REGIONAL MEMORANDUM
No. _____490____, s. 2021

CALL FOR NOMINATIONS FOR NATIONAL INSTITUTE OF EDUCATION-INTERNATIONAL (NIEI)

To: Assistant Regional Director
    Schools Division Superintendents
    Regional Chiefs of Functional Divisions
    All concerned

1. The Southeast Asian Ministers of Education Organization (SEAMEO), together with its partner, the National Institute of Education-International (NIEI) announces its course on Executive Programme on “Future of Work in the Post Pandemic World and its Impact on Education” on September 20, 2021 to October 8, 2021 using the Zoom video conferencing platform.

2. The programme is especially customized for the Southeast Asian Context that examines the future of education and the strategies and policies to address the change.

3. Target participants are Schools Division Superintendents, Education Program Supervisors, Senior Education Program Specialists, and Public Schools District Supervisors.

4. For selection purposes, all Schools Division Offices and Functional Divisions are encouraged to nominate two (2) prospective scholars with desired qualifications and corresponding documentary requirements stipulated in Annex A.

5. Nominees must accomplish attached Admission Form, Registration Form and Participant Nomination Form and be uploaded along with required documents via hrdd.region1@deped.gov.ph on or before July 30, 2021. Previously uploaded relevant documents in the data bank of scholars must be updated.

6. For queries or concerns, please contact the Human Resource Development Division (HRDD) through (072) 682-23-24 local 122.
7. Immediate dissemination of this Memorandum is desired.

Reference: DM-OUCI-2021-263
Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

PROGRAMS          SCHOLARSHIPS

HRDD/DCB/vrdg/RM_SEAMEONIEI
July 22, 2021
ANNEX A

**Qualifications**

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<th>a. Filipino Citizen</th>
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<tr>
<td>b. Must be 50 years old below</td>
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<td>c. At least five (5) years of service in the government (DepEd) at the time of nomination</td>
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<td>d. Must be computer literate and have access to stable Internet connection to enable them to participate in online interactions</td>
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<td>e. Able and willing to utilize course learning as well as share them with others upon completion of the program</td>
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<td>f. Must hold a permanent appointment at the organization nominating him/her</td>
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<td>g. Must have no pending administrative and/or criminal case</td>
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<td>h. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course he/she is applying for</td>
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<td>i. Must have a good command of the English language (spoken and written)</td>
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<td>j. Must have professional development needs aligned with the KRAs of the organization</td>
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<td>k. Must have outstanding accomplishments related/leading to the program applying for</td>
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<td>l. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed</td>
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<td>m. Physically and mentally fit certified by Government Medical Officer</td>
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**Documentary Requirements**

| 1. Updated Personal Data Sheet |
| 2. Filled out Screening/Admission Form |
| 3. Endorsements from the head of office |
| a. Endorsement from the Schools Division Office through the Office of the SDS |
| b. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chief) |
ANNEX B

**COURSE TITLE**

Application of (NAME of NOMINEE)

Region: I

Submitted on (DATE and TIME)

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

All fields are required. Please tick (☐) those that apply. Return this form to the organiser at e-mail: camen.teo@nie.edu.sg by 16 August 2021.

Country
Nominations Submitted by:
Name
Designation
Organisation

(1) PARTICIPANT PROFILE
Title ☐ Mr ☐ Ms ☐ Dr ☐ Prof

Name
Date of Birth
Gender
Organisation
Department
Designation
Mobile Number
Email Address

Please underline family/surname

(2) PARTICIPANT PROFILE
Title ☐ Mr ☐ Ms ☐ Dr ☐ Prof

Name
Date of Birth
Gender
Organisation
Department
Designation
Mobile Number
Email Address

Please underline family/surname

The information that will be obtained from this registration form is strictly confidential and is intended only for the use of the Ministry of Education Singapore for the purpose for this publicised course. All data shall not be disclosed or distributed other than aforementioned.
### PARTICIPANT PROFILE

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<tr>
<th>Name</th>
<th>Please underline family/surname</th>
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<td>Designation</td>
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<td>Mobile Number</td>
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### PARTICIPANT PROFILE

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The information that will be obtained from this registration form is strictly confidential and is intended only for the use of the Ministry of Education Singapore for the purpose for this publicised course. All data shall not be disclosed or distributed other than aforementioned.
Southeast Asian Ministers of Education Organization
Regional Language Centre
Centre of Choice

ADMISSION FORM FOR C211S / C212S COURSES

IMPORTANT
a) All entries must be completed. Please enter 'N.A.' if an entry is not applicable.

- Please indicate course code, title and dates below:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Course Dates</th>
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- Only applicants nominated by the Ministry will be considered.

PART A: PERSONAL PARTICULARS

- Salutation (Dr/Mr/Mrs/Ms/Miss): ________________________________
- Surname / Family name (as in passport): _________________________
- Full name (as in passport): ________________________________
- Home address: ________________________________
  ____________________________________________
- Postal Code: ________________________________
- Email: ______________________________________
- Date of birth (DD/MM/YYYY): _________________________
- Nationality/Citizenship: __________________________
- Name of current employer: __________________________
- Job title: ______________________________________

PART B: ACADEMIC BACKGROUND
Highest academic qualification: 

Year awarded: 

Name of institution: 

If English was not the language of instruction in your previous institution, please indicate your results from one of the following English Proficiency tests (PTE/IELTS/TOEFL (paper/computer/internet* based) / SPM/ STPM/ MUET/ CU TEP/ APTIS):

- Name of Test: 

- Results: 

Please indicate 'Nil' if you have not taken such a test before.

STATEMENT BY NOMINEE

I certify that the information I have provided in this form is true, complete and accurate.

______________________________  ______________________________
Signature                          Date

Please tick (√) if you consent to the following:

☐ I consent to the collection, use and disclosure of my personal data for the purposes of course registration/administration and for statistical research and studies. RELC may also use such data to inform me of related news and/or events. I understand that I may withdraw my consent at any time by writing to sa@relc.org.sg.

Please submit a copy of the following documents with this Admission Form:

☐ Your highest academic qualification certificate
☐ Your current/valid IELTS, TOEFL, or other valid English Proficiency test results (for applicants from non-English medium education systems)

This form and the above documents should be sent to RELC via email at sa@relc.org.sg.
APPLICATION FOR ADMISSION TO
LEADERS IN EDUCATION PROGRAMME
(INTERNATIONAL) LEPI 2021

Instructions to Applicants

Please read the instructions below carefully before completing the application form. There should be 4 pages.

1. All sections of the application form must be filled with the required information. If any section does not apply to you, please enter ‘Nil’ or ‘Not Applicable’.
2. The application form must be completed in neat print and returned together with supporting documents requested.
3. Do not submit original certificates and documents with your application. The Institute will not be responsible for damage or loss of original certificates or documents.
4. Read through pages 3-4 on the Personal Data and Privacy Act before completing the consent form on page 5.
5. Please send completed application form and all requested documents with the subject heading as 'Application for LEPI 2021' to: nieintl@nie.edu.sg

(A) PERSONAL PARTICULARS

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<tr>
<th>NAME (As in NRIC or Passport)</th>
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<tr>
<td>Dr</td>
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<th>NRIC/Passport No.</th>
<th>SEX</th>
<th>Male</th>
<th>Female</th>
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<th>DATE OF BIRTH (DD/MM/YY)</th>
<th>AGE (As on 1st January)</th>
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<th>NATIONALITY</th>
<th>Others:</th>
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<td>Singaporcan</td>
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Are you a Permanent Resident? | Yes | No |

Are you holding an Employment Pass / Work Permit? | Yes | No |

FIN No. |

EMAIL: ______________________

HOME ADDRESS

POSTAL ADDRESS (if different from home address)

(Tel Code)

(Tel Code)

TEL NO. | (Mobile) |

(Office) |

(Home) |

EMERGENCY CONTACT

NAME: ______________________ |

RELATIONSHIP: ______________________ |

CONTACT NO.: ______________________ |

EMAIL: ______________________ |
(B) EDUCATIONAL BACKGROUND (Please attach copies of relevant documents including certificate/transcript of highest qualification)

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<tr>
<th>From (Year)</th>
<th>To (Year)</th>
<th>Institute/School</th>
<th>Qualification Obtained</th>
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List any scholarships, prizes & awards received:

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(C) PROFESSIONAL QUALIFICATIONS/ MEMBERSHIP

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<tr>
<th>From</th>
<th>To</th>
<th>Professional Board/Country</th>
<th>Awards/Status</th>
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(D) WORK EXPERIENCE  (Starting with your present position, please indicate in reverse chronological order your employment history.)

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<th>From (mm/yy)</th>
<th>To (mm/yy)</th>
<th>Designation</th>
<th>Organisation attached to</th>
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(E) DECLARATION

1. I affirm that all statements made by me on this form are correct.

2. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the programme.

3. I hereby agree that NIE International may use any and all information provided by me in this application, to contact me for the purposes of providing me information on NIE International courses/programmes/events; analysis of information by NIE International; as well as the administration of the academic programme for which I am applying for/successfully enrolled into.

____________________________  ______________________
Signature of Applicant                Date
Data Protection and Privacy Statement

1. Your personal data privacy is important to us and we are committed to safeguarding your personal data. Please read this data protection and privacy statement carefully so that you know and understand the purposes for which we collect, use and disclose your Personal Data.

2. In this Personal Data Privacy Statement and Consent document, the words “we”, “our”, “us” and "NIEI" refer to NIE International Pte Ltd and its successors and assigns.

3. You are applying to be a participant of a programme/course ("the Relationship").

4. We may collect, use, disclose and process your Personal Data for one or more of the following purposes:
   
a) To evaluate your application;
b) To administer, manage and process your relationship with us as a participant of NIEI’s programmes and short courses;
c) For programme administration and billing;
d) To create and maintain participants' profiles in our system database for internal records and reference;
e) To enable the trainers/speakers/guides to know the background of the participants;
f) To use and submit the data to NTU,NIE offices/schools/departments/centre or external organisations who are hosting the visits for their information and/or to seek security clearance to enter their premises;
g) To arrange accommodation for participants (if applicable);
h) To apply for student pass, student card, internet access, insurance coverage and access to NTU, NIE facilities (if applicable);
i) To issue Letter of Invitation, certificate to participants and any other required documents (if applicable);
j) To submit the data to NTU and NIE Alumni Affairs Office if the participants are accorded NTU Associate Alumni status;
k) To understand and study the profile of the participants for NIEI, NTU and NIE's policy making and planning;
l) To generate publicity materials for our courses, events and programmes;
m) To take or record photograph(s) or video image(s) for purpose of recording your participation in such activities that may be used, disclosed, processed and published in materials such as newsletters or other publications or any materials/books recording your participation in such activities;

n) Send you marketing/promotional material in the future by email or post about related courses/programs/events; and/or

o) any other purpose reasonably related to the aforesaid.

(collectively, the “Purposes”).

5. We may need to disclose your personal data to third parties, whether located within or outside Singapore, for one or more of the above Purposes, as such third parties, would be processing your Personal Data for one or more of the above Purposes.

6. NIEI will seek prior consent of the participants should there be a need to use or disclose their personal data for purposes not included in the list of Purposes stated above.

7. You have the right to withdraw your consent given hereunder, whether in part or as a whole. However, your withdrawal of consent could mean that we will not be able to continue with your Relationship with us. Should you wish to withdraw your consent in part or in whole, please send an email to our office at nieintl@nie.edu.sg.
DATA PROTECTION UNDERTAKING AND PRIVACY STATEMENT  
(FOR SHORT COURSES)

1. I shall only collect, use, disclose and process personal data of individuals, in full  
   compliance with the PDPA and with any policies, compliance manual(s), guidelines  
   and/or checklists issued by the University relating thereto.

2. I hereby agree that NIEI and the University shall collect, use, disclose or process  
   personal data concerning me, where applicable, pursuant to the Personal Data  
   Privacy Statement and Consent, a copy of which is attached to this consent form.

   Signature : ____________________________

   Name : ________________________________

   Date : ________________________________  
          DD/ MMM / YYYY

If you have any queries, please email to nieintl@nie.edu.sg.