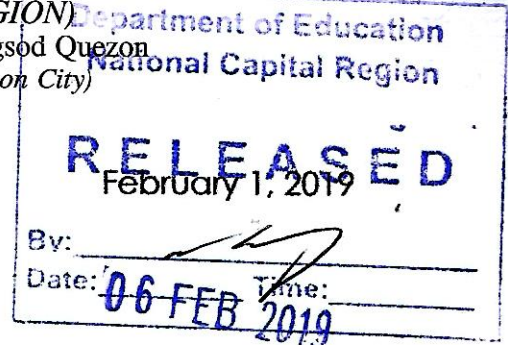




Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)




MEMORANDUM
No. 23 S. 2019

**REGULAR COURSES OF SEAMEO SEN REGIONAL CENTER FOR SPECIAL
EDUCATION, FISCAL YEAR 2018-2019**

To : Schools Division Superintendents

1. Attached is **DepEd Memorandum DM-C1-2019-00016** from **USEC. Lorna Dig-Dino**, DepEd Undersecretary for Curriculum and Instruction, dated January 21, 2019, entitled : **"Regular Courses of SEAMEO SEN Regional Center for Special Education, Fiscal Year 2018-2019"**, contents of which are self-explanatory for the information and guidance of all concerned.
2. Immediate and wide dissemination of this Memorandum is desired.


WILFREDO E. CABRAL
Officer-in-Charge
Office of the Regional Director

Incl. : As stated
Reference : DepEd Memorandum DM-C1-2019-00016 , dated
January 21, 2019
Allotment : 1-2

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

PROGRAMS PROJECTS TRAININGS

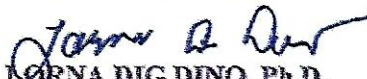
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Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2019-00016

Scholarship Advisory No. 1, s. 2019

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

FROM : 
LORNA DIG DINO, Ph.D.
Undersecretary

SUBJECT : Regular Courses of SEAMEO SEN Regional Center for Special Education
Fiscal Year 2018-2019

DATE : 21 January 2019

The SEAMEO Regional Centre for Special Education (SEN), is inviting the Department to nominate two (2) candidates to its course offering titled *Best Practices in Teaching and Learning: Post-School Career Transition Program for Individual With Special Needs*.

The course is designed to provide step-by-step strategies, approaches and sharing of success stories to equipped Special Education Teachers with the necessary knowledge to organize and execute their students' career transition program in schools.

It will run from 18th March to 9th April 2019 in Melaka, Malaysia.

The deadline for submission of nomination of candidates is on 18th February with the following reminders:

- a. Each region is advised to nominate two (2) candidates.
- b. Regional nominees should accomplish the online registration found in deped.in/SEAMEOSENsped and email the required documents to scholarships@deped.gov.ph on or before February 7, 2019.

SEAMEO- SEN will cover accommodation, meals (weekdays), visitations, and course materials only. Roundtrip airfare tickets will be shouldered by the participants.

For further inquiries and clarifications, you may contact the DepED Scholarship Secretariat at (02) 633-9455 or through the given email above.

Immediate dissemination of this advisory is desired.

Qualification	Documentary Requirements
a. Filipino citizen	1. Personal Data Sheet
b. Not more than 45 years old	
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	2. Service record
d. Must hold a permanent appointment at the organization nominating him/her	3. endorsement from the School Head, Division Superintendent, and Regional Director or their designate
e. Must have five (5) or more years of work experience in special education	
f. Must have no pending administrative and/or criminal case	4. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
g. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
h. Must have a college degree and/or professional experience related/relevant to the course he/she is applying for	5. Certification (Annex A)
i. Must have a good command of the English language (spoken and written)	
j. Physically and medically fit to travel and undergo foreign training	6. Transcript of Record
k. Must possess a valid passport	7. Letter of Application addressed to the donor organization <ul style="list-style-type: none"> a. Why do you want to be part of the program? b. What initiatives do you plan to implement so your school/office will benefit from this program?
	8. Medical certificate with attached lab exam results (CBC, Chest X-ray, ECG & Pregnancy test for women)
	9. copy of valid passport (personalia pahina only)



Ref. : SEN/04/RC/19 (24)
Date : 16th January 2019

MR ATTY ALBERTO JESUS T MUYOT
UNDERSECRETARY
LEGAL AND LEGISLATIVE AFFAIRS
DEPARTMENT OF EDUCATION
DEP ED COMPLEX, MERALCO AVENUE
PASIG CITY 1603, METRO MANILA
PHILIPPINES

Dear Sir,

Greetings from SEAMEO SEN,

**Request for Nomination of Participants for the Regular Courses of SEAMEO SEN
Regional Center for Special Education Fiscal Year 2018/2019**

SEAMEO Regional Centre for Special Education (SEN) has the honour to inform you that the Center will be holding the course mentioned below for participants from SEAMEO member countries in fiscal year 2018/2019.

We are pleased to extend the invitation to relevant institutions in your country to take part in the course. The course is addressed to School Teachers of Special Education.

	Course Title	Course Schedule	Specification of Participant	Number of Participant	Application Deadline
1.	Best practices in teaching and learning in Special Education: Post-School Career Transition Program for Individual with Special Needs	18th March to 9th April 2019	Primary/ Secondary School Teacher of Special Education	2 (scholarships excluding flight)	18 th February 2019

Pertaining to the financial and administrative preparation, we would be most obliged should you inform us on the nomination of the participants before the mentioned deadline. Otherwise the slot will be open for other countries to nominate their participants.

During the course, SEAMEO SEN shall provide scholarships to all participants for their accommodation, meals and visitation cost for educational/school visits. Reimbursement for return flight tickets (economy class) for ONE (1) participant will only be applicable for Cambodia, Myanmar, Lao PDR, and Timor Leste. Please refer to *Appendix I - Working Paper* attached.

Member countries may send additional participants (subject to availability), however a fee of USD 590.00 shall be applicable for each additional participants, excluding their return flight tickets. Please refer to the *Appendix II - General Information* attached.

The application form of the nominated candidates is attached to be completed and sent back to Training & Consultation Division, SEAMEO SEN either by fax (+606-2820187) or email to director@seameosen.org and zulkarnain@seameosen.org

Thank you for your kind cooperation and we look forward to hearing from you soon. SEAMEO SEN wishes everyone Happy New Year 2019.

Thank you.

"STRIVE FOR EXCELLENCE"



(DR. SAFAN) BARI)

Acting Director

SEAMEO Regional Centre for Special Education (SEAMEO SEN)

cc.:

1. SEAMEO SEN GOVERNING BOARD MEMBER OF PHILIPPINES
2. PHILIPPINES SEAMEO AFFAIRS OFFICER



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR SPECIAL EDUCATION (SEAMEO SEN)
LEVEL 2, ANJUNG HIKMAH COMPLEX
IPG KAMPUS PEREMPUAN MELAYU
JALAN DURIAN DALIN, 75400 MELAKA, MALAYSIA.
Tel: +60 (6) 281 8242, +60 (6) 281 9357; Fax: +60 (6) 282 0187
E-mail: director@seameosen.org Website: www.seameosen.org



INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA [FEDERAL GOVERNMENT GAZETTE P.U.(A) 200]

BEST PRACTICES IN TEACHING AND LEARNING: POST-SCHOOL CAREER TRANSITION PROGRAM FOR INDIVIDUAL WITH SPECIAL NEEDS

1.0 Background

SEAMEO Regional Centre for Special Education (SEAMEO SEN) is a Regional Centre under the Southeast Asian Ministers of Education Organization (SEAMEO). Located in Melaka, Malaysia, SEAMEO SEN's roles are to promote teacher's capacity building, increasing awareness as well as fostering collaborative efforts to connect and build networking partnerships among countries, institutions and non-profit organizations.

SEAMEO SEN operations is gear up into achieving the SEAMEO Education Agenda 2016-2020 that encompasses of 7 priority agendas: Early childhood care and education; Addressing barriers to inclusion; Resiliency in the face of emergencies; Promoting technical and vocational education and training; Revitalizing teacher Education; Harmonizing higher education and research and Adopting a 21st century curriculum. These are contentions of educational agenda that are in tandem with the Sustainable Development Goals 4 (SDG 4) 2020.

2.0 Introduction

A Regular course is designed to promote Best Practices in Special Education for in service teachers across eleven SEAMEO Member Countries. SEAMEO SEN, through its Training and Consultation division has designed a course which aims to enhance the pedagogical, content and knowledge of Special Education teachers through face-to-face interactions and hands-on activities based on identified best practices. Quality training based on best practices is pertinent for teachers' professional development and preparing them for teaching and learning of the 21st century.

3.0 Post-School Career Transition Program for Individual With Special Needs

Unemployment issues have always been the focus of most developing countries, especially in Southeast Asia. Finding the right job, or knowing what is suitable is not easy, even for highly skilled typical individuals. Similarly, it is even more difficult for those who are lack of adequate training or face special challenges, such as Person with Disabilities (PWD). The changes in policies and laws for PWDs over the years have made a significant difference on the rights for equality and equity in employment in many countries. However, there are still some barriers that deter PWD to find and be offered suitable employment such as culture-based stigma, lacking of skills and the limited numbers of employers that are willing to offer employment opportunities.

Despite the efforts by government to encourage employers to provide employment opportunities to PWDs, there is still an increasing number of PWDs that are still staying at home, unemployed after completing schools. Addressing the issue, Individual Education Plans (IEP) and Special Education Vocational Programmes are implemented in schools trying to put emphasis on personalized skills trainings especially for high functioning students, but these programmes often lack the proper transition process in preparing Special Needs Students for life after school.

Among the effort in assisting PWD to be ready and qualify for the job market is the implementation of Career Transition Program which should start as early as possible. Career Transition Program focused on the marketability of PWDs and assisting them to acquire related employment skills.

Planning and implementing a Career Transition Program requires comprehensive structured strategies which also includes assessments, job analysis and job matching. The program aims to prepare special needs students with adequate on-the-job skills and communication training for them to use in their employment.

The Post-School Career Transition Program for Individual with Special Needs training course has been designed to provide step-by-step strategies, approaches and sharing of success stories to equipped Special Education Teachers with the necessary knowledge to organize and execute their students' career transition program in schools.

4.0 Course Objectives

- i. To impart and share strategies, skills and approaches of a Career Transition Program;
- ii. To develop a Career Transition Module for Individual with Special Needs;
- iii. To increase participant's ability to plan, organize, and execute a Career Transition Program in schools

APPENDIX I

5.0 Resource Partners

- i. SEAMEO Regional Centre for Special Education (SEAMEO SEN)
- ii. Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT)
- iii. Special Education Department, Ministry of Education, Malaysia
- iv. Malaysia Teacher Education Institute

6.0 Course Design

- * Theory
- * Demonstration
- * Sharing of knowledge, strategies, approaches and success stories
- * Planning and preparing Career Transition Modules

7.0 Suggested Course Content

- * Introduction to Post-School Transition
 - i. Expectations
 - ii. Challenges

- * Career Transition Program
 - i. Assessment profiling
 - ii. Transition planning
 - iii. Job matching
 - iv. Marketability
 - v. Vocational training
 - vi. Communication skills
 - vii. Training Modules
 - viii. Family and Community involvement

- * School visits
- * Developing Modules for Career Transition Program
- * Individual Presentation and Group Discussions

(Note: subject to changes)

8.0 Expected Output

Upon the completion of training, participants are expected to understand, organize and execute a Career Transition Program for Individual with Special Needs at their respective schools. Participants also will be able to identify and match appropriate employment skills for different types of disability groups.

APPENDIX I

9.0 Course Duration

Seventeen (17) learning days, 18th March to 9th April 2019

Classes shall be conducted from Monday to Friday. Actual learning hours daily:-

- * 0830 – 1030
- * 1100 – 1300
- * 1430 – 1630

Total: 102 hours

Note: Final course schedule shall be presented on participants' arrival.

10.0 Course Participants

The participants selected are Special Education teachers from SEAMEO Member Countries. The course is a scholarship course awarded to Special Education teachers as a professional development to enhance their capacity, quality and delivery in Special Education. The participants can be accounted as Master Trainers upon completion of the course. They are responsible to be a resource person, trainers to their peers in their schools/district or at the national level. Suggested number of participants:

No.	Country	No. of participants
1.	Brunei Darussalam	2
2.	Cambodia	1
3.	Indonesia	2
4.	Lao PDR	1
5.	Malaysia	19
6.	Myanmar	1
7.	Philippines	2
8.	Singapore	2
9.	Thailand	2
10.	Timor Leste	1
11.	Vietnam	2
	Total	35

11.0 Eligibility of Participants

Participants nominated by respective Ministries of Education must be able to understand and communicate in English, not exceeding the age of 45 and physically healthy and mentally fit.

APPENDIX I

12.0 Participant's Course Fee

SEAMEO SEN will bear the expenses of the participants that are nominated by the Ministries of Education of SEAMEO Member Countries which include accommodation, meals (weekdays), visitations, and course materials. The Ministries of Education will be responsible to arrange the participants' return flight tickets and related travelling cost except for **ONE (1)** participant each from Cambodia, Myanmar, Lao PDR and Timor Leste (CMLT) who shall be fully sponsored by SEAMEO SEN.

Member countries may send additional participants (subject to availability of seats), however a fee of USD 590.00 shall be applicable for each additional participants for the duration of the training excluding their return flight tickets.

CMLT member countries are allowed to send additional **ONE (1)** participant. SEAMEO SEN will provide partial scholarship covering meals and accommodation, however the return flight tickets for the additional participant must be borne by the respective CMLT participants

13.0 Resource Persons' Fee

SEAMEO SEN is working collaboratively with related agencies such as Ministry of Education, Culture, Sports, Science and Technology, Japan (MEXT) in conducting courses through cost sharing basis. In most circumstances, SEAMEO SEN will sponsor the resource persons' accommodation, meals and course materials required. The related agencies/partners will cover the resource persons' travelling cost and allowances. As a non-profit organization, SEAMEO SEN approach in providing our training programmes are based on in-kind contribution and knowledge sharing-based practices with government agencies/institutions/NGOs and private organizations.

14.0 Conclusion

The successful implementation of the course will impact directly on teachers' skills, professionalism and their ability to deliver the course content as Master Trainers and Resource Persons in their respective countries. Through increased capacity, the quality of teaching and learning for Special Needs Children can be enhanced thus making their learning experience more meaningful and relevant in their lives.

APPENDIX I

Programme Coordinator

1. Mr. Mohd Zulkarnain Abdul Wahab, Training Coordinator
2. Ms. Monishah Md. Shah, Training Coordinator

SEAMEO Regional Centre for Special Education (SEAMEO SEN)

Level 2, Anjung Hikmah Complex

IPG Kampus Perempuan Melayu

75400 Durian Daun, Melaka, MALAYSIA

Tel: +606-2818242

Fax: +606-2820187

Email: director@seameosen.org, zulkarnain@seameosen.org, monishah@seameosen.org



SOUTHEAST ASIAN MINISTERS OF EDUCATION ORGANIZATION
REGIONAL CENTRE FOR SPECIAL EDUCATION (SEAMEO SEN)
LEVEL 2, ANJUNG HIKMAH COMPLEX
IPG KAMPUS PEREMPUAN MELAYU
JALAN DURIAN DAUN
75400 MELAKA, MALAYSIA

Tel: +60 (6) 281 8242, +60 (6) 281 9357 Fax: +60 (6) 282 0187
E-mail: director@seameosen.org Website: www.seameosen.org



INTERNATIONAL ORGANIZATION FOR MINISTRY OF EDUCATION MALAYSIA (FEDERAL GOVERNMENT GAZETTE P.U.(A) 200)

**GENERAL INFORMATION
SEAMEO REGIONAL CENTRE FOR SPECIAL EDUCATION
REGULAR COURSES
FISCAL YEAR 2018/2019**

1. Participant requirements:

- Proficient in English.
- Must be excellent in health condition (a medical certificate accomplished by a government physician certifying that participant is medically fit for 3 weeks programme is to be attached to the course application form)
- Should not be more than 50 years of age.
- Should not in expectant mother condition (for female participant)

2. Terms and conditions of the course.

- a. SEAMEO SEN shall provide partial scholarships to all participants covering their accommodation, meals and visitation cost for educational/school visits. For countries (Brunei, Indonesia, Philippines, Singapore, Vietnam and Thailand) that intended to send more than TWO (2) participants, the charges as mentioned below applies.

No	ITEM	CHARGES (RM)	TOTAL (RM)
1	Meals (Weekdays only)	40.00 x 17 days	680.00
2	Accommodation	35.00 x 17 days	595.00
3	Travelling to and from KLIA	250.00 x 2 trips	500.00
4	Educational visits	100.00	100.00
5	Course registration fee	320.00	320.00
6	Course materials fee	100.00	100.00
	Total sum		2295.00

TOTAL COURSE FEE PER PERSON: RM 2295.00 / USD 590.00

- b. Cambodia, Myanmar, Lao PDR and Timor Leste are allowed to send additional ONE (1) participant. SEAMEO SEN will provide partial scholarship covering meals and accommodation, however the return flight tickets for the additional participant must be borne by the respective CMLT participants.

- b. Accommodation, Food and Attire
 - i. The centre will provide accommodation for participants at SEAMEO SEN International Lodge. The rooms are double occupancy. The Centre has the right to allocate room-mates to participants.
 - ii. Meals will be provided by the Centre (please state if you require vegetarian meals)
 - iii. All participants are expected to suitably dress for classes, outdoor activities and educational visits. Please bring suitable clothes and shoes (formal, casual and sporting attire and shoes) as well as your traditional attire if you wish.

c. Medical coverage

SEAMEO SEN will in our best ability assist participants who requires medical attention. However, the centre does not cover any medical expenses that needed specialist attention or chronic illnesses.

3. Arrival

In general, participants are expected to arrive in Melaka one (1) day before the course starts and to depart one (1) day after the course is over. SEAMEO SEN will provide pick-up service to the Centre from Kuala Lumpur International Airport. For that purpose, kindly fill the arrival date and flight details on the registration form.

Suggested Arrival date: 17th March 2019

Suggested Return date: 10th April 2019

4. Understanding Southeast Asia Culture

- a. Participants may be expected to give a cultural presentation (e.g. play, dance) that represents the culture of participants' countries. It is expected that participants should come prepared with suitable the supporting items (such as costumes, musical instruments, etc). The Centre does not pay nor provide for the items.
- b. Participants may choose to bring 30 'little souvenirs' from their country to be exchanged with other participants' souvenirs during the program.

5. Passport and visa

- a. Participants are expected to have valid passport for travel purpose, minimum of 6 months validity from the return date.
- b. Exit permit for nominated participants (except Malaysian participants) must be obtained from participants' own Government.
- c. Entry visa for nominated participants, if applicable (except Malaysian and SEAMEO member countries that have bilateral agreement with Malaysia on 'free visa' policy) into Malaysia must be obtained from the Malaysian embassy in the participants' countries). The visa should be a minimum of 4 weeks to cover the 3-weeks period of the course for the participants. If there is fine for the participant who has visa less than 3 weeks, it will be the participants' responsibility.

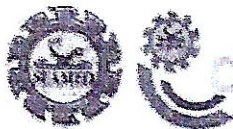
The Centre will send the participants a letter of acceptance (if needed) to help expedite the visa application process when the participants' names from the respective Ministries of Education are received. Therefore, the Centre expects that the participant's names be sent in time.

6. Inquiries

Should you need more assistance/ information, kindly contact:

1. Mr. MOHD ZULKARNAIN ABDUL WAHAB
Training Coordinator
Phone: +6012 970 0166
Email: zulkarnain@seameosen.org

2. Ms. MONISHAH MD. SHAH
Training Coordinator
Phone: +6019 6668739
Email: monishah@seameosen.org



Southeast Asian Ministers of Education Organization
Regional Centre for Special Education
(SEAMEO SEN)

Please fix a passport
size photo here

REGULAR COURSE PARTICIPANTS FORM

PLEASE TYPE ALL REQUIRED INFORMATION IN BLOCK LETTERS

PARTICIPANT INFO:	
First Name:	Last Name:
Date of Birth:	Age:
Preferred Name on Nametag:	Sex: [Male/Female]
Email Address:	Passport No.:
Job Title:	
Organization:	
Mailing Address :	
City:	
Province:	Postal Code:
Tel No. #: ()	Mobile No. #: ()
Highest Qualification:	
Emergency Contact:	
Name:	Tel No. #: ()
Address:	
	Postal Code:
Please indicate any special food requirements you may have:	
<input type="checkbox"/> Allergies, please specify below	<input type="checkbox"/> Diabetic <input type="checkbox"/> Vegetarian
<input type="checkbox"/> Other: (Please indicate)	

Please Note: **PAYMENT MUST ACCOMPANY REGISTRATION (Additional Participant ONLY)**

PAYMENT INFO:	
<input type="checkbox"/> Bank Transfer: Proof of payment to be presented during registration	
Bank: Maybank (Malaysia)	Account No. 5540 8054 2862 (Southeast Asian Ministers of Education)
Amount:	<input type="checkbox"/> USD (US Dollars) / <input type="checkbox"/> RM (Ringgit Malaysia)
<input type="checkbox"/> CASH: to be presented during registration	
Amount:	<input type="checkbox"/> USD (US Dollars) / <input type="checkbox"/> RM (Ringgit Malaysia)