



Republic of the Philippines  
Department of Education  
**REGION X - NORTHERN MINDANAO**  
Zone 1 Upper Balulang  
Cagayan de Oro City

Telephone No.: (088) 880-7072, 880-7071; email: region10@deped.gov.ph

**Tayo**  
PARA SA  
EDUKASYON

DepED-X  
Cagayan de Oro City

04 APR 2017

2530

**RELEASED**

**Region Advisory No. 43, s. 2017**

This Advisory is issued for the information of SDOs on the submission of application for the AY 2018-2019 Hubert H. Humbrey Fellowship Program in the United States.

(visit [depedreg10.net](http://depedreg10.net))

March 28, 2017

Attention : **Schools Division Superintendents**

Attached is the communication from Dr. Esmeralda S. Cunanan, Executive Director of the Philippine-American Educational Foundation, dated March 6, 2017, requesting assistance in recruiting qualified applicants for the AY 2018-2019 Hubert H. Humbrey Fellowship Program in the United States.

Enclosed are details of the program for your reference.

Widest dissemination of this information is enjoined.

  
**ALLAN G. FARNAZO**  
Director IV

Hrdd/ovt

March 6, 2017



Dr. Allan G. Farnazo  
Regional Director  
Department of Education - Region X  
Masterson Avenue, Zone 1  
Upper Bulalang  
Cagayan de Oro City

Dear Dr. Farnazo:

This is to request your assistance in recruiting qualified applicants for the AY 2018-2019 Hubert H. Humphrey Fellowship Program in the United States. The application period is from March 1, 2017 to June 9, 2017.

The Humphrey Program brings accomplished professionals from developing countries, including the Philippines, to the United States at a mid-point in their careers for ten (10) months of study and related practical professional experiences. Fellowships are granted competitively to candidates with a commitment to public service in both the public and private sectors. The program is designed to meet the requirements of policy makers, planners, and managers who have a public service orientation, are committed to their country's development, and have demonstrated leadership potential.

Applicants may come from the following areas:

- Agricultural and rural development
- Communications/journalism
- Economic development
- Educational administration, planning and policy
- Finance and banking
- Higher education administration
- HIV/AIDS policy and prevention
- Human resource management
- Law and human rights
- Natural resources, environmental policy and climate change
- Public health policy and management
- Public policy analysis and public administration
- Substance abuse education, treatment and prevention
- Teaching of English as a Foreign Language
- Technology policy and management
- Trafficking in persons, policy and prevention
- Urban and regional planning

10/F Ayala Life/FGU Center-Makati  
6811 Ayala Avenue, 1226 Makati City  
PHILIPPINES

Tel. Nos. : (632) 812-0919; (632) 812-0945  
(632) 812-5890

Fax No. : (632) 812-0822

Email : [fulbright@fulbright.org.ph](mailto:fulbright@fulbright.org.ph)

Website : [www.fulbright.org.ph](http://www.fulbright.org.ph)


The Humphrey program is NOT intended for technicians, research-oriented professionals, or faculty members with no administrative functions. Candidates should be mid-career professionals committed to public service and should have demonstrated ability to achieve positions of significant responsibility and show promise of assuming future leadership roles. Other qualification requirements are in the enclosed information materials about the AY 2018 - 2019 Humphrey competition. Dossiers of selected nominees from the Philippines will be reviewed by a selection panel in the U.S. that will make the final selection of successful candidates.

We have enclosed a set of application materials. Additional application forms and information materials may be obtained from the Philippine-American Educational Foundation (PAEF) office and can be downloaded from the PAEF website [www.fulbright.org.ph](http://www.fulbright.org.ph). We strongly encourage interested applicants to check our website and download the required form. They can also like us on Facebook at [www.facebook.com/philippines.fulbrightcommission](http://www.facebook.com/philippines.fulbrightcommission) where announcements and other relevant information are posted regularly. The attached application form may be photocopied. Completed applications should be received at the PAEF on or before June 9, 2017.

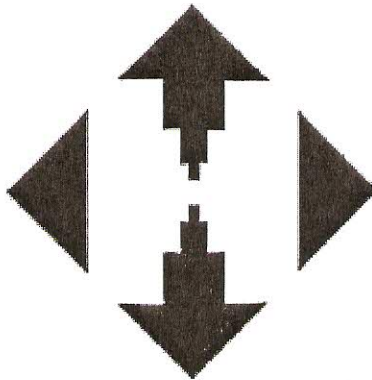
Since it began in 1978, one hundred seventeen (117) Filipino professionals from the public and private sectors, including non-governmental organizations, have gone to the United States as Humphrey fellows. They currently occupy important leadership positions in their respective fields and organizations. We look forward to continuing this excellent record of Humphrey fellows through your help in identifying appropriate candidates.

Thank you for your continued support.

Sincerely,

  
Dr. Esmeralda S. Cunanan  
Executive Director

Enclosures: One (1) set of information/application materials



**Application for Admission to the  
Hubert H. Humphrey Fellowship Program  
for Mid-Career Professional Study  
in the United States  
2018 – 2019 Program**

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**United States  
Department of State**

**FULBRIGHT**

**Philippine-American Educational Foundation**

**Application Period: 01 March to 9 June 2017**





**APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**INFORMATION AND APPLICATION INSTRUCTIONS**  
*(Please read carefully.)*

**PROGRAM DESCRIPTION:** The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized, 10-month, non degree programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. The Humphrey Program was initiated in 1978 to honor the memory and accomplishments of the late Senator and Vice President, Hubert H. Humphrey. Fellows are selected based on their potential for national leadership and commitment to public service, in either the public or private sector. The program provides a basis for establishing long-lasting productive partnerships and relationships between citizens of the United States and their professional counterparts in other countries, fostering an exchange of knowledge and mutual understanding throughout the world.

Funding for the Humphrey Program is provided by the U.S. government through the United States Department of State and other co-sponsors. The Institute of International Education (IIE) collaborates with the State Department's Bureau of Educational and Cultural Affairs in administering the program. The types of university programs arranged for Humphrey Fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related or aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey Fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and special seminars. Under the guidance of a designated faculty advisor or "coordinator," fellows plan programs that best suit their individual career development needs.

**DURATION OF GRANT:** The program arranged for Humphrey fellows extends from August or early September to the following June. Applicants who need additional English training may be required to arrive in the United States as early as June for intensive language study before beginning their regular university program. Candidates must be able to participate in the full period of the English and/or university programs.

**NONDEGREE STATUS:** The program designed for Humphrey fellows does not result in the awarding of a degree. While fellows are able to enroll in courses relevant to their professional interests, **the Humphrey Program is not appropriate for those who wish to concentrate on academic work required for a U.S. degree.** Humphrey fellows spend a considerable portion of their time engaged in off-campus activities such as internships, field trips, workshops, and special projects that give them practical experience in their professional fields. Fellows who successfully complete the program are awarded a Certificate of Participation.

**FINANCIAL PROVISIONS:** The Humphrey Fellowship provides tuition and university fees, a monthly maintenance allowance, a book and supplies allowance, round-trip international travel to the host institution (and to the fellow's English-language training program, when applicable) and domestic travel to Washington, D.C. for a special seminar. Supplementary funds are available for professional activities such as field trips or attendance at conferences. **Humphrey Fellowships are not renewable.**

Humphrey fellows should plan to bring with them some personal funds to cover incidental expenses not covered in the grant. **Humphrey Fellowships do not include funds for dependents (family members).** Humphrey fellows are responsible for providing travel, insurance, and financial support for any dependents accompanying them to the United States. Please note that English and orientation centers cannot accommodate dependents. Therefore, dependents should not arrive in the United States until the fellows are settled in their academic year programs and have secured housing (at least 30 days after the fellow's arrival).

**PROGRAM FIELDS:** The programs arranged for Humphrey fellows are related to one of the following fields: (1) agricultural and rural development, (2) communications/journalism, (3) economic development; (4) educational administration, planning and policy; (5) finance and banking; (6) higher education administration; (7) HIV/AIDS policy and prevention; (8) human resource management; (9) law and human rights; (10) natural resources, environmental policy, and climate change; (11) public health policy and management; (12) public policy analysis and public administration; (13) substance abuse education, treatment, and prevention; (14) teaching of English as a foreign language; (15) technology policy and management; (16) trafficking in persons policy and prevention; (17) urban and regional planning. The university programs do not address themselves to the scientific or technical aspects of these fields, but rather to broad policy-making and problem-solving issues.





**APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**INFORMATION AND APPLICATION INSTRUCTIONS  
(continued)**

**PLACEMENT IN UNIVERSITY PROGRAMS:** Candidates who are selected for fellowships are placed in clusters by field of interest at U.S. universities specially designated to host a group of Humphrey Fellows. IIE, therefore, is not able to make placements at specific universities requested by candidates, nor to award fellowships enabling candidates to attend a U.S. university on the basis that they have already been admitted. **Candidates should not apply directly to U.S. institutions.**

**Final selection of Humphrey candidates will be made by a National Selection Panel in Washington, DC.**

**APPLICATION INSTRUCTIONS:**

1. Each page of the enclosed application carries its own instructions and should be read carefully before proceeding. **All forms must be completed in English and typewritten or computer-generated.** Please answer every question as completely as possible (except for the Substance Abuse form, page 6 of the application, which should only be completed by candidates in the field of substance abuse.) **The application form may be downloaded from the PAEF website [www.fulbright.org.ph](http://www.fulbright.org.ph), and completed by computer.**
2. **Please take special notice of #14, "Give a 50-word summary of your proposed program plan."** This section is very important as members of the Hubert H. Humphrey Fellowship Selection Committee read this summary and determine whether to nominate you. Please be sure to provide a succinct but substantive summary statement.
3. The completed application must be received at the **Philippine-American Educational Foundation (PAEF)** office, 10<sup>th</sup> Floor BPI-Philam Life Makati Building (formerly Ayala Life-FGU Center) 6811 Ayala Avenue, Makati City 1226 **on or before 9 June 2017.**
4. **You must attach complete and certified academic documents covering your entire period of study at universities or other postsecondary institutions, including advanced degrees. Documents must be accompanied by complete English translations.**

Your academic documents must consist of:

- A certified official record (transcript) from each university or other postsecondary institution, listing the subjects you studied and the grades (marks) you received during each year of your enrollment. Include all postsecondary institutions you attended, even those from which you did not receive a degree or diploma.
- Certified, official evidence of each postsecondary or university degree, diploma, or certificate awarded to you.

To be considered official, each academic document **must bear the seal of the issuing institution** as well as the signature of its officials. Copies of original documents will be accepted only if they are separately certified as being authentic duplicates of originals. Certification of copies may be made by the issuing institution. **All documents submitted become property of PAEF and will not be returned.**

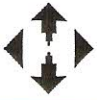
5. You are required to submit two letters of reference, **one of which must be from your immediate supervisor in your current position. The letters of reference should be computerized or typewritten in English.**
6. You are also required to submit an NBI clearance acquired in the past six (6) months.

You should promptly inform PAEF of any change in your professional status or future plans after this application has been submitted.

The Hubert H. Humphrey Fellowship Program in the Philippines  
is administered by the  
Philippine-American Educational Foundation  
10<sup>th</sup> Floor BPI-Philam Life Makati Building (*formerly Ayala Life – FGU Center*)  
6811 Ayala Avenue, Makati City, Philippines 1226  
Telephone: 812 0919 Fax: 812 0822  
E-mail: [fulbright@fulbright.org.ph](mailto:fulbright@fulbright.org.ph) Website: [www.fulbright.org.ph](http://www.fulbright.org.ph)







# Bio-Sheet B

# 2

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

### 15. CURRENT OCCUPATION

NAME AND ADDRESS OF EMPLOYER

JOB TITLE

START DATE OF EMPLOYMENT  
(Month and Year)

### 16. DESCRIBE YOUR CURRENT MAJOR JOB RESPONSIBILITIES.

### 17. PREVIOUS POSITIONS HELD (Begin with the most recent employment.)

NAME AND PLACE OF EMPLOYMENT	JOB TITLE	DATES OF EMPLOYMENT (Month and Year)	
		From	To
		/	/
		/	/
		/	/

### 18. COMPUTER KNOWLEDGE AND LEVEL OF SKILL

	EXCELLENT	GOOD	FAIR	POOR
Word Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E-mail and Internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 19. LIST COUNTRIES OUTSIDE YOUR OWN, INCLUDING THE UNITED STATES, IN WHICH YOU HAVE LIVED, TRAVELLED, OR STUDIED. (Please list dates (months/years) and reasons for each visit. Attach an additional sheet, if necessary)

COUNTRY VISITED	REASON FOR VISIT (e.g., study, work, tourism, conference)	DATES OF VISIT (Month and Year)	
		From	To
		/	/
		/	/
		/	/

### 20. PERSONS TO BE NOTIFIED IN CASE OF EMERGENCY

In home country	In the United States
Name:	Name:
Address:	Address:
Telephone:	Telephone:
Relationship:	Relationship:
Mobile:	Mobile:

**CERTIFICATION:** I certify that all information given in this application is complete and accurate to the best of my knowledge. I acknowledge that I have completely read and understood the *Information and Application Instructions* and I agree to comply with all regulations described there.

DATE

SIGNATURE OF APPLICANT (Required: You must sign here in INK.)





# Program Plan

3

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

NAME OF APPLICANT:

21.1. Please describe your major area of interest and explain how this area addresses the specific development needs of our country.  
*(Please limit your answer to the space provided.)*

21.2. Describe the type of Humphrey program you would like to design in order to meet these challenges. Indicate the kinds of academic course work, internship experiences, and/or professional training experiences you would like to undertake.  
*(Please limit your answer to the space provided.)*

21.3. Describe how the acquisition of new knowledge and skills will assist you in helping our country to achieve its development goals.  
*(Please limit your answer to the space provided.)*



# Personal Statements A

# 4

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

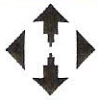
NAME OF APPLICANT:

Write a narrative description/essay answering each of the following three questions (#22-24). Please limit your responses to the space provided.

22. Please describe how you have demonstrated a strong commitment to public service in your professional/personal life. (i.e., professional responsibilities, community or civic involvement, etc.)

23. Please state your professional goals for the next five years and indicate how the training received under the Humphrey Program will contribute to your managerial skills, leadership ability, and commitment to public service.





# Personal Statements B

# 5

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

NAME OF APPLICANT:

24. Describe a problem or challenging situation that you have resolved by using your initiative. What was the outcome? Please select this example carefully. It should illustrate something that you want the review panel to know about your problem-solving skill, leadership abilities, or commitment to public service.



# Substance Abuse Field of Study

# 6

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

**NOTE:** THIS PAGE SHOULD BE FILLED OUT ONLY BY THOSE APPLICANTS WHOSE PROPOSED FIELD OF STUDY IS SUBSTANCE ABUSE.

NAME OF APPLICANT:

1. Briefly describe what you know about current substance abuse problems in the Philippines.

2. Briefly describe recent substance abuse research project(s) in which you have been engaged, the extent of your role in these project(s), and list any publications in connection with research work that you have done.

3. Briefly describe an area of substance abuse research that you would like to pursue (i.e., if and when you receive a Humphrey Fellowship) based on the needs in the country.







**APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**8**

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

**CONFIDENTIAL LETTER OF REFERENCE FROM CURRENT EMPLOYER**

This letter of reference must be written by the applicant's current supervisor in his/her professional position. If this letter is not written in English, an accurate translation must be attached.

NAME OF APPLICANT: \_\_\_\_\_

COUNTRY OF RESIDENCE: \_\_\_\_\_

NAME and TITLE OF EVALUATOR: \_\_\_\_\_

ORGANIZATION or EMPLOYER: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

SIGNATURE (in ink) \_\_\_\_\_

DATE \_\_\_\_\_

**PROGRAM DESCRIPTION**

The Humphrey Fellowship Program provides mid-career professionals from designated countries of Africa, Asia, Latin America, the Caribbean, the Middle East, Europe, and Eurasia with an opportunity to enhance their professional capabilities through participation in specialized 10-month programs developed specifically for small clusters of Humphrey Fellows at selected U.S. universities. Primary funding for the Humphrey Program is provided by the U.S. government through the United States Department of State. The Institute of International Education (IIE) administers the program on behalf of the State Department.

The types of university programs arranged for Humphrey fellows depart from a traditional discipline-oriented focus and have a problem-solving and experience-sharing emphasis. The programs are not degree-related and not aimed at providing scholarly preparation or basic training in a field. The objective is to provide Humphrey fellows with an overall experience that broadens their perspectives, enhances their capability to assume greater career responsibilities, and provides opportunities to establish useful professional contacts. To accomplish these objectives, programs are designed to include various combinations of course work, independent projects, internships, consultations with U.S. faculty or experts, field trips, and seminars. Under the guidance of a designated faculty advisor or "coordinator," fellows plan programs that best suit their individual career development needs.

I. In the rating chart below, please evaluate the applicant in comparison with other professionals whom you have known during your professional career.

	EXCELLENT	VERY GOOD	AVERAGE	BELOW AVERAGE
<b>Knowledge of Field</b> ( <i>has substantial educational background and/or relevant experience that applicant can build upon during Fellowship</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Work Habits</b> ( <i>takes initiative, is self-motivated, defines goals, demonstrates achievement</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Seriousness of Purpose</b> ( <i>is committed to making a difference / impact in his/her professional field</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Commitment to National Development</b> ( <i>is dedicated to addressing the development needs of his/her country</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resourcefulness and Initiative</b> ( <i>is able to identify needs and seek out resources in order to address those needs</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emotional Maturity</b> ( <i>functions in a sensible manner; takes responsibility for actions</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability to New Situations</b> ( <i>demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Qualities</b> ( <i>demonstrates potential in providing direction and guidance to others in order to achieve goals</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE REVERSE SIDE OF THIS FORM SHOULD ALSO BE COMPLETED.





APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

8A

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

- II. Please assess the applicant's suitability for the Hubert H. Humphrey Fellowship Program based on his/her educational background, work experience and individual needs for career development. *(A description of the Humphrey Program is on the front of this page.)* Include a candid evaluation of the applicant's ability to pursue serious academic work in the context of a mid-career professional program. Indicate also how this program will directly benefit not only the candidate's career but our country and society. Also discuss the candidate's leadership potential and commitment to public service. *(Your comments should be continued on a separate sheet if more space is needed.)*

**Application Deadline: 10 June 2016**

Please return directly to  
The HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
Philippine-American Educational Foundation  
10/F BPI-Philam Life Makati Building *(formerly Ayala Life – FGU Center)*  
6811 Ayala Avenue, Makati City 1226

NOTE: PAEF cannot guarantee this letter's confidentiality once it becomes part of PAEF's records.



**APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES**

**9**

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

**CONFIDENTIAL LETTER OF REFERENCE**

This letter of reference must be written by a professor, professional mentor, or other associate outside the candidate's current work setting. Personal friends or family members are NOT acceptable references. If this letter is not written in English, an accurate translation must be attached.

NAME OF APPLICANT: \_\_\_\_\_

COUNTRY OF RESIDENCE: \_\_\_\_\_

NAME and TITLE OF EVALUATOR: \_\_\_\_\_

ORGANIZATION or EMPLOYER: \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

SIGNATURE (in ink) \_\_\_\_\_

DATE \_\_\_\_\_

IN WHAT CAPACITY HAVE YOU KNOWN THE APPLICANT?

TEACHER or PROFESSOR       OTHER (*pls. specify*) \_\_\_\_\_

HOW LONG HAVE YOU KNOWN THE APPLICANT? \_\_\_\_\_

**PROGRAM DESCRIPTION**

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<b>Emotional Maturity</b> ( <i>functions in a sensible manner; takes responsibility for actions</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Adaptability to New Situations</b> ( <i>demonstrates ability to embrace change and flexibility to adjust to unfamiliar surroundings</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Leadership Qualities</b> ( <i>demonstrates potential in providing direction and guidance to others in order to achieve goals</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

THE REVERSE SIDE OF THIS FORM SHOULD ALSO BE COMPLETED.





APPLICATION FOR THE  
HUBERT H. HUMPHREY FELLOWSHIP PROGRAM  
FOR MID-CAREER PROFESSIONAL STUDY IN THE UNITED STATES

9A

TYPE OR COMPUTER-GENERATE IN ENGLISH USING BLACK INK ONLY.

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Application Deadline: 9 June 2017

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6811 Ayala Avenue, Makati City 1226

NOTE: PAEF cannot guarantee this letter's confidentiality once it becomes part of PAEF's records.

# **NOTICE**

**Applicants interested in the  
2018 - 2019 Hubert H. Humphrey  
Fellowship Program**

**can download the application form:**

**[www.fulbright.org.ph](http://www.fulbright.org.ph)**

*Application forms may also be photocopied.*