



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
Government Center, Candahug, Palo, Leyte



January 24, 2017

REGIONAL MEMORANDUM

No. **028** s. 2017

SEAMEO REGIONAL SCHOLARSHIP FOR EDUCATIONAL LEADERS AND MANAGERS (SLEM)

To: **Schools Division Superintendents**
All Others Concerned

1. Attached is DepEd Memorandum No.0008, dated January 13, 2017 entitled "**SEAMEO Regional Scholarship for Educational Leaders and Managers (SLEM)**", the deadline of submission is on January 26, 2017.
2. Immediate dissemination of and appropriate action on this memorandum are desired.


RAMIR B. UYTICO. Ed. D., CESO IV
OIC-Regional Director

Enclosure: As stated

Reference: DepEd Memorandum No. 0008, s. 2017

To be included in the Perpetual Index under the following subjects:

SEAMEO

SCHOLARSHIP PROGRAMS

SCHOOL HEADS



LEAD, EMPOWER, AND ACHIEVE THROUGH DATA-DRIVEN DECISIONS
...where LEADers create great schools

(053) 323-3126 | 323-7030 region8@deped.gov.ph | hrddro8@gmail.com HRDD-ABL



Republic of the Philippines

Department of Education

DepEd Complex, Meralco Avenue, Pasig City, Philippines

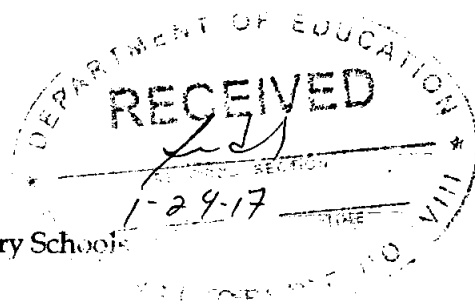
Direct Line: (632) 633-7202/687-4146 Fax: (632) 631-5057

E-mail: dina.ocampo@deped.gov.ph Website: www.deped.gov.ph



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2017-000R



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

FROM : *DINA S. OCAMPO*
Undersecretary

SUBJECT : SEAMEO Regional Scholarship for Education Leaders and Managers (SELM)

DATE : 13 January 2017

The SEAMEO INNOTECH announces the offering of the blended learning program for school leaders and managers entitled "Excellence in Managerial Leadership" under the Regional Scholarship for Education Leaders and Managers (SELM). This program aims to strengthen the capacities of the education leaders and managers to develop and implement practical, creative and flexible approaches in managing resources, programs and projects, and staff performance to ensure school success.

The program will be delivered in three phases as follows:

Course Components	Schedule	Methodology	Deadline of Submission of Requirements	Number of Scholarships Available
Pre-course Online Engagement	13-17 February 2017	<ul style="list-style-type: none"> Online discussion of previous experiences/practices and/or working knowledge about managing and leading school operations 	On or before January 26, 2017	Two (2) slots
Face-to-face Learning Interaction	1-8 March 2017	<ul style="list-style-type: none"> Blend of technical presentation and discussions, interactive dialogues, practitioner-group and individual-based activities, actual visits to schools and learning exchanges with school leaders 		

Post-course Online Conversations	3-7 April 2017	<ul style="list-style-type: none"> Online posting and sharing of how learning, insights and lessons from Phases 1 and 2 were shared with colleagues and applied on the ground through the implementation of the action plan 		
--	-------------------	--	--	--

Nominees must possess the following qualifications:

1. Two (2) Elementary or Secondary School Heads with at least 5 years experience as school head and with a proven experience in introducing and implementing strategic changes and innovations in their school;
2. Filipino citizens; must be computer literate and have access to an internet connection to enable them to participate in online interactions;
3. Medically fit as certified by a government physician;
4. Able to understand, speak and write in English;
5. Able and willing to utilize course learning as well as share them other school heads upon return to their work station; and
6. Not over 50 years of age.

SEAMEO INNOTECH will cover all training related costs, including accommodations (at twin-sharing basis) and round-trip economy fare. The application form, a copy of the Terms and Conditions, and other details of the program are enclosed in this memorandum.

Applicants must submit a project proposal on how the expected benefits that may be derived from the training would be used or implemented with minimum resource requirements, along with the other required documents via email at neap.pdd@deped.gov.ph on or before **January 26, 2017**. For further inquiries and clarifications, all concerned may contact the DepEd Scholarship Secretariat at tel. no. (02) 633-9455 or thru the same email address above.

Immediate dissemination of and compliance with this memorandum is desired.

- Annex A:** Participants Information Form Regional SELM on Excellence in Managerial Leadership
B: Privacy Statement and Consent to Use of Data
C: Terms of Condition of Program Participation
D: Project Proposal Template

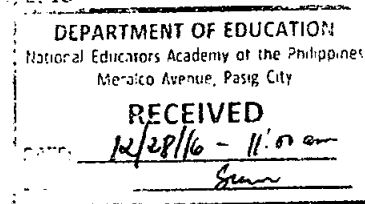


SEAMEO INNOTECH

Office of the Director
Preferred Education
Scholarship Provider

December 9, 2016

H.E. Dr. Leonor Maglons Briones
Secretary
Department of Education
DepEd Complex, Pasig City



Attention: Atty. Alberto T. Muyot
Undersecretary for Legal and Legislative Affairs

Your Excellency:

**Request Nomination for Three (3) Scholarship Slots
under the SEAMEO Regional Scholarship for Education Leaders and Managers (SELM)**

We are pleased to announce the forthcoming offering of the blended learning program for school leaders and managers entitled *Excellence in Managerial Leadership* under SEAMEO INNOTECH's Regional Scholarship for Education Leaders and Managers (SELM). This program aims to strengthen the capacities of the education leaders and managers to develop and implement practical, creative and flexible approaches in managing resources, programs and projects, and staff performance to ensure school success.

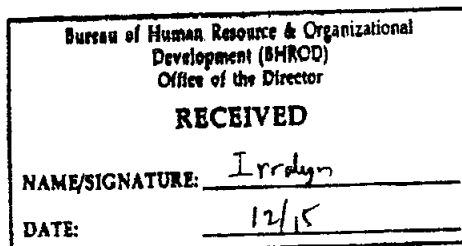
Among the five (5) Competency Domains under the 2014 Competency Framework for SEA School Heads, *Managerial Leadership* has been ranked as the second most important competency on which training is needed most.

This program will be delivered in three phases as follows:

Course Components	Schedule	Methodology
Pre-Course Online Engagement	February 13-17, 2017	Online discussion of previous experiences/ practices and/ or working knowledge about managing and leading school operations
Face-to-Face Learning Interaction	March 1- 8, 2017	Blend of technical presentation and discussions, interactive dialogues, practitioner-oriented group and individual-based activities, actual visits to schools and learning exchanges with school leaders
Post-Course Online Conversations	April 3-7, 2017	Online posting and sharing of how learning, insights and lessons from Phases 1 and 2 were shared with colleagues and applied on the ground through the implementation of the action plan

16-237

SEAMEO INNOTECH
Competency Framework for
SEA School Heads
17, Meralco Avenue, Pasig City
Tel: 632-928-7692
Fax: 632-928-7693
Email: info@seameoinnotech.org
Website: www.seameoinnotech.org



16309287692

In order to maximize the sharing and learning sessions and at the same time facilitate replication of this program, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nominations may be made for two school leaders and one Education Officer responsible for designing and managing school leadership and development programs. May we therefore request nominations for participants with the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school head and with proven experience in introducing and implementing strategic changes and innovations in their school
- 1 Education Officer in the Ministry responsible in designing and managing learning programs for your school leaders
- Citizens/nationals of your country
- Must be computer literate and have access to an internet connection (to enable them to participate in online interactions)
- Medically fit as certified by a government physician
- Able to understand, speak and write in English
- Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
- Not over 50 years of age

SEAMEO INNOTECH will cover all training related costs, including accommodations (at twin-sharing basis) and round-trip economy airfare. Each participant will also be provided with an out-of-pocket allowance converted to Philippine Pesos based on the SEAMES-prescribed US Dollar-Philippine Peso exchange rate.

We have enclosed a copy of the Terms and Conditions for participation in the program and the Course Participant's Information Form. We hope to receive your letter of nomination, together with the accomplished participant's forms, medical certificates and copy of valid passports on or before **February 3, 2017** to give us enough lead time to make the necessary arrangements for the selected nominees. As soon as we receive the official nominations, we shall be communicating with your scholars through your office on the details and requirements of the program.

Please accept the renewed assurance of our highest esteem.

Very truly yours,

For the Director


BENITO E. SENOZA

(Manager

Knowledge Management and Networking Office
Officer-in-Charge

cc: Mr. Jesus Loreano R. Misteo
Undersecretary
SEAMEO INNOTECH Governing Board Member

Dr. John Arnold S. Sena
Director
National Educators Academy of the Philippines

Privacy Statement and Consent to Use of Data

SEAMLO INNOTECH takes data privacy seriously. As such, personal information that you share with us are treated with utmost care and sensitivity.

All personal details and photo/ video/ audio documentation related to your participation in SEAMLO INNOTECH programs/projects/activities are managed by the Center for educational purposes. Such are gathered for the following reasons:

- for use in Center-generated reports, documents, publications and audio-video productions;
- for inclusion in databases of Center participants, partners and stakeholders;
- to make appropriate logistical arrangements, whenever necessary;
- to contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have;
- to identify persons to contact in case of emergency; and
- to send evaluation instruments and other post-program/post-activity documents as needed.

The Center assures you that we will only use your personal details and photo/ video/ audio documentation for non-commercial purposes. Adequate control, means and access to your personal data are in place to ensure the safety, integrity and confidentiality of information that you have shared.

Signing on the space provided below signifies that you have read and understood the data privacy policy of SEAMLO INNOTECH. Further, you are certifying that the information contained herein is true and correct, and you have given consent to the collection and use of your personal information, as well as photo/video/audio documentation for purposes stated above.

(Signature over Printed Name)

Date: _____



PARTICIPANT'S INFORMATION FORM

Regional SELM on Excellence in Managerial Leadership

Phase 1: February 13-17, 2017; Phase 2: March 1-8, 2017;

Phase 3: April 3-7, 2017

PROGRAM TITLE
AND SCHEDULE:

Course Code: _____

TITLE <small>(i.e. Mr/Ms/Ms/Dr)</small>		LAST NAME (Family Name)		FIRST NAME (Given Name)		MIDDLE NAME		
POSITION/ DESIGNATION			NICKNAME		NATIONALITY		GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female	
BIRTH DATE <small>(mm/dd/yyyy)</small>		AGE	RELIGION	DIETARY RESTRICTION		CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Others _____		
INSTITUTION NAME			MOBILE NUMBER		E-MAIL ADDRESS			
INSTITUTION ADDRESS No. and Street _____ Town _____ City/ Province _____ State/ Region _____ Country _____ Postal / Zip Code _____ Tel: (____) _____ Fax: (____) _____ Website: _____			COMMUNICATION SKILLS			COMPUTER LITERACY		
			Language _____	Understand _____	Read/Write _____	Speak _____	Word Processing <input type="checkbox"/>	Spread Sheet <input type="checkbox"/>
			Have you attended any SEAMEO INNOTECH Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No					
			If YES, what course and when? _____					
EDUCATIONAL ATTAINMENT								
Degree		Specialization		Year Completed		Remarks		
_____		_____		_____		_____		
EMPLOYMENT HISTORY (in the last 5 years)								
Position		Institution		City/ Province		From	To	
_____		_____		_____		_____	_____	
No. of Yrs. of Experience as SCHOOL HEAD _____			Number of Yrs. of Experience as TEACHER _____			Number of TEACHERS being supervised _____		
RELATED TRAINING PROGRAMS ATTENDED (in the last 3 years)								
Program Title					Program Dates			
_____					_____			
_____					_____			
CONTACT IN CASE OF EMERGENCY								
Name:				Relationship:				
Address:				Contact/ Mobile Number:				

TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

1. SEAMEO INNOTECH Regional Scholarship for Education Leaders and Managers (SELM) on Excellence in Managerial Leadership

The third offering of the SEAMEO INNOTECH Regional Scholarships for Education Leaders and Managers (Regional SELM) will serve as a common learning space for basic education in Southeast Asia. It aims to strengthen the leadership and management capacities of education leaders and managers to develop and implement practical, creative and flexible approaches in managing resources, programs and projects, and staff performance to ensure school success.

As presented during the 58th Governing Board Meeting, this program offering will address the priority competency areas of School Heads based on the 2014 Competency Framework for SEA School Heads. Among the five (5) Competency Domains, *Managerial Leadership* has been ranked as the second most important competency on which training is needed by the school leaders. This particular competency strand refers to the ability of the school leaders to manage school resources, programs and projects and staff performance. Hence, this upcoming program which is designed to strengthen these competencies among the education leaders and managers.

2. Program Phases and Duration

This program will be delivered in three phases:

- Phase 1 involves a **pre-course online engagement** to assess the participants' current levels of competency and understanding about managing and leading school operations to be conducted on **February 13-17, 2017**.
- Phase 2 is the **face to-face learning interaction component**, covering the core competencies of the program, to be held on **March 1-8, 2017** at SEAMEO INNOTECH, Quezon City, Philippines.
- Phase 3 is a set of **post-course online conversations** which aim to consolidate learning, insights and lessons learned from Phases 1 and 2, and how these were applied in the respective schools, to be conducted on **April 3-7, 2017**.

3. Terms and Conditions for the SELM Scholarship

- a. **Expectations from the SELM Scholars.** The scholars to this program are expected to have 100% attendance to all the program phases and shall actively participate in the discussion and learning exchange.

Each nominee is requested to complete the "Course Participant's Information Form." Please see attached.

In order to maximize the sharing and learning sessions and at the same time, facilitate replication of this program, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nominations may be made for two (2) school leaders and one (1) Education Officer responsible for designing and managing school leadership and development programs. The nominees shall have the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school heads and with proven experience in introducing and implementing strategic changes and innovations in their school
 - 1 Education Officer in the Ministry responsible for designing and managing learning programs for your school leaders
 - Citizens/nationals of your country
 - Computer literate and have access to internet connection (to enable them to participate in online interactions)
 - Medically fit as certified by a licensed physician
 - Able to understand, speak and write in English
 - Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
 - Not over 50 years of age
- b. **Allowances:** The scholars will receive an out-of-pocket allowance for food and other related expenses equivalent to US\$30.00 per day, converted to pesos based on SEAMFS-prescribed Dollar-Peso exchange rate.
- 1) Filipino scholars will be paid their allowances from the date of the start of the program up to the day it ends
 - 2) Non-Filipino scholars will be paid their allowances from the day they arrive in Manila to attend the Program to the last day of the Program as arranged by SEAMEO INNOTECH, or up to the day they leave the Program.
- c. **Accommodation:** Adequate housing facilities will be provided by the Center for the scholars.
- d. **Air Passage:** The Center will procure economy class airline tickets from:
- 1) The main capital city of the participant's home country to Manila and back,
or

On receiving nominations, the Center will communicate with the participants regarding accommodation and travel arrangements

8. Passport and Visa

Non-Filipino participants must possess valid passports (expiration date of passports should usually be not less than six months before date of travel) for travel purposes. But since the course is only for ten (10) days (including travel days), no visas will be required pursuant to an Inter-ASEAN travel courtesy arrangement. Moreover, Circular No. 66-77 of the Philippine Department of Foreign Affairs, copy attached, provides for special travel arrangements for officials, course participants and guests of SEAMEO INNOTECH.

Annex D: Project Proposal Template

Title:

Name of Proponent:

Current Position:

Description: (In not less two hundred words, how the expected benefits that may be derived from the training would be used or implemented in your own institution)

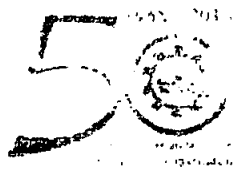
U802-57576

1608 226

SEAMEO INNOTECH

EDUCATION

11



SEAMEO
INNOTECH

SEAMEO INNOTECH FOR EDUCATION LEADERS AND MANAGERS
2016-2017

SEAMEO INNOTECH
FOR EDUCATION LEADERS AND MANAGERS
2016-2017

December 2016

Dr. Magtolis Briones
Secretary
Department of Education
DepEd Complex, Pasig City

Attention: Atty. Alberto T. Muvet
Undersecretary for Legal and Legislative Affairs

Excellency

**Request Nomination for Three (3) Scholarship Slots
under the SEAMEO Regional Scholarship for Education Leaders and Managers (SELIM)**

We are pleased to announce the forthcoming offering of the blended learning program for education leaders and managers entitled ***Excellence in Managerial Leadership*** under SEAMEO INNOTECH's Regional Scholarship for Education Leaders and Managers (SELIM). This program aims to strengthen the capabilities of the education leaders and managers to develop and implement practical, creative and flexible approaches in managing resources, programs and projects, and staff performance to ensure school success.

Among the five (5) Competency Domains under the 2014 Competency Framework for SEA School Heads, ***Managerial Leadership*** has been ranked as the second most important competency on which trainees need focus.

The program will be implemented in three phases as follows:

Phase	Activity	Modality
Phase 1	Orientation and familiarization	Online
Phase 2	Blended learning (online and face-to-face)	Blended (online and face-to-face)
Phase 3	Post-course reflection and sharing	Online

→
↑

In order to maximize the sharing and learning sessions and at the same time facilitate replication of the program, we are allocating three (3) scholarship slots for each SEAMEO Member country. The nomination should be made for two school leaders and one Education Officer responsible for designing and managing school leadership and development programs. May we therefore request nominations for participants with the following qualifications:

- 2 Primary or Secondary School Heads with at least 5 years' experience as school head and with proven experience in introducing and implementing strategic changes and innovations in the school
- 1 Education Officer in the Ministry responsible in designing and managing learning programs for your school leaders
- Citizens/ nationals of your country
- Must be computer literate and have access to an internet connection (to enable them participate in online interactions)
- Medically fit as certified by a government physician
- Able to understand, speak and write in English
- Able and willing to utilize course learning as well as share them with other school heads upon return to their work station
- Not over 50 years of age

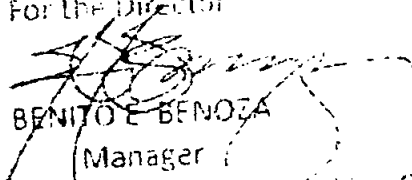
SEAMEO INNOTECH will cover all training related costs, including accommodations (at twin-sharing basis) and round-trip economy airfare. Each participant will also be provided with an out-of-pocket allowance converted to Philippine Pesos based on the SEAMES-prescribed US Dollar-Philippine Peso exchange rate.

We have enclosed a copy of the Terms and Conditions for participation in the program and the Country Participant's Information Form. We hope to receive your letter of nomination together with accomplished participant's forms, medical certificates and copy of valid passports on or before **February 2017** to give us enough lead time to make the necessary arrangements for the selected nominees. As soon as we receive the official nominations, we shall be communicating with your scholars through your office on details and requirements of the program.

Please accept the renewed assurance of our highest esteem.

Very truly yours,

For the Director


BENITO E. BENOSA
Manager

Knowledge Management and Networking Office
Officer-in-Charge

cc. *Mr. Jesus Lorenzo R. Mateo*
Undersecretary
SEAMEO INNOTECH Governing Board Member

Dr. John Arnold S. Sison
Director IV
National Educators Academy of the Philippines



PARTICIPANT'S INFORMATION FORM

Regional SELM on Excellence in Managerial Leadership
 Phase 1: February 13-17, 2017; Phase 2: March 1-8, 2017;
 Phase 3: April 3-7, 2017

**PROGRAM TITLE
AND SCHEDULE:**

TITLE <small>(e.g. Mr/Ms/Mrs/Dr)</small>		LAST NAME (Family Name)		FIRST NAME (Given Name)		MIDDLE NAME		
POSITION/ DESIGNATION			NICKNAME		NATIONALITY		GENDER <input type="checkbox"/> Male <input type="checkbox"/>	
BIRTH DATE <small>(mm/dd/yyyy)</small>	AGE	RELIGION	DIETARY RESTRICTION		CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other			
INSTITUTION NAME			MOBILE NUMBER			E-MAIL ADDRESS		
INSTITUTION ADDRESS No. and Street _____ _____ Town _____ City/ Province _____ State/ Region _____ Country _____ Postal/ Zip Code: _____ Tel: (____) _____ Fax: (____) _____ Website: _____			COMMUNICATION SKILLS				COMPUTER LITERACY	
			Language	Understand	Read/Write	Speak	Word Processing	
			_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Presentation	
			_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Internet	
			_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Have you attended any SEAMEO INNOTECH Program before? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, what course and where? _____ _____ _____								
EDUCATIONAL ATTAINMENT								
Degree		Specialization			Year Completed		Remarks	
_____		_____			_____		_____	
_____		_____			_____		_____	
_____		_____			_____		_____	
EMPLOYMENT HISTORY (in the last 5 years)								
Position		Institution			City/ Province		From	
_____		_____			_____		_____	
_____		_____			_____		_____	
_____		_____			_____		_____	
No. of Yrs. of Experience as SCHOOL HEAD		Number of Yrs. of Experience as TEACHER			Number of TEACHERS being supervised			
_____		_____			_____			
RELATED TRAINING PROGRAMS ATTENDED (in the last 3 years)								
Program Title						Program Dates		
_____						_____		
_____						_____		
_____						_____		
CONTACT IN CASE OF EMERGENCY								
Name					Relationship			
_____					_____			
Address					Contact Mobile Number			
_____					_____			

Privacy Statement and Consent to Use of Data

SEAMEO INNOTECH takes data privacy seriously. As such, personal information that you share with us are treated with utmost care and sensitivity.

All personal details and photo/ video/ audio documentation related to your participation in SEAMEO INNOTECH programs/projects/activities are managed by the Center for educational purposes. Such are gathered for the following reasons:

- for use in Center-generated reports, documents, publications and audio-video productions;
- for inclusion in databases of Center participants, partners and stakeholders;
- to make appropriate logistical arrangements, whenever necessary;
- to contact you for any updates related to Center programs/activities, as well as address queries and questions that you may have,
- to identify persons to contact in case of emergency; and
- to send evaluation instruments and other post-program/post-activity documents as needed.

The Center assures you that we will only use your personal details and photo/ video/ audio documentation for non-commercial purposes. Adequate control, means and access to your personal data are in place to ensure the safety, integrity and confidentiality of information that you have shared.

Signing on the space provided below signifies that you have read and understood the data privacy policy of SEAMEO INNOTECH. Further, you are certifying that the information contained herein is true and correct, and you have given consent to the collection and use of your personal information, as well as photo/video/audio documentation for purposes stated above.

TERMS AND CONDITIONS OF PROGRAM PARTICIPATION

1. SEAMEO INNOTECH Regional Scholarship for Education Leaders and Managers (SELM) on Excellence in Managerial Leadership

The third offering of the SEAMEO INNOTECH Regional Scholarships for Education Leaders and Managers (Regional SELM) will serve as a common learning space for basic education in Southeast Asia. It aims to strengthen the leadership and management capacities of education leaders and managers to develop and implement practical creative and flexible approaches in managing resources, programs and projects, and staff performance to ensure school success.

As presented during the 58th Governing Board Meeting, this program offering will address the priority competency areas of School Heads based on the 2014 Competency Framework for SEA School Heads. Among the five (5) Competency Domains, *Managerial Leadership* has been ranked as the second most important competency on which training is needed by the school leaders. This particular competency strand refers to the ability of the school leaders to manage school resources, programs and projects and staff performance. Hence, this upcoming program which is designed to strengthen these competencies among the education leaders and managers

2. Program Phases and Duration

This program will be delivered in three phases:

- Phase 1 involves a **pre-course online engagement** to assess the participants' current levels of competency and understanding about managing and leading school operations to be conducted on **February 13-17, 2017**.
- Phase 2 is the **face to-face learning interaction component**, covering the core competencies of the program, to be held on **March 1-8, 2017** at SEAMEO INNOTECH, Quezon City, Philippines.
- Phase 3 is a set of **post-course online conversations** which aim to consolidate learning, insights and lessons learned from Phases 1 and 2, and how these were applied in the respective schools, to be conducted on **April 3-7, 2017**.

Terms and Conditions for the SELM Scholarship

- a. **Expectations from the SELM Scholars.** The scholars to this program are expected

usually be not less than six months before date of travel) for the course is only for ten (10) days (including travel days) pursuant to an Inter-ASEAN travel courtesy arrangement no. 66-77 of the Philippine Department of Foreign Affairs, or special travel arrangements for officials. course participants