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Republic of the Philippines
Department of Education
REGION VI-WESTERN VISAYAS
Duran Street, Iloilo City

MAR 14 2017

REGIONAL ADVISORY
No. 051, s. 2017

To: Schools Division Superintendents

NOMINATION OF PARTICIPANTS FOR THE REGULAR COURSES OF SEAMEO REGIONAL CENTRE FOR QITEP IN MATHEMATICS FOR FISCAL YEAR 2017

1. Enclosed is a letter from USEC Dina S. Ocampo, announcing the Nomination for the Regular Courses of SEAMEO Regional Centre for QITEP in Mathematics for FY 2017.

2. Please recommend participants to any of the five (5) courses to this office who meet the qualification.

3. For inquiries please contact the DepED Scholarship Secretariat at 02-633-9455 or email at neap.pdd@deped.gov.ph.

4. For your information and guidance.

VICTOR G. DE GRACIA, JR., CESO V
Schools Division Superintendent
Officer-In-Charge, Office of the Asst. Regional Director

TMB/ruby

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Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057
E-mail: dina.ocampo@deped.gov.ph Website: www.deped.gov.ph

Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-00036

TO : **Regional Directors**
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : **DINA S. OCAMPO**
Undersecretary

SUBJECT : **Nomination of Participants for the Regular Courses of SEAMEO Regional Centre for QITEP in Mathematics for Fiscal Year 2017**

DATE : 8 February 2017

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics announces its regular courses for SEAMEO Member Countries for Fiscal Year 2017. The five regular courses listed in the table are designed for Primary School Teacher, Junior High School Mathematics Teacher, and Senior High School Mathematics Teacher.

No.	Course Title	Course Schedule	Specification of Participant	Number of Participant	Application Deadline
1	Regular Course on Utilization and Development of IT-based Leaning	30 March – 12 April 2017 29 March: Arrival 13 April: Departure	Senior High School Mathematics Teachers	1	6 March 2017
2	Regular Course on Teacher-made Teaching Aid	26 April – 9 May 2017 25 April: Arrival 10 May: Departure	Junior High School Mathematics Teachers	1	2 April 2017
3	Regular Course on Developing Lesson Study in Mathematics Education	2-15 August 2017 1 August: Arrival 16 August: Departure	Senior High School Mathematics Teachers	1	9 July 2017

4	Regular Course on Southeast Asia Realistic Mathematics Education	6-19 September 2017 5 September: Arrival 20 September: Departure	Primary School Teachers	1	13 August 2017
5	Regular Course on Joyful Learning in Mathematics Education	4-17 October 2017 3 October: Arrival 18 October: Departure	Junior High School Teachers	1	10 September 2017

Nomination:

The regions are requested to nominate participants who must:

1. Be proficient in English (proven by a copy of original certificate) with a minimum score of 450 for TOEFEL or 5 for IELTS
2. Be excellent in health condition for two-week course (proven by a scan of original medical certificate issued by hospital/doctor)
3. Not be currently pregnant during the course (female participant)
4. Not be more than 50 years old.

The general information, course description (2017 Course Description), participant's biodata, and the guide in filling out the SPD (Official Trip Form) are enclosed in this memorandum.

All other required documents must be submitted via email at neap.pdd@deped.gov.ph a week earlier than the stated deadlines across courses.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at neap.pdd@deped.gov.ph.

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

Annex A: *General Information*
B: *2017 Course Description*
C: *Participant's Biodata Form*
D: *Guide in Filling out the SPD (Official Trip Form)*

PDD-NEAP/Milambiling

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics
Jl. Kaliurang Km. 6 Sambisari, Condongcatur, Depok, Sleman, Yogyakarta, Indonesia.
Phone: +62274889955, Fax: +62274887222, Email: secretariat@qitepinmath.org
Website: www.qitepinmath.org

General Information
SEAMEO Regional Centre for QITEP in Mathematics' Regular Courses
Fiscal Year 2017

I. Participants Requirements :

a) Proficient in English (proven by a copy scan of original certificate) with the minimum score of 450 for TOEFL or 5 for IELTS.
b) Excellent in health conditional for two-week course (proven by a scan of original medical certificate issued by hospital/doctor).
c) Should not be currently pregnant during the course (female participant).
d) Should not be more than 50 years old.

II. Rights & Obligation

1. Course Materials
   All participants are given course materials and stationery under conditions applied by the Centre.

2. Accomodation and Food
   a) The Centre will provide twin sharing rooms for participants.
   b) Meals and snacks are provided
   c) Allowance & Reimbursement :
   The Centre will **refund economy class air-ticket** from capital city or nearest International Airport from participant's office/ school/ work station to Yogyakarta and vice versa. For the reimbursement purpose, please submit the following documents :
   1) the roundtrip ticket
   the invoice of the ticket payments; the Centre has the right to check the ticket authenticity with the following maximum ticket price :

Country	Max Ticket Price (USD)	Country	Max Ticket Price (USD)
Brunei	$ 919	Philippines	$ 1150
Cambodia	$ 1627	Singapore	$ 403
Lao PDR	$ 1420	Thailand	$ 823
Malaysia	$ 585	Timor Leste	$ 648
Myanmar	$ 1053	Vietnam	$ 1235

   2) boarding pass; airport tax
   3) letter of assignment/ offical nomination letter from the participant's institution/ government; and
   4) stamped (if any) and signed form of official trip (attached).

3. All participants are expected to :
   a) Bring laptop.
   b) Bring traditional costume for Understanding SEAMEO Countries Culture Performance.
   c) Bring casual outfit for daily exercise.
   d) Prepare specifically needed medicine in case of emergency.

III. Arrival

Participants are expected to arrive at Yogyakarta one (1) day before the course starts and to depart one (1) day after the course is over.

The Centre will provide pick up service from Adisutjipto International Airport Yogyakarta to the Centre and vice versa.

IV. Understanding Southeast Asia Culture

Participants are expected to give a cultural presentation (e.g dance, drama, and the like) that represents their culture. They should come prepared with the supporting items (such as costumes, musical instruments, etc.). The Centre does not pay nor provide for the items.

V. Passport and Visa

The Centre will send a letter of acceptance to help expediting the visa on arrival (participants from Timor Leste only).

VI. Inquiries

SEAMEO Regional Centre for QITEP in Mathematics
Jl. Kaliurang Km. 6 Sambisari, Condongcatur, Depok, Sleman, Yogyakarta, Indonesia 55281
Phone : +62274 889955
Web : www.qitepinmath.org
Email : secretariat@qitepinmath.org

Should you need more information kindly contact :
Mr. Suhananto
Phone : +6281328109606
Email : hajepe_hjp@yahoo.co.id

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Mathematics
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SEAMEO Regional Centre for QITEP in MATHEMATICS

2017 COURSE DESCRIPTION

A. Joyful Mathematics Learning

Students tend to be unmotivated and scared of mathematics. To overcome this problem Joyful Mathematics Learning is needed. Mathematics teachers are expected to develop ideas to motivate students by using interesting joyful activities, such as discovering, exploring, constructing, designing, setting strategy, and solving problems wrapped in mathematics games, puzzles, and hands on activities. Joyful student-centred learning experiences can improve student's motivation, interest, creativity, initiative, inspiration, independence, and spirit of learning.

With this in mind, SEAQiM has developed an array of strategies based on joyful learning to encourage and enable teachers to develop creative ideas that can motivate students to learn mathematics. In maintaining the most up-to-date knowledge on joyful learning, the Centre regularly collaborates with experts in the field.

The Centre's expertise helps to provide mathematics teachers with different perspectives in teaching mathematics. Educators who have previously worked with SEAQiM have been introduced to various joyful learning activities to promote meaningful learning and created action plans on how to best implement joyful learning in their classes. These activities help students to achieve higher order thinking skills.

B. Teacher-Made Teaching Aids

Mathematics is seen as an abstract subject by some people. Certain mediums, such as mathematics teaching aids, are needed in mathematics education to bridge mathematics concepts that are abstract to students, in order to be more easily understood. Therefore, teaching aids are an important tool for mathematics education. Teaching aids can be developed in various forms and media and can be used to :

1. Make concepts more easily understood;
2. Strengthen acquired concepts; and
3. Motivate students;

Teachers should be able to create teaching aids, especially from simple materials. SEAQIM over the past 5 years was been working with educators to develop their capacity in designing, creating and implementing teaching aids for their specific learning contexts. This experience has made the Centre an expert on the current issues and psychology of teaching aids and the design of learning models incorporating teaching aids to support student activities.

SEAQiM's work on differentiated instruction stresses that instructional approaches should vary and be adapted to take into account the diverse individual needs and learning abilities of every student in the classroom. The Centre does this by helping mathematics educators to improve their ability in designing mathematics teaching and learning materials that are suited to individual student needs. SEAQiM brings both theoretical and practical strategies together to offer teachers and other educational personnel the tools they need to better serve their students.

C. IT-based Mathematics Learning Media

Information and Communications Technology has become an integral and accepted part of everyday life for many people. With the world moving rapidly into digital media and information, the role of ICT in education is becoming more and more important and this importance will continue to grow and develop in the 21st century. It is expected that ICT in education has the capacity to increase the quality of people's life by enhancing teaching and learning activities.

The ability of IT applications to display texts, pictures, sounds, graphics, animations, and videos will allow teachers to create interactive and joyful learning materials for students. Learning may also be adapted to suit each students' speed of understanding, and learning can take place anytime and anywhere. .

Given that multimedia applications give positive effects toward education, SEAQiM has worked extensively to develop strategies to utilise IT-based mathematics learning media.

This knowledge includes how to use various IT-based teaching materials for mathematics, using hand-held devices applications for mathematics teaching and enhancing the competence of educators in selecting, using and creating IT based mathematics teaching and learning materials

D. Lesson Study in Mathematics Education

Lesson Study originated in Japan in the last quarter of 19th century and is now a world-wide known approach for teacher-led action research in the classroom. It is also used for curriculum development and implementation, developing innovative teaching approaches, as well as facilitating teachers' professional development. It is an effective model for teachers to actively join in with activities which improve their teaching.

The Lesson Study activity incorporates three steps. The first step begins with developing a lesson plan in which a group of teachers pose, analyse, and solve problems from student's perspectives. In the second step, a model teacher implements the lesson while other teachers observe the lesson. The third step is reflection of the lesson. Japanese teachers' experiences show that they can improve the quality of mathematics teaching and learning by implementing lesson study. These three steps are usually termed as Plan-Do-See.

SEAQiM works with educators to apply the Lesson Study process in schools, by guiding them through the plan-do-see steps.

Plan: Participants and facilitators work collaboratively to develop the lesson plan;

Do: A model teacher implements the lesson plan in a real classroom while others (teachers, the headmaster, and facilitators) observe the lesson; and

See: The teacher and observers conduct a lesson evaluation and reflection.

Lesson Study is beneficial for mathematics teachers as it encourages mathematics teachers to be more professional and innovative and to become learning researchers. With the knowledge and experience SEAQiM has in Lesson Study, the Centre is able to provide teachers the opportunity to understand the Lesson Study process in mathematics education and a chance to implement and participate in guided lesson study activities.

E. Realistic Mathematics Education (RME)

A curriculum based on Realistic Mathematics Education (RME) uses real context as both a route into mathematics and also as a means of developing students' understanding. Through

this approach, students are led to reinvent the mathematics for themselves and gradually, over time, to use increasingly sophisticated methods.

RME encourages students to understand a context which is used not only to illustrate the applicability and relevance of mathematics in real world situations, but also as a source for the learning of mathematics itself. Students should be able to engage the context in a way which makes sense to them. However the way a student in America or England relates a mathematical concept to their everyday life may be very different to how a student in Indonesia does.

In response to this, SEAQiM designed a RME inspired programme, the Southeast Asia Realistic Mathematics Education (SEA-RME) which was developed based on the regional culture, nature, and characteristics of the Southeast Asia nation and society. This expertise allows SEAQiM to collaborate with

PARTICIPANT'S BIODATA

SEAMEO REGIONAL CENTRE FOR QITEP IN MATHEMATICS

ID. NUMBER :
(to be filled by the center)

photo
30 mm x 40 mm

COURSE TITTLE : .....

COURSE DATE : .....

** Please write in capital letters*

1. NAME OF PARTICIPANT :
   TITLE (Mr/Mrs/Ms/Dr.) :
2. EMPLOYEE ID. NUMBER :
3. NATIONALITY :
4. SEX : ☐ MALE ☐ FEMALE
5. DATE OF BIRTH : / / (mm/dd/yyyy)
6. PLACE OF BIRTH :
7. AGE :
8. POSITION/DESIGNATION :
9. DIETARY RESTRICTION :
10. AUTHORIZED BY (essential) :
11. OFFICE ADDRESS
    - Office/School Name :
    - No. & Street :
    - Town :
    - City/Province :
    - State/Region :
    - Country :
    - Zip Code :
    - Telephone No. :
    - Fax. No :
    - E-mail :
    - Website :
12. HOME ADDRESS
    - No. & Street :
    - Town :
    - City/Province :
    - State/Region :
    - Country :
    - Zip Code :
    - Telephone No. :
    - Mobile / Whatsapp Number :
    - E-mail/ Facebook :

13. CONTACT IN CASE OF EMERGENCY

Name	:	
Relationship	:	
Address	:	
	:	
Telephone No.	:	
Mobile No.	:	
Email	:	

14 ARRIVAL DATE IN YOGYAKARTA AND FLIGHT DETAILS

Arrival Date	:	
Flight Details	:	

Participant signature over name

LAMPIRAN I

PERATURAN MENTERI KEUANGAN REPUBLIK INDONESIA

NOMOR 113/PMK.05/2012

No. SPD :

Tanggal SPD :

I	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal : √
II	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III	Tiba di Pada Tanggal	Berangkat dari : Ke : Pada tanggal :
IV	Tiba di Pada Tanggal	Berangkat dari : Ke : Pada tanggal :
V	Tiba di : (Tempat kedudukan) Pada tanggal :	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanankan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Dr. Wahyudi NIP 196611121988111001
VI	Catatan Lain-lain	
VII	PERHATIAN: PPK yang menerbitkan SPD, pegawai yang melakukan perjalanan dinas, para pejabat yang mengesahkan tanggal berangkat/tiba, serta bendahara pengeluaran bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara apabila negara menderita rugi akibat kesalahan, kelalaian, kealpaannya.	

Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics

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Website: www.qitepinmath.org

The guide in filling out the *SPD* (official trip form)

1. *SPD* (official trip form) is an administration requirement for QITEP in Mathematics to be used as a legal document showing the agreement between QITEP in Math and the participant's/delegate's institution to have an official trip. This is used for the purpose of reimbursing the official trip cost of the participant/delegate.

2. The head or other official of the participant's institution is to sign in the space where the √ symbol is written. The signature is stamped (if there is an official stamp). We need the three (3) sheets of SPD which are originally signed and stamped.

3. Please do not write anything on the SPD except the stamped signatures and mentioned in point 2.

4. The name and position of the official signing the forms should be written in the separate paper

5. The example of the signed document is herewith attached for your reference.

LAMPIRAN I
PERATURAN MENTERI KEUANGAN REPUBLIK INDONESIA
NOMOR 113/PMK.05/2012

No. SPD
Tanggal SPD

I	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
II	Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III	Tiba di Pada Tanggal	Berangkat dari : Ke : Pada tanggal :
IV	Tiba di Paca Tanggal	Berangkat dari : Ke : Pada tanggal :
V	Tiba di : (Tempat kecudukan) Pada tanggal :	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanankan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Dr. Wahyudi NIP 196611121988111001
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