MEMORANDUM TO:

OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Elementary and Secondary School Principals
Officers-in-Charge
Public Schools

NOMINATION OF PARTICIPANTS FOR CERTIFICATION COURSE ON CURRICULUM DESIGN AND INSTRUCTIONAL MATERIALS DEVELOPMENT

Attached is DepEd Memorandum DM-Cl-2019-00__ signed by Usec. Diosdado M. San Antonio, Undersecretary for Curriculum Instruction dated August 28, 2019, re: nomination of participant for Certification Course on Curriculum Design and Instructional Materials Development, content of which is self-explanatory, for information and appropriate action.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent
MEMORANDUM
DM-CI-2019-00

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

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

SUBJECT: NOMINATION OF PARTICIPANTS FOR CERTIFICATE COURSE ON CURRICULUM DESIGN AND INSTRUCTIONAL MATERIALS DEVELOPMENT

DATE: 28 August 2019

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

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Duration</th>
<th>Deadline of Submission of Nomination and Documentary Requirements</th>
<th>Date of Interview</th>
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<tr>
<td>Certificate Course on Curriculum Design and Instructional Materials Development</td>
<td>December 2 - 13, 2019</td>
<td>September 6, 2019 (starts at 9:00 A.M.)</td>
<td>September 26, 2019</td>
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In nominating your candidates, please consider the concerns specified under Item I of Annex A 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 and passed the interview shall be endorsed to the donor agency.

All other required documents must be submitted via email at scholarships@deped.gov.ph on or before 6 September 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, and/or thru the Foreign Scholarship Training Program (FSTP) Unit, TDI Building, TESDA Complex, East Service Road, South Superhighway, Taguig City with these telephone nos. 817-9095 or 0917-8060759.

Immediate dissemination of and appropriate action for this memorandum is desired.
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, Fecalysis, and Chest X-Ray – 1 original, 3 certified copies
F. Certified copies of Transcripts of Records and Diplomas 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 page only) – 4 copies
I. Nominee Assessment Summary (Please see attached format)

Note: Please fill out an online Application Form at www.itecoi.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 #: 8173095
Email: tesda.itstp.unit@gmail.com
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<tr>
<th>Name</th>
<th>Agency</th>
<th>Position</th>
<th>Age</th>
<th>Degree/Education</th>
<th>Related Training Programs</th>
<th>Work Experience</th>
<th>Duties and Responsibilities</th>
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