November 15, 2019

REGIONAL MEMORANDUM
No. 347 s. 2019

NOMINATION OF PARTICIPANTS FOR INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC) IN COORDINATION WITH TESDA

To: Schools Division Superintendents

1. The Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA is opening one (1) slot for each of the following training programs:

<table>
<thead>
<tr>
<th>Title of the Program</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Diploma in Educational Planning and Administration (IDEPA-XXXVI)</td>
<td>February 1-APRIL 30, 2020</td>
</tr>
<tr>
<td>Effective Strategies for Resource Management of Educational Institutes</td>
<td>February 3-14, 2020</td>
</tr>
</tbody>
</table>

2. Nominees should satisfy the requirements listed in Annex A and B, as well as the donor requirements and other terms related to the program.

3. All nomination forms and accompanying documents shall be submitted to the Human Resource Development Division (HRDD) on/before November 19, 2019. Only nominees who have complied with the requirements shall be endorsed to the Central Office. The HRDD shall notify the regional nominee.

4. Immediate dissemination of this memorandum is desired.

ARLENE A. NIRO
Chief Education Supervisor
Curriculum and Learning Management Division Caretaker

jmvdjcp

REVIEWED

NOV 18 2019

DEPED REGIONAL OFFICE I
RELEASED

HRDD190503
MEMORANDUM
GM-2019-0081

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

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

SUBJECT : Nomination of Participants for Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA

DATE : 4 November 2019

The Indian Technical and Economic Cooperation (ITEC) in coordination with TESDA is pleased to invite one (1) candidate each for the following training program:

<table>
<thead>
<tr>
<th>Title of Program</th>
<th>Duration</th>
<th>Deadline of Submission of Nomination and Documentary Requirements</th>
<th>Date of Interview</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Diploma in Educational Planning and Administration (IDEPA-XXXVI)</td>
<td>February 1 - April 30, 2020</td>
<td>November 20, 2019</td>
<td>December 5, 2019 (starts at 9:00 A.M.)</td>
</tr>
<tr>
<td>Effective Strategies for Resource Management of Educational Institutes</td>
<td>February 3 - 14, 2020</td>
<td>November 20, 2019</td>
<td>December 5, 2019 (starts at 9:00 A.M.)</td>
</tr>
</tbody>
</table>

In nominating your candidates, please consider the concerns specified under Item I of Annex A and Annex B that indicates the Government of the Philippines and the donor requirements and the terms relative to the program.

Further, please observe the deadline set for the submission of the required documents. Only nominees who have complied with the requirements shall be endorsed to the donor agency.

All other required documents must be submitted via email at scholarships@deped.gov.ph on or before 20 November 2019.
The application form and other information on the program are enclosed in this memorandum. For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at scholarships@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.
## ANNEX A
### LIST OF REQUIREMENTS

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Documentary Requirements</th>
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<tbody>
<tr>
<td>a. Filipino citizen</td>
<td>1. Updated Personal Data Sheet</td>
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<tr>
<td>b. Must be 25 - 45 years old</td>
<td>2. Endorsements from the head of office</td>
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<tr>
<td>c. Must have rendered at least five (5) years of service in the government</td>
<td>a. endorsement from school principal/division chief</td>
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<td>(DepEd) at the time of nomination</td>
<td>b. endorsement from the Schools Division Office through the Office of the SDS</td>
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<tr>
<td>d. Must hold a permanent appointment at the organization nominating him/her</td>
<td>c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)</td>
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<td>e. Must have no pending administrative and/or criminal case</td>
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<td>f. Must have a college degree and/or sufficient demonstrated ability and</td>
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<td>experience related/relevant to the course he/she is applying for</td>
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<td>g. Must have a good command of the English language (spoken and written)</td>
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<td>h. Must have professional development needs aligned with the KRAs of the</td>
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<tr>
<td>organization</td>
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<tr>
<td>i. Must have outstanding accomplishments related/leading to the program</td>
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<tr>
<td>applying for</td>
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<tr>
<td>j. Must have no pending nomination for scholarship in another program/course</td>
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<tr>
<td>or have already rendered the required service obligation for a scholarship</td>
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<td>previously enjoyed</td>
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<td>k. Physically and mentally fit</td>
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<td>l. Not an expectant mother</td>
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</tbody>
</table>
EXECUTIVE SUMMARY

TITLE OF PROGRAM: International Diploma in Educational Planning and Administration (IDEPA – XXXVI)

DURATION: February 1 to April 30, 2020

COUNTRY: India

SECTOR: Education

OBJECTIVES

- The International Diploma Programme has gained its uniqueness over the years by continual updating of its objectives and course structures in order to keep pace with the changing scenario. The programme in general, strives to understand educational developments in developing countries with particular reference to policy, planning and management, especially on quality and equity issues relating to school, vocational and higher education.

- IDEPA encompasses the principles, concepts and techniques of educational planning, supervision. Administration, management and leadership for fulfilling the national goals and meeting local requirements of various countries. In this regard, it tries to develop skills of analysis, statistical interpretation, forecasting and project preparation for macro and micro level educational planning, on the one hand, and effective managerial leadership skills in educational administration, project management and programme implementation, on the other.

TARGET PROFILE OF PARTICIPANTS:

- Graduate in any discipline
- Nominated by their respective Government
- With five (5) years’ experience in media
- Has not participated in any course under ITEC
- Proficient in spoken and written English
- Between 25 to 45 years old
- Medically fit to undertake training
ITEC Terms and Conditions

- **Air Fare**
  The Government of India provides economy class air ticket for travel of participants from the capital city of the participants’ country to the training Institute in India and back.

- **Visa**
  Prior to departure for training in India, accepted applicants are advised to apply for Visa at the Embassy of India (2190 Paraíso St. Dasmariñas Village Makati City). Visa is issued gratis to them. Visa issued for the course cannot be utilized for other purposes.

- **Course Fees**
  Course fees are borne by the Government of India

- **Accommodation**
  Accommodation is depending on the Institute and charges are borne by the Government of India. In case, the Institute provides hostel accommodation, it is either a single or double occupancy basis depending on the rules of the Institute. Participants are advised to check the status of hostel at the Institute website. Accommodation, if arranged in a hotel, is on a single-occupancy basis.

- **Participants are required to pay for availing services such as:**
  a. Room service, b. Laundry c. Local and outstation telephone calls, fax, etc.

- **Living Allowance**
  The government of India pays (through the Institute concerned), the living allowance of Indian Rupee 25,000 per month calculated on the basis of arrival and departure dates, expenditure on food, out-of-pocket expenses, etc.

- **Book Allowance**
  The government of India provides book allowance of Indian Rupees 5,000/- for the purchase of Course-related books and other items of stationery. To claim reimbursement, participants are required to submit vouchers.

- **Study Tour**
  Participants are taken on study tours to acquaint/familiarize themselves with aspect of history and culture of India as well as to institutions/industries symbolizing modern India as part of their Course Curriculum. The government of India bears the cost of approved study tours during the Course.

- **Medical Facility**
  Participants are expected to be medically fit. Medical facility is for ailments of immediate and emergency nature occurring in India. No medical reimbursement is allowed for ailments of regular/chronic nature. Participants must bring their own medicines for chronic ailments like diabetes, hypertension, etc. and have to bear the expenditure for medicines and consultation of doctors on their own.
AIM
IDEPA endeavours to promote the spirit of regional cooperation, international understanding and
goodwill through exchange of experiences on subject matter and issues important to the
development of human resource. With this mission, it aims at augmenting capabilities and
competencies in educational planning and administration.

OBJECTIVES
• The International Diploma Programme has gained its uniqueness over the years by continual
  updating of its objectives and course structures in order to keep pace with the changing
  scenario. The Programme in general strives to understand educational developments in the
  developing countries with particular reference to policy, planning and management, especially
  on quality and equity issues relating to school, vocational and higher education.

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  supervision, administration, management and leadership for fulfilling the national goals and
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<table>
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<tbody>
<tr>
<td>201</td>
<td>Thematic Seminar</td>
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<tr>
<td>202</td>
<td>Education and Development: An International Perspective</td>
</tr>
<tr>
<td>203</td>
<td>Critical Areas of Education in Developing Countries</td>
</tr>
<tr>
<td>204</td>
<td>Educational Planning: Concepts, Types and Approaches</td>
</tr>
<tr>
<td>205</td>
<td>Methodology and Techniques of Educational Planning</td>
</tr>
<tr>
<td>206</td>
<td>Use of Quantitative Techniques in Educational Planning</td>
</tr>
<tr>
<td>207</td>
<td>Financial Planning and Management in Education</td>
</tr>
<tr>
<td>208</td>
<td>Educational Management: Structures and Functions</td>
</tr>
<tr>
<td>209</td>
<td>Educational Management</td>
</tr>
<tr>
<td>210</td>
<td>Educational Management Information System (EMIS)</td>
</tr>
<tr>
<td>211</td>
<td>Research Methodology and Statistics</td>
</tr>
<tr>
<td>212</td>
<td>Designing Programmes for Capacity Building</td>
</tr>
<tr>
<td>213</td>
<td>Project Work</td>
</tr>
</tbody>
</table>
EXECUTIVE SUMMARY

TITLE OF PROGRAM: Effective Strategies for Resource Management of Educational Institutes

DURATION: February 3 – 14, 2020

COUNTRY: India

SECTOR: Education

OBJECTIVES:

The purpose of educational institutions is to promote, develop and enhance the quality of educational services. In the educational institution, if the organization wants to achieve its goal, then the key resources related to offered programmes, curriculum and other academic works should be managed properly. Generally, these resources are human, materials, machines and money. A systematic and efficient resource management is needed for identification, allocation, levelling and use of resources.

Therefore, this training programme is intended to discuss the various strategies that are applicable to the different resources of educational institutes. The course encompasses understanding of the general resource management concepts along with in-depth understanding of the competitive advantage through operations, resource allocation, material management, inventory control and cost optimization.

TARGET PROFILE OF PARTICIPANTS:

- Graduate in any discipline
- Nominated by their respective Government
- With five (5) years' experience in media
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- **Medical Facility**
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1. **Course Name:** Effective Strategies for Resource Management of Educational Institutes

2. **Duration:** Two weeks (03/02/2020 to 14/02/2020)

3. **Rationale:** The purpose of educational institutions is to promote, develop and enhance the quality of educational services. In the educational institution, if the organization wants to achieve its goals, then the key resources related to offered programmes, curriculum and other academic work should be managed properly. Generally, these resources are human, materials, machines and money. A systematic and efficient resource management is needed for identification, allocation, levelling and use of resources.

Therefore this training programme is intended to discuss the various strategies that are applicable to the different resources of educational institutes. The course encompasses understanding of the general resource management concepts along with in-depth understanding of the competitive advantage through operations, resource allocation, material management, inventory control and cost optimization.

4. **Aim and Objectives:**
   
   **Aim:** Develop the basic understanding of the various strategies of resource management.

   **Objectives:**

   i. Explain the principles of scientific management.
   ii. Describe the importance of resource management.
   iii. Prepare the list of resources as per academic / curriculum requirement of the programmes.
   iv. Diagnose the actual resource utilisation situation from a given data.
   v. Develop skills of implementing, allocating and monitoring the deployment of various resources (human, information and physical).
   vi. Identify and Explain strategic approaches to competitive advantage of operation management.
   vii. Describe the need and importance of materials management in educational institutes.
   viii. Suggest suitable Materials requirement planning techniques for effective material management.
   ix. Apply suitable inventory control techniques to manage resources optimally.
   x. Use appropriate cost control and cost reduction techniques in resource management to enhance cost effectiveness.
   xi. Use relevant techniques for effective utilization of resources to improve profitability.
   xii. Use computer based methods for resource management.

5. **Major Outcomes Expected**

   i. Trained teachers in the area of resource management.
   ii. Completed tasks/ assignments.
   iii. A completed mini-project assignment.
6. **Instructional Strategies** –

i. Face-to-face input sessions
ii. Online teaching
iii. Self Study of the given course units by each trainee
iv. Search of information on the Internet
v. Online exercises
vi. Mini project assignment

7. **Assessment Scheme**

Assessment of participants will be done on weekly basis based on tests and the portfolio prepared by them constituting of class activities and assignments.

8. **Coordinator and Faculty Team**

Dr. A. K Sarathe  
Associate Professor, NITTTR, Bhopal, INDIA  
E-mail: aksarthe@nitttrbpl.ac.in  
Tel.Nos. (O) : (0755)2661600-602 / 607,608 # 346  
Fax: (0755) 2661996

**Faculty Team:**

i) Dr. K. K. Jain  
Professor, NITTTR, Bhopal, INDIA  
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #351  
Fax: (0755) 2661996  
E-mail: kkjain@nitttrbpl.ac.in

ii) Dr. (Mrs.) V Somkuwar  
Associate Professor and Head, NITTTR, Bhopal, INDIA  
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #356  
Fax: (0755) 2661996  
E-mail: vsomkuwar@nitttrbpl.ac.in

iii) Dr. S. K. Pradhan,  
Associate Professor, NITTTR, Bhopal  
Tel.Nos. (O) : (0755)2661600-602 / 607,608 #355  
Fax: (0755) 2661996  
E-mail: rkkapoor@nitttrbpl.ac.in
ANNEX A – Indian Technical and Economic Cooperation (ITEC)

I. Who are qualified to apply?
✓ Officers and employees nominated by the head of department/agency, institution or university or non-governmental organization and private enterprise
✓ Must have rendered at least two years of service in the government at the time of nomination
✓ Must hold a permanent appointment at the organization nominating him/her
✓ Must have obtained at least a very satisfactory performance rating for two consecutive periods preceding the nomination
✓ Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
✓ Must have no pending administrative and/or criminal case
✓ Must have no pending nomination for scholarship in another program/course
✓ Must have already rendered the required service obligation for a scholarship previously enjoyed
✓ Must meet the position level, age, education and experience required and specified by the donor country/organization/course

II. Terms and Coverage
- Nominated Agency/Institute
  - Shoulders the expenses incurred by the nominee in the course of his/her application. This covers the cost of medical examination, travel and expenses incurred in the submission of documents and interview. Once accepted these will include fees for passport and visa, if applicable.
  - Salary of the scholar to be paid for the duration of the training
- Donor Country/Organization
  - Generally, in most courses, ITEC shoulders the scholar’s airfare, accommodation, allowance.

III. Basic Documentary Requirements – Nominees must submit the following on or before the deadline set by TESDA:

A. Nomination Letter indicating why the nominee is being endorsed and signed by the Department Secretary or Head of Agency/University or Entity or the duly authorized official, addressed to:

SEC. ISIDRO S. LAPEÑA, PhD., CSEE
Director General
Technical Education and Skills Development Authority
East Service Road, South Superhighway, Taguig City

ATTENTION: Foreign Scholarship & Training Program Unit

B. Personal Data Sheet to include the list of training programs and seminars attended -1 original, 3 certified copies
C. Statement of Present Actual Duties and Responsibilities relevant to the course/program signed by the immediate supervisor – 1 original, 3 certified copies
D. Certification from the Head/Manager of the Human Resource Department: - 1 original
   (Please see attached CERTIFICATION format stating):
   - That the nominee has No Pending Administrative and/or Criminal Case.
   - That the nominee has No Pending Scholarship Nomination.
   - The nominee’s Performance Ratings for two consecutive semesters immediately preceding the nomination
   - That the nominee has already rendered the required service obligation for a scholarship previously enjoyed, if any
   - That the nominee, once accepted, will not withdraw unless with justifiable reasons
E. Certification from a medical doctor that the nominee is fit to travel and undergo foreign training with attached laboratory exam results of CBC, EKG, Urinalysis, Fecalysis, and Chest X-Ray – 1 original, 3 certified copies
F. Certified copies of Transcripts of Records and Diplomas for Baccalaureate and Graduate courses – 4 sets
G. Certification of English Proficiency from HRD – 1 original, 3 certified copies
H. Copies of Valid Passport (Personalia Pahina only) – 4 copies
I. Nominee Assessment Summary (Please see attached format)

Note: Please fill out an online Application Form at www.itecgo.in (Apply for Philippines)
After filling online, take a print out and submit 5 sets to TESDA together with all the requirements
(Online Applications will NOT be honored unless endorsed by TESDA)
<table>
<thead>
<tr>
<th>Program/Course</th>
<th>Name</th>
<th>Agency</th>
<th>Position</th>
<th>Degree/Education</th>
<th>Related Training Programs</th>
<th>Work Experience</th>
<th>Duties and Responsibilities</th>
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CERTIFICATION

Mr. /Ms. ____________________________ herein referred to as the Applicant and Mr. /Ms. ____________________________ referred hereto as the Personnel Manager certify that:

The Department of ____________________________ thru its Scholarship Committee endorses the nomination of Mr. /Ms. ____________________________ to the ____________________________ scheduled from _____________ to ____________________________ and sponsored by the ____________________________.

The said applicant has no pending administrative or criminal case;

The applicant has no pending nomination in another course;

The applicant rendered the required service obligation for a scholarship previously enjoyed;

The applicant's PES ratings for two immediate rating periods were at least Very Satisfactory;

The applicant is physically and mentally fit to travel and attend training abroad; and

The applicant shall not withdraw from the nomination and once accepted shall complete the course and not be allowed to cancel or terminate the scholarship/training without justifiable reason and without giving prior notice to and getting the approval from the donor institution, TESDA and his agency.

This certification is issued as part of the requirements for application to short-term, non degree courses under the Foreign Scholarship Training Program.

Done this ___________ day of _____ 20_____.

_________________________  ___________________________
Applicant  HR/Personnel Manager