March 5, 2020

MEMORANDUM TO:

OIC-Office of the Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Secondary Schools Principals
Officers-In-Charge
Public Schools

SEAMEO VOCTECH SCHOLARSHIP PROGRAMME

Attached is Regional Memorandum No. 107, s. 2020 dated February 26, 2020
re: SEAMEO VOCTECH Scholarship Programme, content of which is self-
exploratory, for information.

Immediate and wide dissemination of this Memorandum is desired.

For:

SHERYLL T. GAYOLA
Education Program Supervisor
Officer-In-Charge
Office of the Schools Division Superintendent

By:

ELISA O. CERVEZA
Chief Education Supervisor, CID
Officer-In-Charge
Office of the Assistant Schools Division Superintendent
OIC-Office of the Schools Division Superintendent
February 26, 2020

MEMORANDUM
No. 109 s. 2020

SEAMEO VOCTECH SCHOLARSHIP PROGRAMME

To: Schools Division Superintendents

1. Attached is DepEd Memorandum DM-CI-2020-00042 from USEC Diosdado M. San Antonio, dated February 7, 2020, entitled: SEAMEO VOCTECH Scholarship Programme, contents of which are self-explanatory for information and guidance of all concerned.

2. For more information and clarifications on the programme, the Course Outline [Appendix 1], the Training Nomination Form [Appendix 2] and guidelines for preparing a Country Paper [Appendix 3] are likewise enclosed in the Memorandum.

3. Scholarship participants are also required to prepare a Country Paper to be presented at the beginning of the Training Programme. All required documents must be submitted via email at scholarships@deped.gov.ph on or before the February 21, 2020.

3. Immediate dissemination of this Memorandum is desired.

MALCOLM S. GARMA
Director IV

Incl.: As stated
Reference: DepEd Memorandum DM-CI-2020-00042, dated February 7, 2020
Allotment: 1-2

To be indicated in the PERPETUAL INDEX under the following subjects:

COURSES

PROGRAMS

SCHOLARSHIPS
MEMORANDUM
No. 107 s. 2020

SEAMEO VOCTECH SCHOLARSHIP PROGRAMME

To: Schools Division Superintendents

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MALCOLM S. GARMA
Director IV

Incl.: As stated
Reference: DepEd Memorandum DM-CΙ-2020-00042, dated February 7, 2020
Allotment: 1-2

To be indicated in the PERPETUAL INDEX under the following subjects:

COURSES      PROGRAMS      SCHOLARSHIPS
MEMORANDUM
DM-CT-2020-00640

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

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

SUBJECT: SEAMEO VOCTECH Scholarship Programme

DATE: 7 February 2020

The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting to nominate one (1) candidate to its training program on Conducting an Impact Evaluation of Education and Training Programme in Brunei Darussalam on 6 - 17 April 2020. The Centre is also offering seats for a few paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 1 - Training Course Outline.

The following criteria may be used in the selection of the participants:

1. have a basic background knowledge on the abovementioned course; and
2. required to bring along samples of projects implementation and ways of evaluating the effectiveness of the projects.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme.

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the Training Programme. Guidelines for preparing a country paper are reflected in Appendix 3.

All other required documents (Annex A) must be submitted via email at scholarship@deped.gov.ph on or before 21 February 2020.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at scholarship@deped.gov.ph

Immediate dissemination and appropriate action for this memorandum is desired.
## ANNEX A
### LIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Documentary Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Filipino citizen</td>
<td>1. Updated Personal Data Sheet</td>
</tr>
<tr>
<td>b. Must be 50 years old below</td>
<td>2. Endorsements from the head of office</td>
</tr>
<tr>
<td>c. Must have rendered at least five (5) years of service in the government</td>
<td>a. endorsement from school principal/division chief</td>
</tr>
<tr>
<td>(DepEd) at the time of nomination</td>
<td>b. endorsement from the Schools Division Office through the Office of the SDS</td>
</tr>
<tr>
<td>d. Must hold a permanent appointment at the organization nominating him/her</td>
<td>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized</td>
</tr>
<tr>
<td></td>
<td>representative (thru the Regional HRDD Chiefs)</td>
</tr>
<tr>
<td>e. Must have no pending administrative and/or criminal case</td>
<td>3. Screening Form</td>
</tr>
<tr>
<td>f. Must have a college degree and/or sufficient demonstrated ability and</td>
<td></td>
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<tr>
<td>experience related/relevant to the course he/she is applying for</td>
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</tr>
<tr>
<td>g. Must have a good command of the English language (spoken and written)</td>
<td></td>
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<tr>
<td>h. Must have professional development needs aligned with the KRAs of the</td>
<td></td>
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<tr>
<td>organization</td>
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<tr>
<td>i. Must have outstanding accomplishments related/leading to the program</td>
<td></td>
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<tr>
<td>applying for</td>
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<tr>
<td>j. Must have no pending nomination for scholarship in another program/course</td>
<td></td>
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<tr>
<td>or have already rendered the required service obligation for a scholarship</td>
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<tr>
<td>previously enjoyed</td>
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<tr>
<td>k. Physically and mentally fit</td>
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</tr>
<tr>
<td>l. Not an expectant mother</td>
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</table>
Course Outline

Regional Training Programme on
Conducting an Impact Evaluation of Education and Training Programme

6-17 April 2020 | Brunei Darussalam

Rationale

An impact evaluation is a systematic analysis of lasting or significant change—positive or negative, intended or not—in people’s lives brought about by an action or a series of actions from an intervention (Roche, 1999). This is a continuous process to help the policymakers fully think through and understand the consequences of possible and actual interventions. This kind of study can be a tool to enable the policymakers or funding donors to weigh the positive and negative effects of such interventions.

Impact evaluations provide information about the impacts produced by an intervention (Rogers, 2014). According to INTRAC (2010), an impact study or impact evaluation/assessment can be used to (1) demonstrate success to donors, ourselves and the public; (2) learn to understand how our efforts impact on the communities in order to improve the effectiveness of our interventions; (3) be accountable to the people (stakeholders) for whom we are working, and (4) advocate for changes in behaviour, attitudes, policy and legislation at all levels.

This course will prepare participants with knowledge and skills in conducting an impact assessment. This training is very useful for those assigned to determine whether an intervention or a project going to be implemented will have any expected impact or the project implemented has had any impact on the targeted recipients and meeting the expectation/objectives. In the end, this can also be used as feedback in the examination of various development processes. The course will address various topics including the justification for conducting an impact study, common processes, various techniques in conducting an impact study, and writing an impact study proposal and report.

Objectives

After completing this course, the participants will be able to:

1. Explain various definitions, including considerations of when to perform an impact assessment/evaluation.
2. Explain the process of conducting an impact study.
3. Elaborate key elements of evaluation design.
4. Apply selected techniques of ex ante and ex post evaluations using quantitative methods.
5. Apply selected techniques of ex post evaluations using qualitative and mixed methods.
6. Write an impact study plan and report.

Contents

1. Overview of Impact Study
   In this session, participants will be introduced with the definitions and examples of impact studies. The discussion will also cover the advantages and disadvantages of conducting impact study, including when to adopt the study.

2. Country Reports on the assessment of the effectiveness of projects/programmes
   The participants will present country reports focusing on the practices, major issues, challenges, and future directions on the assessment of the effectiveness of projects/programmes.

3. Processes of Conducting an Impact Study
   There are various ways of conducting an impact studies. One of the common processes will be elaborated which covers the following stages: Development, Options, Consultation, Final Proposal, Implementation, and Review.

4. Key Elements of Evaluation Design
   This session will cover an example of key elements of evaluation designs. These include: (1) Adopting relevant theory (if any), (2) Identifying key evaluation questions including the baseline survey, (3) selecting the evaluation design/approach both under ex ante and ex post evaluation, (4) triangulating the findings, and (5) contextualizing the evaluation.

5. Selecting techniques in conducting an impact study using quantitative methods
   This session will provide participants with knowledge and skills in selecting and using selected techniques under ex ante and ex post evaluations using quantitative methods.

6. Selected Techniques in Using Qualitative and Mixed Methods in Impact Study
   Using selected techniques under ex post evaluations using qualitative and mixed methods, participants will be guided through theory and practices to master the techniques.

7. Output and Action Plan
   To provide a tangible output, this session will equip participants with knowledge and skills in writing an impact study plan and report based on selected case or project.

Duration

This course will run for Ten (10) days. It is schedule to be held from 06 to 17 April 2020
Delivery Method

The training will be delivered using mixed approaches or techniques, such as brainstorming participants’ experiences and ideas, followed by presentation/s of the resource persons and discussions. There will be hands-on exercises on how conduct an impact study and demonstration on how carry out each step.

Expected Output

At the end of the course, participants will have produced a group impact study brief report and an action plan that will be implemented after the completion of the training programme.

Target Participants

The participants of the training programme are teachers/instructors or administrators who have responsibilities for evaluating the implementation of projects or interventions. Preferably, they should have basic knowledge in research and computer skills; understanding basic quantitative research and having working computer knowledge and skills, e.g., computer applications on MSWord, Excel, and PowerPoint.

Course Requirements

The participants are required to:

1. submit a country paper. For more information, please refer to the Appendix 3: Guidelines for Preparing a Country Paper.
2. Participants are required to bring along samples of projects implementation and ways of evaluating the effectiveness of the projects.

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 ONE scholarship participants.

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 CHoV countries only. One participant can be nominated under this category.
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 conducts 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: SCBLBBNN

   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@seameo-voctech.org for our reference.

7. DRESS CODE: All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
   a. 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.

Course Outline: RTP on Conducting an Impact Evaluation of Education and Training Programme
b. 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 or fax to: +(673) 244-7955.

Course Coordinator

For further inquiries, please contact the Course Coordinator:

DR PARYONO
Research Specialist / Research Manager
Deputy Director for Professional Affairs
SEAMEO VOCTECH Regional Centre, Jalan Pasar Baharu, Gadong BE 1318, Brunei Darussalam
Tel No. : +(673) 244 7992 ext 401; +(673) 8907963
Fax No. : +(673) 244 7955
Email Add : paryono@voctech.edu.bn

REFERENCES

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 commencement 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.

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<td>Account No.</td>
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<td>Bank</td>
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<tr>
<td>Bank Address</td>
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- Please email the transaction slip to rtp@seameo-voctech.edu.bn for our reference.

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GUIDELINES FOR PREPARING
A COUNTRY PAPER

PURPOSE OF COUNTRY PAPER
The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

SCOPE
In preparing the country paper, the following guideline must be followed:
1. Title Page (title of the paper, country, author(s), and date)
2. Abstract (not more than 200 words)
3. Contents / Topics:
   3.1 Country Profile
   3.2 Education System
      3.2.1 General Structure of the Education System
      3.2.2 Structure of TVET System (if any)
   3.3 Relevant Data. Note: The data can be presented under other topics as support information.
   3.4 Current Status of Curriculum in education in your country
   3.5 Current Practices, Major Issues and Challenges, and Future Directions
   3.6 Others, if any (to be specified in the Course Outline)
4. References (indicate the sources of information)

FORMAT
The format of the country paper must follow the specifications given below:

Content Font: Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double
Main Title and Sub-Title Font: The author is free to choose the font and the font size.
Length: Maximum 10 pages of A4 paper including properly labelled figures and tables
Margins: 1" all sides with justification

SUBMISSION PREFERENCE
Submission of the country paper (preferably softcopy) in through the email address: tranimate@voctech.edu.vn

Revised: Dec 2019
## APPENDIX 2

**TRAINING NOMINATION FORM**

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

1. **Training Programme**

   **COURSE TITLE**
   Regional Training Programme on
   "Conducting an Impact Evaluation of Education and Training Programme"

   **DATE OF TRAINING**
   6-17 April 2020

   **VENUE**
   BRUNEI DARUSSALAM

2. **Personal Information**

   **TITLE**
   
   [ ] Prof.  [ ] Dr.  [ ] Mr.
   [ ] Mrs.  [ ] Ms.

   **PARTICIPANT FULL NAME**
   (As it appears on your passport)

   **NAME TO APPEAR ON NAME TAG**

   **GENDER**

   **MARRITAL STATUS**

   **DATE OF BIRTH** (DD-MM-YYYY)

   **IDENTIFICATION CARD NO.**
   (National ID/SSS/KTP/Malita)

   **RELSION**

   **NATIONALITY**

   **PASSPORT NUMBER**

   **DATE OF ISSUE** (DD-MM-YYYY)

   **DATE OF EXPIRY** (DD-MM-YYYY)

   **PLACE OF ISSUE**

   **MOBILE NO.**
   (Country Code + Mobile No.)

   **E-MAIL ADDRESS**
   (Office or Personal E-mail Address)

   **PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"**

<table>
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<tr>
<th>English Language:</th>
<th>Writing</th>
<th>Speaking</th>
<th>Reading</th>
<th>Listening Comprehension</th>
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</thead>
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<td>IT Skills</td>
<td>MS Word</td>
<td>MS Excel</td>
<td>MS Powerpoint</td>
<td>Internet Browsing</td>
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</table>

   **HAVE YOU EVER ATTENDED ANY TRAINING PROGRAMMES OFFERED AT SEAMEO VOCTECH?**
   [ ] Yes
   [ ] No

   **IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN CASE OF EMERGENCY**

   **NAME**

   **RELATION**

   **MOBILE NO.**
3. Professional Information

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<tr>
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<tr>
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<tr>
<td>☐ Education</td>
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<td>☐ ICT</td>
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<td>☐ Management</td>
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<td>☐ Curriculum</td>
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<td>☐ Business &amp; Administration</td>
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<td>☐ Engineering</td>
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<tr>
<td>☐ Electrical</td>
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<td>☐ Others, please specify:</td>
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<tr>
<th>JOB TITLE / DESIGNATION</th>
<th>OFFICE TEL (Country Code + Area Code + Number)</th>
<th>NO. OF YEAR/S OF COURSE-RELATED EXPERIENCE</th>
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<td>Year/s</td>
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BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

OFFICE FULL ADDRESS

HOME FULL ADDRESS

Country:

Country:

4. Dietary Requirements and Medical Restrictions

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<tr>
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<tr>
<td>☐ Muslim</td>
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<td>☐ Vegetarian</td>
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<td>☐ Others, please specify:</td>
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<th>MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES</th>
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<tr>
<td>☐ NO</td>
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<tr>
<td>If YES, please specify:</td>
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I hereby certify that all facts stated above are true and correct.

Applicant's Signature

Date

FOR SEAMEO VOCTECH'S USE ONLY. Please do not write in this section.

☐ Scholarship

☐ Subsidized-Scholarship

☐ Fee-paying
**COURSE TITLE**

Application of *(NAME of NOMINEE)*

Region: ____________

Submitted on *(DATE and TIME)*

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<td>Work Station (School/Office Unit)</td>
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<td>6. Religion:</td>
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<td>7. Age:</td>
<td></td>
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<td>8. Number of Years in DepEd</td>
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<td>9. Work Experience/s Related to Teaching (Indicate the highlights and duration.)</td>
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<tr>
<td>10. Outstanding Accomplishments (Max of 5)</td>
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<tr>
<td>11. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)</td>
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<tr>
<td>12. What challenges had you experienced as a teacher? What did you learn from them?</td>
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<tr>
<td>13. What initiatives do you plan to implement so your school/office will benefit from this program?</td>
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<tr>
<td>14. How did you hear about this scholarship opportunity?</td>
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</table>