regional Center for Special Education Fiscal Year 2017-2018**, for your appropriate action.
2. For details, refer to the attached communication.
3. For inquiries and clarifications, you may contact the SEAMEO Regional Center for Special Education (SEAMEO SEN) at Tel: 606-2818242 or by email at [director@seameosen.org](mailto:director@seameosen.org)
4. For your proper guidance and wide dissemination.

**JULIET A. JERUTA**  
Director III  
Officer – In- Charge

IAJ/STJ/MGB/jba

Office of the Director (ORDir), Tel. Nos.: (032) 231-1433; 231-1309; 414-7399; 414-7325; Office of the Assistant Director, Tel. No.: (032) 255-4542  
Field Technical Assistance Division (FIAD), Tel. Nos.: (032) 414-7324 Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323  
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071 Human Resource Development Division (HRDD), Tel. No.: (032) 255-5239  
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414-7065 Administrative Division, Tel. Nos.: (032) 414-7326; 414-4367; 414-7366; 414-7322; 414-4367  
Finance Division, Tel. Nos.: (032) 256-2375; 253-8061; 414-7321

***“E3A 2015: Karapatan ng Lahat, Pananagutan ng Lahat”***



345197

*Undersecretary for Curriculum and Instruction*

**MEMORANDUM**  
 DM-CI-2018-00053

*Scholarship Advisory No. 05, s. 2018*

**TO :** Regional Directors  
 Schools Division Superintendents  
 Heads of Public Elementary and Secondary Schools

**FROM :**   
**LORNA DIG DINO, Ph.D.**  
*Undersecretary for Curriculum and Instruction*

**SUBJECT :** Nomination of Participant for the Regular Courses of SEAMEO SEN  
 Regional Center for Special Education Fiscal Year 2017-2018

**DATE :** 22 February 2018

SEAMEO Regional Center for Special Education is pleased to inform the holding of the course below for participants from SEAMEO member countries for fiscal year 2017-2018:

Course Title	Course Schedule	Specification of Participants	Number of Participants	Deadline of Application
Best Practices in teaching and learning SPED: Story telling for Special Needs Children	27 March to 13 April 2018	Primary/Secondary School Teachers of SPED	Two (2)	3 March 2018

During the course, SEAMEO SEN will provide scholarships to all participants for their accommodation, meal and visitation cost for educational visit and return flight tickets (economy class). Appendix 1 gives more information re scholarship program.

Member countries may send additional participants (subject to availability), however a fee of USD 520 shall be applicable for each additional participants, excluding their return flight ticket.

Immediate dissemination of and appropriate action for this memorandum is desired.

- Annex A: Appendix 1 - Working Paper
- B: Appendix 2 - General Information
- C: Participant Details and Flight/Arrival Information
- D: Regular Course Participants Form

## APPENDIX I



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANISATION  
REGIONAL CENTRE FOR SPECIAL EDUCATION (SEAMEO SEN)  
LEVEL 2, ANJUNG HIKMAH COMPLEX,  
IPG KAMPUS PEREMPUNAN MELAYU,  
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INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U.(A) 200)

# BEST PRACTICES IN TEACHING AND LEARNING: STORYTELLING FOR SPECIAL NEEDS CHILDREN

## 1.0 Background

SEAMEO Regional Center for Special Education (SEAMEO SEN) is a Regional Center under the Southeast Asian Ministers of Education Organization (SEAMEO). Located in Melaka, Malaysia, SEAMEO SEN's roles are to promote teacher's capacity building, increasing awareness as well as fostering collaborative efforts to connect and build networking partnerships among countries, institutions and non-profit organizations.

SEAMEO SEN operations is gear up into achieving the SEAMEO Education Agenda 2016-2020 that encompasses of 7 priority agendas: Early childhood care and education; Addressing barriers to inclusion; Resiliency in the face of emergencies; Promoting technical and vocational education and training; Revitalizing teacher Education; Harmonizing higher education and research and Adopting a 21<sup>st</sup> century curriculum. These are contentions of educational agenda that are in tandem with the Sustainable Development Goals 4 (SDG 4) 2020.

## 2.0 Introduction

A Regular course is designed to promote Best Practices in Special Education for in service teachers across eleven SEAMEO Member Countries. SEAMEO SEN, through its Training and Consultation division has designed a course which aims to enhance the pedagogical, content and knowledge of Special Education teachers through face-to-face interactions and hands-on activities based on identified best practices. Quality training based on best practices is pertinent for teachers' professional development and preparing them for teaching and learning of the 21<sup>st</sup> century.

## 3.0 Storytelling For Special Needs Children

Storytellings are known to contribute to students' academic success. Overtime, storytelling has changed from oral fables and tales into using multimedia content and images to increase understanding and interactions. Stories may range from folktales, fairy tales to real life experiences. Teachers may use stories to deliver instructional content in classrooms, which includes the presentation of ideas, reviewing of materials and sharing of experiences (Wang & Zhan, 2010). Storytelling may also be a method to socialize and instill targeted values to

Training & Consultation Division, SEAMEO SEN

## **APPENDIX I**

children as they may not necessarily have logical boundaries which allow children to use their imaginations. Storytelling must not only depend on the ability of teacher to read and to speak, but also how children comprehends and apprehends the context of the story being told (Brug et. al., 2012).

Presenting learning materials in classroom through storytelling is a great way to bridge learners with diverse literacy needs. Special needs children which often have difficulties in leaning may grasp the learning context despite not being able to understand the language structures (Craig et. al., 2001).

Planning and implementing a story-based teaching and learning approach requires a careful structured strategy. The content, language and characters must be suitable and able to be understood by special needs children. Special Education teachers need to develop their skills to interpret and translate learning content into meaningful stories. Storytelling for Special Needs Children course has been designed to provide teachers with knowledge and skills to enable them to deliver appropriate pedagogical approaches and strategies in the classroom.

### **4.0 Course Objectives**

- i. To impart and share best practices on the teaching and learning of the art of storytelling for SEN children;
- ii. To share knowledge and skills in developing and executing lesson plans for storytelling activities for SEN children;
- iii. To develop participant's ability and skills to adapt to course content that complements the needs of their students.

### **5.0 Resource Specialist**

- i. SEAMEO Regional Center for Special Education (SEAMEO SEN)
- ii. SEAMEO Regional Centre for Archeology and Fine Arts, Thailand (SEAMEO SPAFA)
- iii. IPGK Perempuan Melayu
- iv. Ministry of Education, Malaysia

### **6.0 Course Design**

- Theory
- Demonstration
- Application of storytelling activities in lesson plans
- Planning and implementing Action Plan (conducting workshops and sharing sessions with other teachers after attending the course)

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### **7.0 Suggested Course Content**

- Introduction to storytelling for SEN Children
  - i. Storytelling as a pedagogical tool
  - ii. Everyone is a story teller in your own way
  - iii. What makes a good story teller
  
- Segments in storytelling
  - i. Characters
  - ii. Structure
  - iii. Language and grammar
  - iv. Dimensions of voice tones
  - v. Body postures
  - vi. Technology and Storyboarding
  - vii. Simple Props, Backdrops and Costumes
  
- School visits and tryouts
- Developing lesson plan for specific activity
- Action Plan Workshop

(Note: subject to changes)

### **8.0 Expected Output**

The participants will be able to understand and master the art of storytelling which will allow them to enhance their classroom interactions with SEN Children. Participants also will learn stories and cultures from Southeast Asia countries during the course. Participants are expected to share and disseminate the knowledge to other Special Needs teachers.

### **9.0 Course Duration**

Three (3) weeks, 27<sup>th</sup> March to 13<sup>th</sup> April 2018

Classes shall be conducted from Monday to Friday. Actual learning hours daily:-

- 0830 – 1030
- 1100 – 1300
- 1430 – 1630

**Total: 90 hours**

**Note: Final course schedule shall be presented during orientation day.**

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### 10.0 Course Participants

The participants selected are Special Education teachers from SEAMEO Member Countries. The course is a scholarship course awarded to Special Education teachers as a professional development to enhance their capacity, quality and delivery in Special Education. The participants can be accounted as Master Trainers upon completion of the course. They are responsible to be a resource person, trainers to their peers in their schools/district or at the national level.

No.	Country	No. of participants
1.	Brunel Darussalam	2
2.	Cambodia	1
3.	Indonesia	2
4.	Lao PDR	1
5.	Malaysia	14
6.	Myanmar	1
7.	Philippines	2
8.	Singapore	2
9.	Thailand	2
10.	Timor Leste	1
11.	Vietnam	2
	<b>Total</b>	<b>30</b>

### 11.0 Eligibility of Participants

Participants nominated by respective Ministries of Education must be able to understand and communicate in English, not exceeding the age of 50 and physically healthy and mentally fit.

### 12.0 Participant's Course Fee

SEAMEO SEN will bear the expenses of the participants that are nominated by the Ministries of Education of SEAMEO Member Countries which include accommodation, food, educational visits, course materials and fee. The Ministries of Education will sponsor the participants' return flight and related travelling cost except for participants from Cambodia, Lao PDR, Myanmar and Timor Leste who will be fully sponsored by SEAMEO SEN.

Member countries may send additional participants (subject to availability of seats), however a fee of USD 520.00 shall be applicable for each additional participants for the duration of the training excluding their return flight tickets.

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### 13.0 Resource Persons' Fee

SEAMEO SEN is working collaboratively with related agencies in conducting courses through cost sharing basis. Generally SEAMEO SEN will sponsor the resource persons' accommodation, meals and course materials required. The related agencies will cover the resource persons' travelling cost. As a non-profit organization, SEAMEO SEN does not practice paying according to the professional fee for training as the training conducted is based on in-kind contribution and knowledge sharing based.

### 14.0 Conclusion

The successful implementation of the course will impact directly on teachers' professionalism and their ability to deliver course content as Master Trainers and Resource Persons in their countries. Through increased capacity, the quality of teaching and learning for Special Needs Children can be enhanced thus making their learning experience more meaningful and relevant in their lives.

### 15.0 References

- Wang, S., Zhan, H. (2010). Enhancing Teaching and Learning With Digital Storytelling. *International Journal on Information and Communication Technology*. Vol. 6, No. 2, 76 – 87.
- Ten Brug, A., Van Der Putten, A., Penne, A., Maes, B. and Vlaskamp, C. (2012), Multi-sensory Storytelling for Persons with Profound Intellectual and Multiple Disabilities: An Analysis of the Development, Content and Application in Practice. *Journal of Applied Research in Intellectual Disabilities*, 25: 350–359.
- Craig, S., Hull, C., Haggart, A.G., Crowder, E. (2001). Storytelling Addressing the Literacy Needs of Diverse Learners. *Teaching Exceptional Children*. Vol. 33, No. 5, 46 – 51.

### Programme Coordinator

1. Mr. Mohd Zulkarnain Abdul Wahab, Training Coordinator
2. Mr. Hazzlan Sama, Training Coordinator

SEAMEO Regional Center for Special Education (SEAMEO SEN)

Level 2, Anjung Hikmah Complex

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SEAMEO SEN  
REGIONAL CENTER FOR SPECIAL EDUCATION

INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE F.U.(A) 200)

**GENERAL INFORMATION  
SEAMEO REGIONAL CENTER FOR SPECIAL EDUCATION  
REGULAR COURSES  
FISCAL YEAR 2017/2018**

1. Participant requirements:
  - Proficient in English.
  - Must be excellent in health condition (a medical certificate accomplished by a government physician certifying that participant is medically fit for 3 weeks programme is to be attached to the course application form)
  - Should not be more than 50 years of age.
  - Should not in expectant mother condition (for female participant)
2. Terms and conditions of the course.
  - a. For countries (Brunei, Indonesia, Philippines, Singapore and Thailand) that intended to send more than TWO (2) participants and for countries (Lao PDR, Cambodia, Timor Leste and Vietnam) that intended to send more than ONE (1) participant, these charges will apply:

No	ITEM	CHARGES (RM)	TOTAL (RM)
1	Meals (Weekdays only)	40.00 x 14 days	560.00
2.	Accommodation	35.00 x 14 days	490.00
3.	Travelling to and fro KLIA	250.00 x 2 trips	500.00
4.	Educational visits	100.00	100.00
5.	Course registration fee	320.00	320.00
6.	Course materials fee	100.00	100.00
	<b>Total sum</b>		<b>2070.00</b>

**TOTAL COURSE FEE PER PERSON: RM 2070.00 / USD 520.00**

## APPENDIX II

### b. Accommodation, Food and Attire

- i. The center will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy. The Center has the right to allocate room-mates to participants.
- ii. Meals will be provided by the Center (please state if you are vegetarian)
- iii. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish.

### c. Medical coverage

SEAMEO SEN will in our best ability assist participants who requires medical attention. However, the center does not cover any medical expenses that needed specialist attention or chronic illnesses.

### 3. Arrival

In general, participants are expected to arrive in Melaka one (1) day before the course starts and to depart one (1) day after the course is over. SEAMEO SEN will provide pick-up service to the Center from Kuala Lumpur International Airport. For that purpose, kindly fill the arrival date and flight details on the registration form.

### 4. Understanding Southeast Asia Culture

- a. Participants are expected to give a cultural presentation (e.g. drama, dance and the like) that represents the culture of participants' countries. It is expected that participants should come prepared with the supporting items (such as costumes, musical instruments, etc). The Center does not pay nor provide for the items.
- b. Participants are highly encouraged to bring 30 'little souvenirs' from their country to be exchanged with other participants' souvenirs in the cultural program.

### 5. Passport and visa

- a. Participants are expected to have valid passport for travel purpose.
- b. Exit permit for nominated participants (except Malaysian participants) must be obtained from participants' own Government.
- c. Entry visa for nominated participants (except Malaysian and SEAMEO member countries that have bilateral agreement with Malaysia on 'free visa' policy) into Malaysia must be obtained from the Malaysian embassy in the participants' countries). The visa should be a minimum of 5 weeks to cover the 3-weeks period of the course, with multiple entries for the participants. If there is fine for the participant who has visa less than 3 weeks, it will be the participants' responsibility. The Center will send the participants a letter of acceptance (if needed) to help expedite the visa application process when the participants' names from the respective Ministries of Education are received. Therefore, the Center expects that the participant's names be sent in time.

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### 6. Inquiries

Should you need more assistance/ information, kindly contact:

1. Mr. MOHD ZULKARNAIN ABDUL WAHAB  
Training Coordinator  
Phone: +6012 970 0166  
Email: [zulkarnain@seameosen.org](mailto:zulkarnain@seameosen.org)
  
2. Mr. HAZZLAN SAMA  
Training Coordinator  
Phone: +6019 6873719  
Email: [hazzlan@seameosen.org](mailto:hazzlan@seameosen.org)

**PLEASE BRING ALONG THIS FORM ON TRAVEL DAY FOR YOUR REFERENCE**

**PARTICIPANT DETAILS & FLIGHT / ARRIVAL INFORMATION**

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

<b>PARTICIPANT INFO:</b>	
First Name:	Last Name:
Email Address:	Gender:
Passport No.:	Country of Issue:
Date of Birth:	Age:
Tel. No:       +(    )	We strongly encourage participants to install WhatsApp phone messaging application to ease communication.

<b>FLIGHT INFO:</b>		
<b>ARRIVAL</b>		
Flight No.:	Date:	ETA:
Airlines / Carrier:		
Departure/Transit Airport: (Embarkation Point)		
Arrival Airport: (Malaysia)		
<b>DEPARTURE</b>		
Flight No.:	Date:	ETD:
Airlines / Carrier:		
Departure Airport (Malaysia):		

**Note:**

ETA – Estimated time of arrival  
ETD – Estimated time of departure

1. Please attach a copy of your scanned passport
2. Please attach a copy of your photograph
3. SEAMEO SEN personnel shall be waiting outside the international arrival gate with a sign card with SEAMEO SEN logo. Please look out for the logo below:



4. Should you are unable to find our staff, please remain calm and request the information counter next to the international arrival gate to call us at 012-9700166 (Mr. Zulkarnain) or 016-3678613 (Ms. Jayanthi)
5. Kindly be informed that Kuala Lumpur has TWO main international Terminal, please indicate your arrival airport clearly either **KLIA** or **KLIA2**

**SEAMEO Regional Centre for Special Education (SEAMEO SEN)**  
Level 2, Anjung Hikmah Complex, IPG Kampus Perempuan Melayu, Jalan Durian Daun, 75400 Melaka, MALAYSIA  
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Website: <http://www.seameosen.org>



**Southeast Asian Ministers of Education Organization  
Regional Centre for Special Education  
(SEAMEO SEN)**

Please fix a passport  
size photo here

**REGULAR COURSE PARTICIPANTS FORM**

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

<b>PARTICIPANT INFO:</b>	
First Name:	Last Name:
Date of Birth:	Age:
Preferred Name on Nametag:	Sex: [Male/Female]
Email Address:	Passport No.:
Job Title:	
Organization:	
Mailing Address :	
City:	
Province:	Postal Code:
Tel No. #: (    )	Mobile. No. #: (    )
Highest Qualification:	
<b>Emergency Contact:</b>	
Name:	Tel No. #: (    )
Address:	
	Postal Code:
Please indicate any special food requirements you may have:	
<input type="checkbox"/> Allergies, please specify below <input type="checkbox"/> Diabetic <input type="checkbox"/> Vegetarian	
<input type="checkbox"/> Other: (Please indicate)	

**Please Note: PAYMENT MUST ACCOMPANY REGISTRATION (Additional Participant ONLY)**

<b>PAYMENT INFO:</b>	
<input type="checkbox"/> Bank Transfer: Proof of payment to be presented during registration	
Bank: Maybank (Malaysia)	Account No. 5540 8054 2862 (Southeast Asian Ministers of Education)
Amount:	<input type="checkbox"/> USD (US Dollars) / <input type="checkbox"/> RM (Ringgit Malaysia)
<input type="checkbox"/> CASH: to be presented during registration	
Amount:	<input type="checkbox"/> USD (US Dollars) / <input type="checkbox"/> RM (Ringgit Malaysia)