



November 18, 2019

DIVISION MEMORANDUM

No. 724, s. 2019

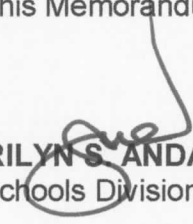
NOMINATION OF PARTICIPANTS FOR INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) IN COORDINATION WITH TESDA

TO : Assistant Superintendent
Chief, SGOD and CID
Division Supervisors / Coordinators
District Supervisors/OICs/ Caretakers
Elementary/Secondary School Heads
District/School HRD/L & D Coordinators
Teaching and Non-teaching Personnel

1. Attached is DepEd Regional Memorandum No. 0631, s. 2019 dated November 14, 2019, from **Dr. Salustiano T. Jimenez, CESO V**, Assistant Regional Director, Officer-In-Charged, Office of the Regional Director, entitled: "**Nomination of Participants for Indian Technical and Economic Cooperation (ITEC) in Coordination with TESDA**", contents of which are self-explanatory for the information and guidance of all concerned.

2. All required documents (Annex A) must be submitted via email at scholarships@deped.gov.ph on or before November 20, 2019.

3. Immediate and wide dissemination of this Memorandum is desired.


MARILYN S. ANDALES, Ed.D., CESO V
Schools Division Superintendent

Educating for a Strong Republic

Website : www.depedcebuprovince.com
E-mail Add : depedcebuprovince@yahoo.com
Schools Division Superintendent : (032) 255-6405
Admin/legal : (032) 253-7847
Asst. Schools Division Superintendent : (032) – 414-7457
Accounting Section : (032) 254-2632
Disbursing Section : (032) 253-7847
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Republic of the Philippines
Department of Education
Region VII, Central Visayas

Office of the Regional Director

NOV 14 2019

REGIONAL MEMORANDUM
No. 0631, s. 2019

NOMINATION OF PARTICIPANTS FOR INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) IN COORDINATION WITH TESDA

TO : **Schools Division Superintendents
All Others Concerned**

1. Attached is DepEd Memorandum No. DM - CI- 2019-00387, dated November 4, 2019, from **Director Diosdado M. San Antonio, Office of the Undersecretary for Curriculum and Instruction**, entitled: **"Nomination of Participants for Indian Technical and Economic Cooperation (ITEC) in Coordination with TESDA"**, contents of which are self-explanatory for the information and guidance of all concerned.
2. All required documents (Annex A) must be submitted via email at scholarships@deped.gov.ph on or before November 20, 2019.
3. Immediate dissemination of this Memorandum is desired.

For:
SALUSTIANO T. JIMENEZ, EdD, JD, CESO V
Director III
OIC, Office of the Regional Director

STJ/CAE/VVY/RHC
Scholarship- HRDD

Office of the Director (ORDir), tel. Nos.: (032) 231-1433; 414-7399
Office of the Assistant Director (OARDir), tel. Nos.: (032) 255-4542
Administrative Service Division (ASD), Tel. Nos.: 414-7326, 414-4367, 414-7322;
414-4367
Education Support Services Division (ESSD), Tel. Nos.: (032) 254-7062
Curriculum Learning Management Division (CLMD), Tel. Nos.: (032) 414-7323

Field Technical Assistance Division (FTAD), Tel. Nos.: (032) 414-7324
Finance Division (FD), Tel. Nos.: (032) 256-2375; 253-8061, 414-7321
Human Resource Development Division (HRDD), Tel. Nos.: (032) 255-5239
Policy, Planning, and Research Division (PPRD), Tel. Nos. (032) 233-9030; 414-7063
Quality Assurance Division (QAD), Tel. Nos.: (032) 231-1071



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2019-00²⁰¹⁹~~381~~

TO : Minister of Ministry of Basic Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : Nomination of Participants for Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA

DATE : 4 November 2019

The Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA is pleased to invite one (1) candidate each for the following training program:

Title of Program	Duration	Deadline of Submission of Nomination and Documentary Requirements	Date of Interview
International Diploma in Educational Planning and Administration (IDEPA-XXXVI)	February 1 - April 30, 2020	November 20, 2019	December 5, 2019 (starts at 9:00 A.M.)
Effective Strategies for Resource Management of Educational Institutes	February 3 - 14, 2020	November 20, 2019	December 5, 2019 (starts at 9:00 A.M.)

In nominating your candidates, please consider the concerns specified under Item I of Annex A and Annex B that indicates the Government of the Philippines and the donor requirements and the terms relative to the program.

Further, please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements shall be endorsed to the donor agency.

All other required documents must be submitted via email at scholarships@deped.gov.ph on or before **20 November 2019**.

The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at scholarships@deped.gov.ph.

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

ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 25 - 45 years old	2. Endorsements from the head of office
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	a. endorsement from school principal/division chief
d. Must hold a permanent appointment at the organization nominating him/her	b. endorsement from the Schools Division Office through the Office of the SDS
e. Must have no pending administrative and/or criminal case	c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	
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	
l. Not an expectant mother	

EXECUTIVE SUMMARY

TITLE OF PROGRAM	: International Diploma in Educational Planning and Administration (IDEPA – XXXVI)
DURATION	: February 1 to April 30, 2020
COUNTRY	: India
SECTOR	: Education

OBJECTIVES

- The International Diploma Programme has gained its uniqueness over the years by continual updating of its objectives and course structures in order to keep pace with the changing scenario. The programme in general, strives to understand educational developments in developing countries with particular reference to policy, planning and management, especially on quality and equity issues relating to school, vocational and higher education.
- IDEPA encompasses the principles, concepts and techniques of educational planning, supervision, Administration, management and leadership for fulfilling the national goals and meeting local requirements of various countries. In this regard, it tries to develop skills of analysis, statistical interpretation, forecasting and project preparation for macro and micro level educational planning, on the one hand, and effective managerial leadership skills in educational administration, project management and programme implementation, on the other.

TARGET PROFILE OF PARTICIPANTS:

- Graduate in any discipline
- Nominated by their respective Government
- With five (5) years' experience in media
- Has not participated in any course under ITEC
- Proficient in spoken and written English
- Between 25 to 45 years old
- Medically fit to undertake training

ITEC Terms and Conditions

- **Air Fare**
The Government of India provides economy class air ticket for travel of participants from the capital city of the participants' country to the training Institute in India and back.
- **Visa**
Prior to departure for training in India, accepted applicants are advised to apply for Visa at the Embassy of India (2190 Paraiso St. Dasmarinas Village Makati City). Visa is issued gratis to them. Visa issued for the course cannot be utilized for other purposes.
- **Course Fees**
Course fees are borne by the Government of India
- **Accommodation**
Accommodation is depending on the Institute and charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is either a single or double occupancy basis depending on the rules of the Institute. Participants are advised to check the status of hostel at 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**
The government of India pays (through the Institute concerned), the living allowance of Indian Rupee 25,000 per month calculated on the basis of arrival and departure dates, expenditure on food, out-of-pocket expenses, etc.
- **Book Allowance**
The government of India provides book allowance of Indian Rupees 5,000/- for the purchase of Course-related books and other items of stationery. To claim reimbursement, participants are required to submit vouchers.
- **Study Tour**
Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. The government of India bears the cost of approved study tours during the Course.
- **Medical Facility**
Participants are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement is allowed for ailments of regular/chronic nature. Participants must bring their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

International Diploma in Educational Planning and Administration (IDEPA-XXXVI)
1 February to 30 April, 2020

AIM

IDEPA endeavours to promote the spirit of regional cooperation, international understanding and goodwill through exchange of experiences on subject matter and issues important to the development of human resource. With this mission, it aims at augmenting capabilities and competencies in educational planning and administration.

OBJECTIVES

- The International Diploma Programme has gained its uniqueness over the years by continual updating of its objectives and course structures in order to keep pace with the changing scenario. The Programme in general strives to understand educational developments in the developing countries with particular reference to policy, planning and management, especially on quality and equity issues relating to school, vocational and higher education.
- IDEPA encompasses the principles, concepts and techniques of educational planning, supervision, administration, management and leadership for fulfilling the national goals and meeting local requirements of various countries. In this regard, it tries to develop skills of analysis, statistical interpretation, forecasting, project preparation for macro and micro level educational planning, on the one hand, and effective managerial leadership skills in educational administration, project management and programme implementation on the other.

Course Code	Course Name
201	Thematic Seminar
202	Education and Development: An International Perspective
203	Critical Areas of Education in Developing Countries
204	Educational Planning: Concepts, Types and Approaches
205	Methodology and Techniques of Educational Planning
206	Use of Quantitative Techniques in Educational Planning
207	Financial Planning and Management in Education
208	Educational Management: Structures and Functions
209	Educational Management
210	Educational Management Information System (EMIS)
211	Research Methodology and Statistics
212	Designing Programmes for Capacity Building
213	Project Work

EXECUTIVE SUMMARY

TITLE OF PROGRAM	: Effective Strategies for Resource Management of Educational Institutes
DURATION	: February 3 – 14, 2020
COUNTRY	: India
SECTOR	: Education

OBJECTIVES:

The purpose of educational institutions is to promote, develop and enhance the quality of educational services. In the educational institution, if the organization wants to achieve its goal, then the key resources related to offered programmes, curriculum and other academic works should be managed properly. Generally, these resources are human, materials, machines and money. A systematic and efficient resource management is needed for identification, allocation, levelling and use of resources.

Therefore, this training programme is intended to discuss the various strategies that are applicable to the different resources of educational institutes. The course encompasses understanding of the general resource management concepts along with in-depth understanding of the competitive advantage through operations, resource allocation, material management, inventory control and cost optimization.

TARGET PROFILE OF PARTICIPANTS:

- Graduate in any discipline
- Nominated by their respective Government
- With five (5) years' experience in media
- Has not participated in any course under ITEC
- Proficient in spoken and written English
- Between 25 to 45 years old
- Medically fit to undertake training

ITEC Terms and Conditions

- **Air Fare**
The Government of India provides economy class air ticket for travel of participants from the capital city of the participants' country to the training Institute in India and back.
- **Visa**
Prior to departure for training in India, accepted applicants are advised to apply for Visa at the Embassy of India (2190 Paraiso St. Dasmariñas Village Makati City). Visa is issued gratis to them. Visa issued for the course cannot be utilized for other purposes.
- **Course Fees**
Course fees are borne by the Government of India
- **Accommodation**
Accommodation is depending on the Institute and charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is either a single or double occupancy basis depending on the rules of the Institute. Participants are advised to check the status of hostel at 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**
The government of India pays (through the Institute concerned), the living allowance of Indian Rupee 25,000 per month calculated on the basis of arrival and departure dates, expenditure on food, out-of-pocket expenses, etc.
- **Book Allowance**
The government of India provides book allowance of Indian Rupees 5,000/- for the purchase of Course-related books and other items of stationery. To claim reimbursement, participants are required to submit vouchers.
- **Study Tour**
Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. The government of India bears the cost of approved study tours during the Course.
- **Medical Facility**
Participants are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement is allowed for ailments of regular/chronic nature. Participants must bring their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.

1. **Course Name:** Effective Strategies for Resource Management of Educational Institutes
2. **Duration:** Two weeks (03/02/2020 to 14/02/2020)
3. **Rationale:** The purpose of educational institutions is to promote, develop and enhance the quality of educational services. In the educational institution, if the organization wants to achieve its goals, then the key resources related to offered programmes, curriculum and other academic work should be managed properly. Generally, these resources are human, materials, machines and money. A systematic and efficient resource management is needed for identification, allocation, levelling and use of resources.

Therefore this training programme is intended to discuss the various strategies that are applicable to the different resources of educational institutes. The course encompasses understanding of the general resource management concepts along with in-depth understanding of the competitive advantage through operations, resource allocation, material management, inventory control and cost optimization.

4. **Aim and Objectives:**

Aim : Develop the basic understanding of the various strategies of resource management.

Objectives :

- i Explain the principles of scientific management.
- ii Describe the importance of resource management.
- iii Prepare the list of resources as per academic / curriculum requirement of the programmes.
- iv Diagnose the actual resource utilisation situation from a given data.
- v Develop skills of implementing, allocating and monitoring the deployment of various resources (human, information and physical).
- vi Identify and Explain strategic approaches to competitive advantage of operation management
- vii Describe the need and importance of materials management in educational institutes.
- viii Suggest suitable Materials requirement planning techniques for effective material management
- ix Apply suitable inventory control techniques to manage resources optimally.
- x Use appropriate cost control and cost reduction techniques in resource management to enhance cost effectiveness
- xi Use relevant techniques for effective utilization of resources to improve profitability.
- xii Use computer based methods for resource management

5. **Major Outcomes Expected**

- i. Trained teachers in the area of resource management.
- ii. Completed tasks/ assignments.
- iii. A completed mini-project assignment.

6. Instructional Strategies –

- i. Face-to- face input sessions
- ii. Online teaching
- iii. Self Study of the given course units by each trainee
- iv. Search of information on the Internet
- v. Online exercises
- vi. Mini project assignment

7. Assessment Scheme

Assessment of participants will be done on weekly basis based on tests and the portfolio prepared by them constituting of class activities and assignments.

8. Coordinator and Faculty Team

Dr. A. K Sarathe Associate Professor, NITTTR, Bhopal, INDIA
E-mail: aksarthe@nitttrbpl.ac.in
Tel.Nos. (O) : (0755)2661600-602 / 607,608 # 346
Fax: (0755) 2661996

Faculty Team:

i) Dr. K. K. Jain Professor , NITTTR, Bhopal, INDIA
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #351
Fax: (0755) 2661996
E-mail: kkjain@nitttrbpl.ac.in

ii) Dr.(Mrs.) V Somkuwar Associate Professor and Head, NITTTR, Bhopal, INDIA
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #356
Fax: (0755) 2661996
E-mail: vsomkuwar@nitttrbpl.ac.in

iii) Dr. S. K. Pradhan, Associate Professor, NITTTR, Bhopal
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #355
Fax: (0755) 2661996
E-mail: rkkapoor@nitttrbpl.ac.in

ANNEX A – Indian Technical and Economic Cooperation (ITEC)

- I. Who are qualified to apply?
- ✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
 - ✓ Must have rendered at least two years of service in the government at the time of nomination
 - ✓ Must hold a permanent appointment at the organization nominating him/her
 - ✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
 - ✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
 - ✓ Must have no pending administrative and/or criminal case
 - ✓ Must have no pending nomination for scholarship in another program/course
 - ✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
 - ✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

II. Terms and Coverage

- Nominating Agency/Institute
 - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
 - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
 - Generally, in most courses, ITEC shoulders the scholar's airfare, accommodation, allowance.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

- A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General
Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

- B. Personal Data Sheet to include the list of training programs and seminars attended -1 original, 3 certified copies
- C. Statement of Present Actual Duties and Responsibilities relevant to the course/program signed by the immediate supervisor – 1 original, 3 certified copies
- D. Certification from the Head/Manager of the Human Resource Department : - 1 original
(Please see attached CERTIFICATION format stating :)
- That the nominee has No Pending Administrative and/or Criminal Case.
 - That the nominee has No Pending Scholarship Nomination.
 - The nominee's Performance Ratings for two consecutive semesters immediately preceding the nomination
 - That the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any
 - That the nominee, once accepted, will not withdraw unless with justifiable reasons
- E. Certification from a medical doctor that *the nominee is fit to travel and undergo foreign training* with attached laboratory exam results of CBC, ECG, Urinalysis, Fecalalysis, and Chest X-Ray – 1 original, 3 certified copies
- F. Certified copies of Transcript/s of Records and Diploma/s for Baccalaureate and Graduate courses – 4 sets
- G. Certification of English Proficiency from HRD – 1 original, 3 certified copies
- H. Copies of Valid Passport (Personalia Pahina only) – 4 copies
- I. Nominee Assessment-Summary (Please see attached format)

Note: Please fill out an online Application Form at www.itecgoi.in (Apply for Philippines)
After filling online, take a print out and submit 5 sets to TESDA together with all the requirements
(Online Applications will NOT be honored unless endorsed by TESDA).

Honeylet T. Espino
Desk Officer
Tel #: 8179095
Email: tesda.fstp.unit@gmail.com

FOREIGN SCHOLARSHIP TRAINING PROGRAM
NOMINEE ASSESSMENT SUMMARY

Program/Course:

Name	Agency	Position	Age	Degree/ Education	Related Training Programs	Work Experience	Duties and Responsibility

(Letter Head of the Agency/Department)

CERTIFICATION

Mr. /Ms. _____ herein referred to as the Applicant and Mr./Ms. _____ referred hereto as the Personnel Manager certify that:

The Department of _____ thru its Scholarship Committee endorses the nomination of Mr. /Ms. _____ to the _____ scheduled from _____ to _____ and sponsored by the _____.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and his agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this _____ day of _____ 20 _____.

Applicant

HR/Personnel Manager

COURSE TITLE

Application of (NAME of NOMINEE)

Region: _____

Submitted on (DATE and TIME)

1. Email Addresses:	
2. Training Course:	
3. Contact Numbers:	
4. Designation/Position:	
5. Work Station (School/Office Unit):	
6. School Division Office:	
7. Religion:	
8. Age:	
9. Number of Years in DepEd	
10. Work Experience/s Related to Teaching Mathematics (Indicate the highlights and duration.)	
11. Outstanding Accomplishments (Max of 5)	
12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
13. What challenges had you experienced as a Math teacher? What did you learn from them?	
14. What initiatives do you plan to implement so your school/office will benefit from this program?	
15. How did you hear about this scholarship opportunity?	