



**November 20, 2018**


**DIVISION MEMORANDUM**

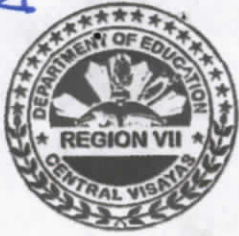
No. 812, s. 2018

**EFFECTIVE PROJECT MANAGEMENT FOR TVET INSTITUTIONS**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Division Supervisors/Coordinators  
District Supervisors/OICs  
Secondary School Heads**

1. Attached is Regional Memorandum No. 873, s. 2018, disseminating Scholarship Advisory No. 26, s. 2018, dated November 6, 2018 re **Effective Project Management for TVET Institutions**, a course of SEAMEO VOCKETCH on February 11-12, 2019 at Brunei Darussalam.
2. For further inquiries and clarifications, interested personnel may visit [deped.in/NEAPscholarships](http://deped.in/NEAPscholarships) or send an email to DepEd Scholarship through [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
3. Immediate and wide dissemination of this Memorandum is desired.

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



D/S 2901A

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



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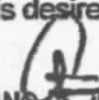
**REGIONAL MEMORANDUM**

No. **0873**, s. 2018

**EFFECTIVE PROJECT MANAGEMENT FOR TVET INSTITUTIONS**

To : Schools Division Superintendents/OICs

1. Enclosed is Scholarship Advisory No. 26, s. 2018 dated November 6, 2018 re **Effective Project Management for TVET Institutions** a course of SEAMEO VECTECH on February 11-12, 2019 at Brunei Darussalam.
2. For details, refer to the attached communication.
3. For further inquiries and clarifications, interested personnel may visit this URL, [deped.in/NEAPscholarships](http://deped.in/NEAPscholarships) or send an email to the DepEd Scholarship through [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).
4. Immediate and wide dissemination of this Memorandum is desired.

  
SALUSTIANO T. JIMENEZ, CESOV,  
OIC-ASSISTANT REGIONAL DIRECTOR  
JULIET A. JERUTA, Ph. D., CESO IV  
Director IV

JAJ/ST/jmg

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 (FTAD), 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  
Education Support Services Division (ESSD), Tel. No.: (032) 254-7062 Planning, Policy and Research Division (PPRD), Tel. Nos.: (032) 233-9030;  
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

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



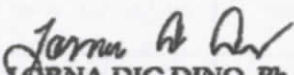
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*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
DM-CI-2018-00441

Scholarship Advisory No. 26, s. 2018

**FOR :** Regional Secretary, DepEd – ARMM  
Undersecretaries and Assistant Secretaries  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents

**FROM :**   
LORNA DIG DINO, Ph.D.  
Undersecretary

**SUBJECT :** Effective Project Management for TVET Institutions Course of SEAMEO VOCTECH

**DATE :** 6 November 2018

The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting the Department to nominate two (2) candidates to its training program titled *Effective Project Management for TVET Institutions* on 11 to 22 February 2019 in Brunei Darussalam.

The course aims to equip participants with relevant knowledge, skills and attitudes in managing projects for TVET institutions. Topics to be covered include principles of project management, organizational strategy for project development, selecting and defining projects, project planning, resource scheduling, management of project teams, and action planning.

Interested applicants must be DepEd personnel who are directly managing TVET institutions and/or programs.

SEAMEO VOCTECH will shoulder the airfare and relative airport courtesies, full board and lodging, training fee and kits, allowance, travel and accidental insurance during the course of the program, immigration and visa processing, and other social support services.

All required documents (Annex A) must be submitted to the Regional Human Resource Development Division (HRDD) for evaluation and proper endorsement to the National Educators Academy of the Philippines - Professional Development Division (NEAP-PDD). Each region or bureau is advised to nominate two (2) candidates. Nominees are required to accomplish the online application and submit their documents through [deped.in/voctech2019](http://deped.in/voctech2019) on or before 20 November.

The documentary requirements and other details of the program are enclosed in this memorandum. For other scholarship and training opportunities, visit [deped.in/NEAPscholarships](http://deped.in/NEAPscholarships). For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).

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

**ANNEX A  
LIST OF REQUIREMENTS**

<b>Qualification</b>	<b>Documentary Requirements</b>
a. Filipino citizen	<ol style="list-style-type: none"> <li>1. Updated Personal Data Sheet</li> <li>2. IPCRF Summary of Rating</li> </ol>
b. Must be 55 years old or younger	
c. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination	
d. Must hold a permanent appointment at the organization nominating him/her	
e. Must have no pending administrative and/or criminal case	<ol style="list-style-type: none"> <li>3. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer</li> </ol>
f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	<ol style="list-style-type: none"> <li>4. Transcript of Record</li> <li>5. Individual Plan for Professional Development (IPPD)</li> <li>6. Letter of Application addressed to the head of office stating your motivations for applying to the programme and its relevance to your professional and your organization's goals</li> <li>7. Supporting documents related to outstanding accomplishments</li> </ol>
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	<ol style="list-style-type: none"> <li>8. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor</li> </ol>
l. Not an expectant mother	<ol style="list-style-type: none"> <li>9. Medical certificate of physical fitness issued by a physician</li> </ol>
	<ol style="list-style-type: none"> <li>10. endorsements from the head of office               <ol style="list-style-type: none"> <li>a. endorsement from school principal/division chief</li> <li>b. endorsement from the Schools Division Office through the Office of the SDS</li> <li>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ol> </li> </ol>



**Course Outline**  
**Regional Training Programme on**  
**“Effective Project Management for TVET Institutions”**

**11 – 22 FEBRUARY 2019 | Brunei Darussalam**

### **RATIONALE**

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Looking for a way to stay ahead in today's competitive global development, companies and organizations are increasingly turning to project management to consistently deliver business results (goods and/or services). School systems, universities, hospital systems, and other institutional forms of organizations create and improve their services, products and facilities through programs and projects; however, those are often poorly understood and frequently not properly managed. The management of educational institutions faces the same challenges and implications as any other management task. Project management's value lies in the appropriate allocation of resources to ensure that the project be completed efficiently.

In the TVET sector, project management is important since it contributes to enhancing the development of support mechanisms and training programs for modern labor market demands, which match the innovative economic development. Nowadays, the ability to create innovation in educational institutions is the key in continuously improving the quality of training both towards the new requirements of learning and - particularly in TVET school practices - towards competencies needed in the labor market. If the skill system in TVET is to effectively deliver high-quality education and training in South East Asia; thus, the management of public and private organizations needs to be improved.

The “Effective Project Management for TVET Institutions” regional training takes advantage of planning competencies as an important factor in making the Management of Education Innovations a success involvement and collaboration in any project. The program will undertake discussions on theories, principles and practices of project management in TVET institutions of South East Asia, including the identification and selection of projects, development of project plans and resource schedules, and the management of project teams. The development of an action plan is expected to help improve their respective institutions' systems and operations.

### **OBJECTIVES**

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The main objective of this course is to equip participants with relevant knowledge, skills and attitudes in managing projects for TVET institutions. Specifically, the programme will enable the participants to:

- Discuss the issue of project management for TVET institutions
- Discuss the use and benefits of project management for TVET institutions
- Integrate organizational strategy with project development
- Identify, select, and define projects
- Develop project plans
- Organize the scheduling of resources
- Manage and lead project teams
- Develop and present an action plan.

### **COURSE CONTENT**

**1. Principles of Project Management**

The session will provide a general overview of project management to provide participants with an understanding of its benefits and uses. It will start with a discussion on the differences between projects and programs and the project life cycle. An integrated view of project management will be presented to understand its importance in the overall management of an organization.

**2. Organisational Strategy for Project Development**

The development of a project should support the overall strategy of an organization. This session will enable participants to analyze current organizational environments and plan strategies which would be implemented through supporting projects.

**3. Selecting and Defining Projects**

Several projects might be needed to attain organizational goals. However, due to various constraints and conditions, not all projects are feasible. In this session, techniques for the identification, selection and prioritisation of projects are practised. After its selection, the scope and stakeholders of the project would be defined.

**4. Project Planning**

The session on Project Planning will guide participants to create a Work Breakdown Structure and Network Plan of a project. The Critical Path Method will also be introduced. ICT tools would be used to assist the development of the network plan.

**5. Resource Scheduling**

Resources should be effectively utilised in the process of managing and conducting a project. Proper scheduling would allow the minimum use of resources at the correct time. Resource scheduling would also be needed to support policy decisions on project scope and constraints.

**6. Management of Project Teams**

The planned projects would not be successful without the active participation the project team. This session will discuss a wide range of issues such as project management structures, high-performance team development, team leadership, and team communications.

**7. Action Planning**

Participants will prepare a plan of action to be implemented upon return to their respective workplaces.

### **DELIVERY METHOD**

The medium of instruction for this training programme is English. It will be delivered using a variety of teaching methods and techniques that will elicit participants' prior knowledge and experiences on the subject matter, notably:

- Sharing of experiences and group workshops
- Lecture and discussions
- Group work, class practice and presentations
- Using software tools

**EXPECTED OUTPUT**

After undergoing this training, the participants will have developed an action plan reflecting the learning from the course, which can be applied in their respective workplaces.

**TARGET PARTICIPANTS**

Principals, directors, administrators, and other members of staff who are directly managing TVET institutions or school departments. They should have good oral and written English communication skills as well as basic computer knowledge.

**COURSE REQUIREMENTS**

1. Scholarship participants are required to submit a country paper describing the following information:

- a) Description of the current educational setting, trends and issues or challenges in his/her country.
- b) Status of TVET initiatives and projects in their respective country.
- c) Status of TVET project management in their respective organization
- d) Major issues, challenges, and future directions in conducting projects in their organisations (if already applied, otherwise discuss possible challenges in initiating project management in their organization)

2. All participants should also bring along a Notebook computer each, internet compatible, which runs any operating system.

3. Participants are required to bring along a sample of a conducted project to be shared as challenge or good practice during the training.

**FUNDING SOURCES AND FEE**

1. **SCHOLARSHIP PARTICIPANT:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)

2. **SUBSIDISED-SCHOLARSHIP PARTICIPANT:** A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.

3. **FEE-PAYING PARTICIPANT:** A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

## APPENDIX 1

For more explanation on the classification package, please see Table 1.

Component	Scholarship	Subsidised Scholarship	Fee-paying	
			Local (BND 1,000)	International (USD 2,000)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	SV	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	SV	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

**NOTE:** SV - SEAMEO VOCTECH  
 RM/I - Respective Ministry/Institution  
 NA - Not Applicable

### SEAMEO VOCTECH PROCEDURES

1. **Participants are required:**
  - a. Maximum age of 55
  - b. Healthy and fit to travel and attend training overseas.
  - c. Pregnant woman is not advisable to attend training overseas.
  - d. A cover letter signed by your nominating organisation
  - e. Please take note that Full Scholarship alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conduct of the training programme.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
  - a. 30 days before the training period: 70% refundable



- b. 15 days before the training period: 50 % refundable

Account Name - SEAMEO VOCTECH Regional Centre  
Account No. - 01-001-001569-00  
Bank - Standard Chartered Bank (Main Branch)  
Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam  
Swift/BIC Code - SCBLBNBB

Please take note:  
All payment should be made ONE WEEK before the commencement of the training programme.  
For Electronic Transfer an additional bank charges are to be borne by the participants.  
Please email the transaction slip to [training@voctech.edu.bn](mailto:training@voctech.edu.bn) for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
- Training (In Class) and Educational Visits**  
Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.
  - Social Visits/Activities**  
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: [training@voctech.edu.bn](mailto:training@voctech.edu.bn) or fax to: +(673) 244-7955.

### COURSE COORDINATOR

For further inquiries, please contact the Course Coordinator:

DR. ABBES SEBIHI  
Head of Knowledge Management Division/TVET Senior Specialist  
SEAMEO VOCTECH Regional Centre  
Jalan Pasar Baharu, Gadong BE1318  
Brunei Darussalam

Phone: 673-244-7992 | Fax: 673-244-7955 | E-mail: [abbes.sebihi@voctech.org.bn](mailto:abbes.sebihi@voctech.org.bn)

### PREScribed READING

1. Charlotte Heidsiek. 2013. *Organizational Development of Institutions for TVET-Teacher Education*. Shanghai: Van Nostrand Reinhold. Regional Cooperation Platform for Vocational Teacher Education in Asia (RCP). [http://www.tvet-online.asia/series/PWP\\_vol-1\\_Heidsiek.pdf](http://www.tvet-online.asia/series/PWP_vol-1_Heidsiek.pdf)
2. Dipl.-Ing. Hans Bernd Richter (2014). *Handbook-Management for TVET Institutions - TVET Vietnam* <http://www.tvetvietnam.org/kontext/controllers/document.php/560.2/b/9afb28.pdf>.
3. Darnall, R. W., Preston, J. M. (2012). *Beginning Project Management*. <https://2012books.lardbucket.org/pdfs/beginning-project-management-v1.1.pdf>
4. Kenny, J. (2003b). Project management for strategic innovation and change in an organisation. *Project Management Journal*, 34(1), 43-53
5. Phelps, R., Ledgerwood, T. & Bartlett, L. (2000). Managing the transition to online teaching: The role of project management methodology in the learning organisation. Paper presented at the Moving Online Conference, Gold Coast, Australia, 18-19 August. <http://www.scu.edu.au/schools/socialsciences/dds/?menu=95>
6. PMBOK (2000). *A Guide to the Project Management Body of Knowledge. 2000 edition*. Project Management Institute. <http://www.pmi.org/>
7. 21st Century Skills Map – Project Management For Learning. Partnership for 21st Century Learning and Project Management Institute Educational Foundation, 2014 [http://www.p21.org/storage/documents/PMIEFToolkit/pmief\\_toolkit\\_print\\_final\\_web.pdf](http://www.p21.org/storage/documents/PMIEFToolkit/pmief_toolkit_print_final_web.pdf)