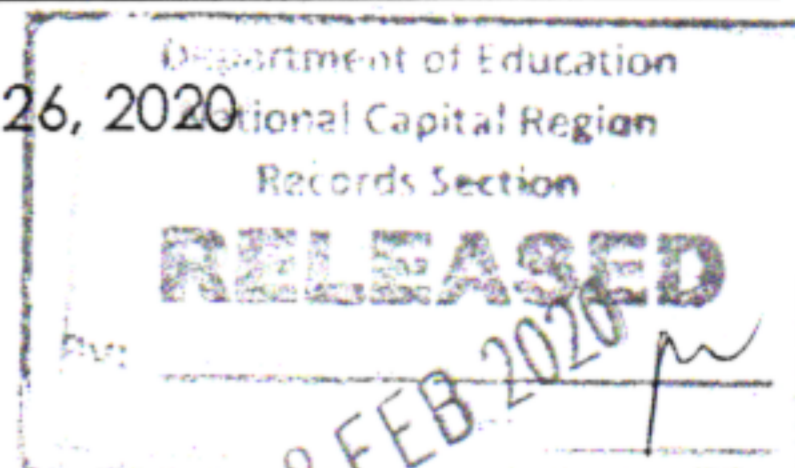


Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

DNCR-F-ORD-033/RO/01112019

February 26, 2020



**MEMORANDUM**

No. 107 s. 2020

**SEAMEO VOCTECH SCHOLARSHIP PROGRAMME**

To : **Schools Division Superintendents**

- Attached is DepEd Memorandum DM-CI-2020-00042 from **USEC Diosdado M. San Antonio**, dated February 7, 2020, entitled: **SEAMEO VOCTECH Scholarship Programme**, contents of which are self-explanatory for information and guidance of all concerned.
- For more information and clarifications on the programme, the Course Outline [Appendix 1], the Training Nomination Form [Appendix 2] and guidelines for preparing a Country Paper [Appendix 3] are likewise enclosed in the Memorandum.
- Scholarship participants are also required to prepare a Country Paper to be presented at the beginning of the Training Programme. All required documents must be submitted via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before the February 21, 2020.
- Immediate dissemination of this Memorandum is desired.

**MALCOLM S. GARMA**  
 Director IV

Incl. : As stated  
 Reference : DepEd Memorandum DM-CI-2020-00042, dated February 7, 2020  
 Allotment : 1-2

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

**COURSES                      PROGRAMS                      SCHOLARSHIPS**



RMEMO2020-000012

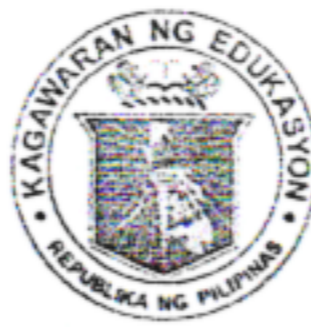


*A legacy as rich as excellence!*

Misamis St, Bago Bantay, Quezon City  
 Tel. Nos.: 920-5824; 926-2213 loc. 801  
 Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
 Website: <http://www.deped.gov.ph/regions/ncr/>







Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

DNCR-F-ORD-033/RO/01112019  
 Department of Education  
 National Capital Region  
 Records Section  
 February 26, 2020  
**RELEASED**  
 By: \_\_\_\_\_  
 Date: 28 FEB 2020 Time: \_\_\_\_\_

**MEMORANDUM**  
 No. 107 s. 2020

**SEAMEO VOCTECH SCHOLARSHIP PROGRAMME**

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 Director IV *JMG*

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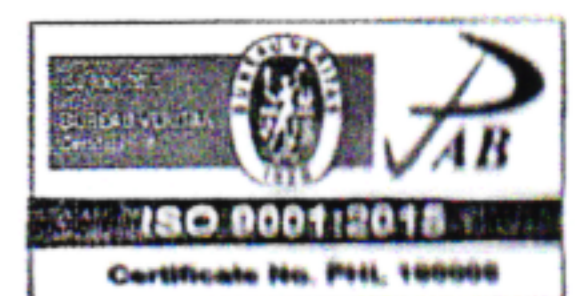
**COURSES                      PROGRAMS                      SCHOLARSHIPS**



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 Website: <http://www.deped.gov.ph/regions/ncr/>

RMEMO2020-000012





*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
DM-CI-2020-00042

TO : Minister of Ministry of Basic, Higher and Technical Education, BARMM  
Regional Directors  
Schools Division Superintendents  
Heads of Public Elementary and Secondary Schools  
All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO  
*Undersecretary for Curriculum and Instruction*

SUBJECT : SEAMEO VOCTECH Scholarship Programme

DATE : 7 February 2020

The SEAMEO Regional Center for Vocational and Technical Education and Training (VOCTECH) is inviting to nominate one (1) candidate to its training program on *Conducting an Impact Evaluation of Education and Training Programme* in Brunei Darussalam on 6 - 17 April 2020. The Centre is also offering seats for a few paying qualified participants. The descriptions of the Fee-paying Participants Scheme are reflected in Appendix 1 - Training Course Outline.

The following criteria may be used in the selection of the participants:

1. have a basic background knowledge on the abovementioned course; and
2. required to bring along samples of projects implementation and ways of evaluating the effectiveness of the projects.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme.

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the Training Programme. Guidelines for preparing a country paper are reflected in Appendix 3.

All other required documents (Annex A) must be submitted via email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) on or before 21 February 2020.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 8633-9455 or thru email at [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph).

Immediate dissemination and appropriate action for this memorandum is desired.



ANNEX A  
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 50 years old below	2. Endorsements from the head of office
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	<ul style="list-style-type: none"> <li>a. endorsement from school principal/division chief</li> <li>b. endorsement from the Schools Division Office through the Office of the SDS</li> </ul>
d. Must hold a permanent appointment at the organization nominating him/her	<ul style="list-style-type: none"> <li>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</li> </ul>
e. Must have no pending administrative and/or criminal case	3. Screening Form
f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for	
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	
l. Not an expectant mother	



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## Course Outline

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### Regional Training Programme on Conducting an Impact Evaluation of Education and Training Programme 6-17 April 2020 | Brunei Darussalam

#### Rationale

An impact evaluation is a systematic analysis of lasting or significant change –positive or negative, intended or not – in people’s lives brought about by an action or a series of actions from an intervention (Roche, 1999). This is a continuous process to help the policymakers fully think through and understand the consequences of possible and actual interventions. This kind of study can be a tool to enable the policymakers or funding donors to weigh the positive and negative effects of such interventions.

Impact evaluations provide information about the impacts produced by an intervention (Rogers, 2014). According to INTRAC (2010), an impact study or impact evaluation/assessment can be used to (1) demonstrate success to donors, ourselves and the public; (2) learn to understand how our efforts impact on the communities in order to improve the effectiveness of our interventions, (3) be accountable to the people (stakeholders) for whom we are working, and (4) advocate for changes in behaviour, attitudes, policy and legislation at all levels.

This course will prepare participants with knowledge and skills in conducting an impact assessment. This training is very useful for those assigned to determine whether an intervention or a project going to be implemented will have any expected impact or the project implemented has had any impact on the targeted recipients and meeting the expectation/objectives. In the end, this can also be used as feedback in the examination of various development processes. The course will address various topics including the justification for conducting an impact study, common processes, various techniques in conducting an impact study, and writing an impact study proposal and report.

#### Objectives

After completing this course, the participants will be able to:

1. Explain various definitions, including considerations of when to perform an impact assessment/evaluation.
2. Explain the process of conducting an impact study.
3. Elaborate key elements of evaluation design.
4. Apply selected techniques of ex ante and ex post evaluations using quantitative methods.



5. Apply selected techniques of ex post evaluations using qualitative and mixed methods.
6. Write an impact study plan and report.

## Contents

### 1. **Overview of Impact Study**

In this session, participants will be introduced with the definitions and examples of impact studies. The discussion will also cover the advantages and disadvantages of conducting impact study, including when to adopt the study.

### 2. **Country Reports on the assessment of the effectiveness of projects/programmes**

The participants will present country reports focusing on the practices, major issues, challenges, and future directions on the assessment of the effectiveness of projects/programmes.

### 3. **Processes of Conducting an Impact Study**

There are various ways of conducting an impact studies. One of the common processes will be elaborated which covers the following stages: Development, Options, Consultation, Final Proposal, Implementation, and Review.

### 4. **Key Elements of Evaluation Design**

This session will cover an example of key elements of evaluation designs. These include: (1) Adopting relevant theory (if any), (2) Identifying key evaluation questions including the baseline survey, (3) selecting the evaluation design/approach both under ex ante and ex post evaluation, (4) triangulating the findings, and (5) contextualizing the evaluation.

### 5. **Selecting techniques in conducting an impact study using quantitative methods**

This session will provide participants with knowledge and skills in selecting and using selected techniques under ex ante and ex post evaluations using quantitative methods.

### 6. **Selected Techniques in using Qualitative and Mixed Methods in Impact Study**

Using selected techniques under ex post evaluations using qualitative and mixed methods, participants will be guided through theory and practices to master the techniques.

### 7. **Output and Action Plan**

To provide a tangible output, this session will equip participants with knowledge and skills in writing an impact study plan and report based on selected case or project.

## Duration

This course will run for Ten (10) days. It is schedule to be held from 06 to 17 April 2020



## Delivery Method

The training will be delivered using mixed approaches or techniques, such as brainstorming participants' experiences and ideas, followed by presentation/s of the resource persons and discussions. There will be hands-on exercises on how to conduct an impact study and demonstration on how to carry out each step.

## Expected Output

At the end of the course, participants will have produced a group impact study brief report and an action plan that will be implemented after the completion of the training programme.

## Target Participants

The participants of the training programme are teachers/instructors or administrators who have responsibilities for evaluating the implementation of projects or interventions. Preferably, they should have basic knowledge in research and computer skills: understanding basic quantitative research and having working computer knowledge and skills, e.g. computer applications on MSWord, Excel, and PowerPoint.

## Course Requirements

The participants are required to:

1. submit a country paper. For more information, please refer to the **Appendix 3: Guidelines for Preparing a Country Paper**.
2. Participants are required to bring along samples of projects implementation and ways of evaluating the effectiveness of the projects.

## Funding Sources and Fee

1. **Scholarship Participant:** The Government of His Majesty the Sultan and Yang Di-Pertuan Negara Brunei Darussalam grants full scholarship participants which is nominated by the Southeast Asian Ministers of Education Organisation (SEAMEO) member country and approved by the Centre to participate in regional training programmes. The SEAMEO member countries are entitled to send ONE scholarship participants.
2. **Subsidised-Scholarship Participant:** A subsidised scholarship participant is nominated by the SEAMEO-member country in the Centre's regional training programmes. This subsidy is given to Timor Leste and CLMV countries only. One participant can be nominated under this category.



2. **TRAVEL DOCUMENTS:** All participants are required to submit a copy of passport details. The validity of the travel document has to be one year before the conducts of the training programme.
3. **ENGLISH LANGUAGE SKILLS:** It is essential that your English language skills are good enough for you to participate in the course.
4. **COMPUTER SKILLS:** Participants should have a basic competence in using Microsoft Office applications eg. Word, Excel and PowerPoint.
5. **LAPTOP/NOTEBOOK:** Participants are required to bring their own wifi-enabled laptop/notebook computer.
6. **FEE-PAYING PARTICIPANTS:** Acceptance to the training programme is on a first-come, first-served basis and return airline ticket / airfare shall be shouldered by the participant. Method of payment: Cash, Electronic Transfer or Bank Draft. Duration of the cancellation fee after payment has been processed:
  - a. 30 days before the training period: 70% refundable
  - b. 15 days before the training period: 50 % refundable

Account Name - SEAMEO VOCTECH Regional Centre  
 Account No. - 01-001-001569-00  
 Bank - Standard Chartered Bank (Main Branch)  
 Bank Address - 51-55 Jalan Sultan, Bandar Seri Begawan BS8811, Brunei Darussalam  
 Swift/BIC Code - SCBLNBB

**Please take note:**

- All payment should be made **ONE week** before the commencement of the training programme.
- For Electronic Transfer an additional bank charges are to be borne by the participants.
- Please email the transaction slip to [training@voctech.edu.bn](mailto:training@voctech.edu.bn) for our reference.

7. **DRESS CODE:** All participants are encouraged to wear modest outfit that is suitable for the activities as mentioned below:
  - a. Training (In Class) and Educational Visits  
 Participants are required to wear smart attire during the duration of the training. Men should wear business suits/blazers/sports coats, dress shirts and ties. Women should wear business suits/blazers, either skirted (long/below knee) or pants; or dresses/baju kurung.



- b. Social Visits/Activities  
Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night
8. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
9. All participants of Scholarship/Fee-Paying/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
10. For inquiries and registration, please contact: Training and Professional Development Division at email address: [training@voctech.edu.bn](mailto:training@voctech.edu.bn) or fax to: +(673) 244-7955.

### Course Coordinator

For further inquiries, please contact the Course Coordinator:

**DR PARYONO**

Research Specialist / Research Manager

Deputy Director for Professional Affairs

SEAMEO VOCTECH Regional Centre, Jalan Pasar Baharu, Gadong BE 1318

Brunei Darussalam

Tel No. : +(673) 244 7992 ext 401; +(673) 8907963

Fax No. : +(673) 244 7955

Email Add. : [paryono@voctech.edu.bn](mailto:paryono@voctech.edu.bn)

### REFERENCES

- INTRAC. (2010). *Impact Assessment: Understanding and assessing our contributions to change*
- Khandker, S.R., Koolwal, G.B., & Samad, H.A. (2010). *Handbook on Impact Evaluation: Quantitative Methods and Practices*. Washington DC: The International Bank for Reconstruction and Development, The World Bank
- Roche, C. (1999). *Impact Assessment for Development Agencies*. Oxfam
- Rogers, P. (2014). *Overview of Impact Evaluation*. Methodological briefs. Impact Evaluation no 1. UNICEF.



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## GUIDELINES FOR PREPARING A COUNTRY PAPER

### PURPOSE OF COUNTRY PAPER

The participants of the Regional Training Programme who are on SEAMEO VOCTECH Scholarships and Subsidised are required to present a Country Paper. The purpose of the Country Paper Presentation is to introduce each country's education system, its practices, issues and challenges, and future directions, to their counterparts from the other countries. SEAMEO VOCTECH considers this sharing session as one of the best learning experiences the participants will encounter in the programme.

### SCOPE

In preparing the country paper, the following guideline must be followed.

1. **Title Page** (*title of the paper, country, author(s), and date*)
2. **Abstract** (*not more than 200 words*)
3. **Contents / Topics:**
  - 3.1 Country Profile
  - 3.2 Education System
    - 3.2.1 General Structure of the Education System
    - 3.2.2 Structure of TVET System (if any)
  - 3.3 Relevant Data. *Note: The data can be presented under other topics as support information.*
  - 3.4 Current Status of Curriculum in education in your country
  - 3.5 Current Practices, Major Issues and Challenges, and Future Directions
  - 3.6 Others, if any (*to be specified in the Course Outline*)
4. **References** (*indicate the sources of information*)

### FORMAT

The format of the country paper must follow the specifications given below:

Content Font	:	<i>Century Gothic, Font size: 12, Spacing: single, Paragraph Spacing: double</i>
Main Title and Sub-Title Font	:	<i>The author is free to choose the font and the font size.</i>
Length	:	<i>Maximum 10 pages of A4 paper including properly labelled figures and tables</i>
Margins	:	<i>1" all sides with justification</i>

### SUBMISSION PREFERENCE

Submission of the country paper (preferably softcopy) in *MS Word and MS Powerpoint* could be sent through the email address: [training@voctech.edu.bn](mailto:training@voctech.edu.bn).



 SEAMEO VOCKETCH	<b>TRAINING NOMINATION FORM</b>
--	---------------------------------

(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

### 1. Training Programme

COURSE TITLE <b>Regional Training Programme on          “Conducting an Impact Evaluation of Education and Training Programme”</b>	
DATE OF TRAINING <b>6-17 April 2020</b>	VENUE <b>BRUNEI DARUSSALAM</b>

### 2. Personal Information

TITLE  <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	PARTICIPANT FULL NAME (As it appears on your passport)	*NAME TO APPEAR ON NAME TAG		
GENDER	MARITAL STATUS	DATE OF BIRTH (DD-MMM-YYYY)	*IDENTIFICATION CARD NO. (National ID/SSS/KTP/MyKad)	RELIGION
NATIONALITY	PASSPORT NUMBER	*PASSPORT DETAILS		PLACE OF ISSUE
		DATE OF ISSUE (DD-MMM-YYYY)	DATE OF EXPIRY (DD-MMM-YYYY)	
*MOBILE NO. (Country Code+Mobile No.)		*E-MAIL ADDRESS (Office or Personal E-mail Address)		

PLEASE INDICATE YOUR LEVEL OF COMPETENCIES USING THE SCALE "EXCELLENT, GOOD OR FAIR"

English Language:	Writing	Speaking	Reading	Listening Comprehension
IT Skills:	MS Word	MS Excel	MS Powerpoint	Internet Browsing

HAVE YOU EVER ATTENDED ANY **TRAINING PROGRAMME/S** OFFERED AT SEAMEO VOCKETCH?

- YES If YES, please indicate the course title and year of participation:  
 NO

\*IMMEDIATE CONTACT PERSON TO BE NOTIFIED IN-CASE OF EMERGENCY

NAME	RELATION	MOBILE NO.
------	----------	------------





## TRAINING NOMINATION FORM

### 3. Professional Information

[ \*\*Kindly Write Your Name/Nickname Below ↓ ]

\*HIGHEST QUALIFICATION

- Doctoral Degree   
  Master Degree   
  Bachelor Degree   
  Advanced/Higher Diploma   
  Diploma  
 Others, please specify: \_\_\_\_\_

\*AREA OF SPECIALISATION

- Education   
  Research   
  ICT   
  Management   
  Curriculum   
  Business & Administration  
 Engineering   
  Mechanical   
  Electrical   
  Others, please specify: \_\_\_\_\_

*JOB TITLE / DESIGNATION	OFFICE TEL (Country Code+Area Code+Number)	*NO. OF YEAR/S OF COURSE-RELATED EXPERIENCE Year/s

\* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

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\*OFFICE FULL ADDRESS

\*HOME FULL ADDRESS

Country:	Country:

### 4. Dietary Requirements and Medical Restrictions

DIETARY REQUIREMENTS

- None   
  Muslim   
  Vegetarian   
  Others, please specify \_\_\_\_\_

MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES

- YES   
  NO   
 If YES, please specify \_\_\_\_\_

\_\_\_\_\_ I hereby certify that all facts stated above are true and correct. \_\_\_\_\_ Date

Applicant's Signature

true and correct.

Date

**FOR SEAMEO VOTTECH'S USE ONLY. Please do not write in this section!**

- Scholarship   
  Subsidised-Scholarship   
  Fee-paying



COURSE TITLE

Application of (NAME of NOMINEE)

Region: \_\_\_\_\_

Submitted on (DATE and TIME)

1. Email Addresses:	
2. Training Course:	
3. Contact Numbers:	
4. Designation/Position:	
5. Work Station (School/Office Unit):	
6. School Division Office:	
7. Religion:	
8. Age:	
9. Number of Years in DepEd	
10. Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
11. Outstanding Accomplishments (Max of 5)	
12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
13. What challenges had you experienced as a teacher? What did you learn from them?	
14. What initiatives do you plan to implement so your school/office will benefit from this program?	
15. How did you hear about this scholarship opportunity?	