



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
**KAGAWARAN NG EDUKASYON**  
DEPARTMENT OF EDUCATION  
DepEd Complex, Meralco Avenue, Pasig City, Philippines

*Tanggapan ng Kalihim*  
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DepEd MEMORANDUM  
No. 109, s. 2003

**MAR 28 2003**

**ANNOUNCEMENT OF VACANT POSTS AT SEAMEO RECSAM**

To: Bureau Directors  
Directors of Services, Centers and Heads of Units  
Regional Directors  
Schools Division/City Superintendents

1. For the information and guidance of all concerned, enclosed is a copy of the letter of invitation dated February 25, 2003 from the Director of the Southeast Asian Ministers of Education Organization Regional Centre for Education in Science and Mathematics (SEAMEO RECSAM), for qualified, experienced and highly motivated candidates to fill forthcoming vacancies in the Centre.

2. In this connection, attached are the following documents for your perusal:

- a. Announcement of Vacant Posts
- b. Application Form
- c. Referee's Report Form
- d. Terms and Conditions of Service

3. A copy of the application form may be obtained at their website address at <http://www.recsam.edu.my>. For more inquiries, contact SEAMEO RECSAM, Jalan Sultan Azlan, Shah, 11700, Gelugor, Penang, Malaysia, tel. no.: 60 4-6583266/7, fax no.: 60 4-6572541.

4. Immediate dissemination of this Memorandum is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Encls.: As stated  
Reference: None  
Allotment: 1—(D.O. 50-97)  
To be indicated in the Perpetual Index  
under the following subjects:

CENTERS  
OFFICIALS  
QUALIFICATIONS

**SEAMEO RECSAM**  
**SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION**  
**REGIONAL CENTRE FOR EDUCATION IN SCIENCE AND MATHEMATICS**  
Jalan Sultan Azlan, 11700 Gelugor, Penang Malaysia

**RECRUITMENT FOR VACANT POSTS**

The Southeast Asian Ministers of Education Organization – Regional Centre for Education in Science and Mathematics or SEAMEO RECSAM is dedicated to the development of educational manpower in the fields of Science, Mathematics and Technology Education at the primary and secondary school levels. The Centre's clients include teachers and educationists from SEAMEO member countries namely from Brunei Darussalam, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand and Vietnam as well as those from outside the SEAMEO region. Besides training, SEAMEO RECSAM also serves as a clearing house for science and mathematics publications and resources, organizes conferences, seminars, symposia and workshops at regional as well as at international levels and conducts research and development projects that enhance its programmes and activities.

To support its role as a regional training institution and a catalyst for educational reform in the region, the Centre seeks dynamic, and highly motivated candidates to fill the following positions:

- POSTS:**
1. Senior Specialist – Research & Development
  2. Specialist – Research and Development
  3. Specialist – Mathematics

**CATEGORY OF POST:** Professional

**TYPE OF SERVICE:** Secondment

**POST 1: SENIOR SPECIALIST – RESEARCH AND DEVELOPMENT**

**Requirements:**

1. National of SEAMEO Member Country
2. Age 50 years or below
3. Have at least a Master's Degree
4. First degree master's degree must be in either Science/Mathematics/ or in other relevant subjects related to Science and Mathematics.
5. Possess at least a certificate in Education. Must have good knowledge on pedagogy of science and mathematics education as well as on new developments and issues related to teaching and learning of science/mathematics.
6. Excellent command of written and spoken English.
7. Very experienced, with at least ten (10) years of experience in teaching, either at school or at tertiary levels.
8. Experience in research and development in the relevant subject area.
9. Experience in writing and/or editing materials on science/mathematics education.
10. Experience in organizing as well as participating as facilitator in training courses.
11. Good understanding and skills in computer usage for teaching and research.
12. A person with positive work ethics, good interpersonal skills, innovative, versatile and sensitive to cultural and varying needs of individuals in multicultural and multinational groups.

**Duties and Responsibilities:**

1. To prepare and propose annual plans and budgets, work targets and policies for the Research and Development Division.
2. To oversee the management of the Division, in terms of its professional and support staff, teaching resources and facilities.
3. To identify design, conduct, teach, coordinate, monitor and evaluate training, programmes, especially those related to Research and Development.

4. To conduct research and development activities that will further enhance the quality and relevance of SEAMEO RECSAM's training programmes and the teaching and learning of science/mathematics.
5. To provide consultancy service to outside agencies on Research and Development.
6. To contribute articles and papers for SEAMEO RECSAM's academic professional publications.
7. To assist in the theoretical and technical inputs for research and other projects conducted by the Centre.
8. To assist the Centre to generate income and market its educational products, in order to realize one of its strategic goals i.e. to be financially self-sufficient
9. To establish collaboration with institutions that have similar interests, within, as well as, outside the region.
10. To perform other duties and tasks as instructed by the Chairman of RECSAM Governing Board or the Center Director.

## **POST 2: SPECIALIST – RESEARCH AND DEVELOPMENT**

### **Requirements:**

1. National of SEAMEO Member Country
2. Age 50 years or below
3. Have at least a Master's Degree
4. First degree master's degree must be in either Science/Mathematics/ or in other relevant subjects related to Science and Mathematics.
5. Possess at least a certificate in Education. Must have good knowledge on pedagogy of science and mathematics education as well as on new developments and issues related to teaching and learning of science/mathematics.
6. Excellent command of written and spoken English.
7. Very experienced, with at least to seven (7) years of experience in teaching, either at school or at tertiary levels.
8. Experience in research and development in the relevant subject area.
9. Experience in writing and/or editing materials on science/mathematics education.
10. Experience in organizing as well as participating as facilitator in training courses.
11. Good understanding and skills in computer usage for teaching and research.
12. A person with positive work ethics, good interpersonal skills, innovative, versatile and sensitive to cultural and varying needs of individuals in multicultural and multinational groups.

### **Duties and Responsibilities:**

1. To assist in identifying, designing, conducting, teaching, coordinating, monitoring and evaluating training programmes, especially those related to Research and Development.
2. To assist in research and development activities that will further enhance the quality and relevance of SEAMEO RECSAM's training programmes and the teaching and learning of science/mathematics.
3. To assist the Centre to provide consultancy service to outside agencies on Research and Development.
4. To contribute articles and papers for SEAMEO RECSAM's academic professional publications.
5. To assist in the theoretical and technical inputs for research and other projects conducted by the Centre.
6. To assist the Centre to generate income and market its educational products, in order to realize one of its strategic goals i.e. to be financially self-sufficient
7. To assist the Centre to establish collaboration with institutions that have similar interests, within, as well as, outside the region.
8. To perform other duties and tasks as instructed by the Chairman of RECSAM Governing Board, or the Centre Director, and the Head of Division.

## **POST 3: SPECIALIST – MATHEMATICS EDUCATION**

### **Requirements:**

1. National of SEAMEO Member Country
2. Age 50 years or below
3. Have at least a Master's Degree, in Mathematics Education.
4. Possess at least a Certificate in Education
5. Have content knowledge in mathematics education at the primary and secondary levels and conversant with the syllabi of the SEAMEO Member Countries.
6. Have pedagogical knowledge and experience in implementing mathematics content, including the new trends such as Constructivism, Cooperative Learning and Higher Order Thinking Skills.
7. Knowledge on assessment and evaluation in mathematics education.
8. Excellent command of written and spoken English
9. Have at least seven (7) years of experience in teaching, either at school or at tertiary levels.
10. Experience in research and development in the relevant subject area.
11. Experience in writing and/or editing materials on mathematics education.
12. Possess knowledge and skills in information and communication technology, specially those related to mathematics teaching and learning such as the Geometer's Sketchpad and the Graphic Calculator.
13. A person with positive work ethics, good interpersonal skills, innovative, versatile and sensitive to cultural and varying needs of individuals in multicultural and multinational groups.

### **Duties and Responsibilities:**

1. To assist in identifying, designing, teaching, managing, monitoring and evaluating training programmes, particularly those related to mathematics education.
2. To assist/conduct research and development projects as well as contribute towards the collaborative projects and activities, especially those related to mathematics education.
3. To assist in planning, managing and implementing special projects of the Centre such as the Mathematics Olympiad, Mathematics Fair and other activities related to mathematics education, within Malaysia as well as the SEAMEO Member Countries.
4. To facilitate teaching and learning activities on subjects related to mathematics education and to provide guidance and support to course participants.
5. To assist in updating information on current trends in mathematics education at the primary and secondary levels in the SEAMEO Member countries
6. To assist the Centre in providing consultancy services on mathematics education
7. To contribute articles and to assist in editing articles on mathematics education.
8. To assist the Centre to generate income and market its education products in order to realize one of its strategic goals i.e. be financially self-sufficient.
9. To assist the Centre in establishing collaborations and linkages with institutions that have similar interests within, as well as outside the region.
10. To perform other duties and tasks as instructed by the Chairman of RECSAM Governing Board, the Centre Director and the Head of Division.

### **LENGTH OF SECONDMENT:**

The successful candidate will be offered a two (2) year contract. The Centre may renew the appointment for a second term, pending on the satisfactory performance of the candidate.

### **SALARY AND BENEFITS:**

1. The successful candidate will be emplaced on the following RECSAM Salary Scale:  
Post 1: RS2 Salary Scale RM 4,356.00-RM 6,340.00  
Posts 2 and 3: RS3 Salary Scale RM 3,630.00-RM 5,227.20
2. He/she is entitled to receive allowances and other benefits, as approved by the RECSAM Governing Board for seconded personnel.
3. Highly qualified and very experienced candidates may be offered a better starting salary.

**APPLICATION:**

Interested applicants are requested to submit their application forms, together with supporting documents, contact addresses and telephone numbers, as well as a non-returnable photographs to the following address:

Director,  
SEAMEO RECSAM  
Jalan Sultan Azlan Shah  
117 Gelugor  
Penang  
Malaysia  
e-mail [director@reccsam.edu.my](mailto:director@reccsam.edu.my)

Application forms may be obtained at our website (<http://www.reccsam.edu.my>)

Closing date for application: April 15, 2003

**Reminder:**

1. Only short listed candidates will be called for interview.
2. Applicants who do not receive any reply from the Centre, within six months, after the closing date for application, may regard that their applications have not been successful.
3. RECSAM will not pay any expenses related to the application and attendance for interview. The Centre, whenever possible will arrange for the interview to be conducted in the applicant's country of origin.

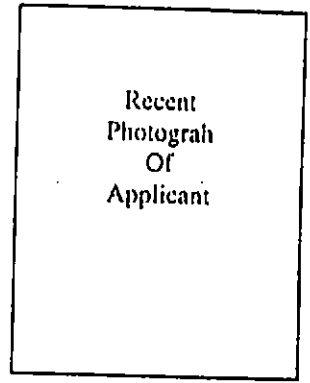
**SEAMEO RECSAM**  
**Gelugor, Penang, Malaysia**  
**Terms and Conditions of Service for Professional Staff**  
**From SEAMEO Member Countries (other than Malaysia)**

1. The Government of Malaysia shall accord the staff member from outside Malaysia, seconded or nominated by SEAMEO Governments, the following privileges and immunities:
  - 1.1 Exemption from Malaysia income tax in respect of his/her official emoluments paid in RECSAM;
  - 1.2 The rights to import free from custom duty, furniture and personal effects within the first six (6) months of his/her arrival in RECSAM;
  - 1.3 Grant of professional visit pass to him/her spouse and unmarried children.
  
2. RECSAM shall provide the staff member concerned with the following:
  - 2.1 An installation grant to meet the initial settling-in cost of the officer, upon first assumption of duty at RECSAM, as approved under the present scheme. The installation Grant shall be equivalent to:
    - a. fifteen days of daily subsistence allowance under the conditions indicated in Rule 4.4.3 RECSAM's Staff Rules and Regulations 1995, for the staff member and maximum of three (3) dependents who join him/her at the duty station;
    - b. seven days daily subsistence allowance for the staff member with no dependents or whose dependents do not join him/her at the duty station;
    - c. the amount payable in respect of staff members shall be calculated in accordance with the conditions and rates established by the Centre and approved by the Governing Board.The installation grant is a once-and-for-all payment appropriate to the officer's circumstances at the time of his/her arrival. No other claims such as fee for medical check-up, passport fee, exit tax, airport tax, travel tax, etc. can be made on his/her arrival or for his/her family, or when he/she returns from vacation leave or home leave from his/her extension of service. The grant shall be payable in Malaysia Ringgit.
  - 2.2 Economy Class air ticket for travel from his/her official residential address of his/her home country to Penang and return upon completion of his/her contract of service at RECSAM, and where applicable, also for his/her spouse and unmarried children (maximum 3) below 18 years of age, on the condition that his/her spouse and/or children stay with him/her in Penang for a minimum of six (6) months continuously.
  - 2.3 The Centre shall, to the extent and subject to conditions set out in Rule 6.1 and 6.2, pay the cost of transporting the personal effects of a staff member to the duty station, such transportation costs shall be payable, upon appointment, from the staff member's official residential address or place of recruitment to the duty station and, upon separation, from the duty station to the staff member's official residential address not exceeding RM 2,000.00.
  
3. Several flatlets are available in the Centre's Hostel Complex. A staff member who is eligible for the Housing allowance but has been provided a flatlet, shall not be paid Housing Allowance. Those who are staying at the Centre's flatlets are also to pay monthly electricity consumed. Allocation of flatlets is at the discretion of the Centre.
  
4. The Home Government concerned shall:
  - 4.1 Guarantee that the staff member's secondment or assignment to RECSAM means no loss in seniority and other earned benefits, where applicable, viz pension, gratuity, promotion prospect and other entitlements.
  - 4.2 Allow the staff member to be seconded to SEAMEO RECSAM for a period of two years for the initial secondment.



**SEAMEO REGIONAL CENTRE FOR EDUCATION  
IN SCIENCE AND MATHEMATICS  
PENANG, MALAYSIA**

APPLICATION FOR PROFESSIONAL APPOINTMENT  
(To be completed in duplicate)



- (A) 1. Position applied for: .....
2. The earliest date available for service: .....
- .....

(B) 1. Full name of applicant: .....

(Mr/Mrs/Miss/Drf .....)

(In BLOCK LETTERS. Please underline surname)

2. Sex: ..... Country of birth: ..... Date of Birth: .....

Nationality: .....

Passport No: ..... Date of Issue ..... Place of Issue .....

3. Present Address: .....

.....

Tel: ..... Fax: ..... Email: .....

4. Permanent Address: .....

.....

Tel: ..... Fax: ..... Email: .....

5. Matrimonial status : single/married (Delete whichever is not applicable)