



Republic of the Philippines  
**Department of Education**  
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**DepED**  
DEPARTMENT OF EDUCATION

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DIVISION OF

Scholarship Advisory No. 15, s. 2018

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JUN 28 2018

DEPED-CAR Time: \_\_\_\_\_

*Undersecretary for Curriculum and Instruction*

MEMORANDUM  
DM-CI-2018-00265

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

FROM : *Lorna Dig Dino*  
**LORNA DIG DINO, Ph.D.**  
*Undersecretary for Curriculum and Instruction*

SUBJECT : OFFERING OF SCHOLARSHIP AND SUBSIDIZED PARTICIPATION IN SEAMEO-VOCTECH FOUNDATION-ITEES TECHNICAL UPGRADING PROGRAMME FOR TVET TEACHERS AND TRAINEES IN S.E.A. ON "AUTOMOTIVE ENGINEERING"

DATE : 25 June 2018

The SEAMEO-VOCTECH Regional Centre in collaboration with TEMASEK Foundation and ITEES Singapore will be organizing training programmes covering three new areas namely: hospitality, restaurant service, and automotive engineering as the continuation of the first round from 2013-2015.

The third and final programme for this second round will be on **AUTOMOTIVE ENGINEERING** to be conducted on **17-28 September 2018** at Institute of Technical Education (ITE) College West, Singapore for 10 days. This program is offered with two funding options: Scholarship and Subsidized (the detailed information can be seen in Appendix 1).

The scholarship participants are offering TWO (2) participants (One Slot each from TESDA and DEPED). The scholarship covers a round-trip airline tickets, travel insurance, airport transfers, allowance, meals, and accommodations. Administrative fee will be waived for scholarship participants.

The subsidized participants will be nominated by the Ministry of Education or relevant Ministries, Institutions that offer TVET teachers education or training, TVET schools, and training centres. The programme offers 11 seats for subsidized participants per training based on first-come first-serve selection. The programme will provide travel insurance, airport transfers, allowance, meals and accommodations (in twin-sharing basis) but they have to pay their own airfare, incidental travel expenses, and administrative fee for as much as USD1,500 per participant. Should an institution plan to send more than two (2) participants, the programme offers the third participant free from administrative fee (2+1 model).

Upon completion of the 10 days training in Singapore, all participants are then called Master Trainers, assisted by the local/regional government required to conduct a five-day post-

training programme to share their experience with their colleagues in their own country within six months after the training which is a mandatory requirement for attending this programme.




Qualified participants are programme head or highly committed and motivated teachers/instructors/trainers of **Automotive Engineering** industry who have the capability and capacity to conduct post training sharing workshops to their colleagues. They must have a good command of English, basic IT skills (MS Word, PowerPoint and Excel) and will still be active in teaching profession in the next five years.

The Course Outline (Appendix 1) and the Training Nomination Form (Appendix 2) provide more information and clarifications on the Programme. Further inquiries on the programme may be communicated thru the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph).


All other required documents must be submitted via email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) on or before **6 July 2018**.

Immediate dissemination of and appropriate action for this memorandum is desired.

RELEASED  
JUL 02 2018  
DEPED-CAR Time:

	Republic of the Philippines Department of Education CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
<b>To: Schools Division Superintendents</b> <b>All Divisions</b>		June 29, 2018
For information and dissemination. Inquiries on the programme may be communicated thru the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at <a href="mailto:neap.pdd@deped.gov.ph">neap.pdd@deped.gov.ph</a>		
HRDD/mbg	<b>MAY B. ECLAR, Ph.D., CESO V</b> Regional Director	

- Annex A: List of Requirements  
B: Course Outline: Regional Training Programme on "Authentic Teaching, Learning and Assessment"  
C: Essay Questionnaire

To: All School Administrators, Principals & teachers in-Charge  
(Elementary & Secondary)  
FOR YOUR INFORMATION & APPROPRIATE ACTION  
  
**FEDERICO P. MARTIN, Ed.D., CESO VI**  
Schools Division Superintendent

## LIST OF REQUIREMENTS

### A. Qualifications

- a. Filipino citizen
- b. Must have rendered at least two (2) years of service in the government (DepEd) at the time of nomination
- c. Must hold a permanent appointment at the organization nominating him/her
- d. Must have obtained at least a *Very Satisfactory* performance rating for two (2) consecutive period preceding the nomination
- e. Must have no pending administrative and/or criminal case
- f. Must have a college degree and/or sufficient demonstrated ability and experience related/relevant to the course applied for
- g. Must have no pending nomination for scholarship in another program/course
- h. Must have already rendered the required service obligation for a scholarship previously enjoyed
- i. Must meet the position level, age, education and experience required and specified by the donor country/organization/course
- j. Must have a good command of the English language (spoken and written)
- k. Physically and medically fit to travel
- l. Must have above average ICT skills
- m. Not an expectant mother

### B. Documentary

- a. Endorsement from RO and SDO
- b. Detailed and updated Curriculum Vitae
- c. Letter of Application addressed to the donor organization
- d. Nomination Letter from the Regional Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
- e. Statement of present actual duties and responsibilities relevant to the course/program, signed by the immediate supervisor
- f. Personal Data Sheet
- g. Service record
- h. Performance rating for two (2) consecutive rating periods immediately preceding the nomination
- i. Medical certificate of physical fitness issued by a physician from a recognized accredited health institution but not the same institution where the applicant is presently employed
- j. Certification that the applicant has no pending application for scholarship under another program signed by the immediate supervisor
- k. Certification of no pending administrative and/or criminal case signed by the applicant's respective legal / administrative officer
- l. Photocopy of Valid Passport (2 copies)
- m. Fully accomplished *Essay Questionnaire*
- n. Signed *Scholarship Contract*



## **Course Outline**

**SEAMEO VOCTECH-TEMASEK FOUNDATION-ITEES**  
**Technical Skills Upgrading Programme TVET Teachers &**  
**Trainers in Southeast Asia on Automotive Engineering**  
**17 – 28 SEPTEMBER 2018**

### **RATIONALE**

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In response to the positive feedbacks from various stakeholders in regard to the implementation of the first round training programme on Technical Skills Upgrading Programme for TVET Teachers in Southeast Asia from 2013 to 2015, and with the support from the Board during the 26<sup>th</sup> GBM for continuing the programme, SEAMEO VOCTECH, in collaboration with ITEES and TEMASEK Foundation, Singapore, is again organising the second round of skills upgrading training programmes for TVET teachers and trainers in Southeast Asia, to help member-countries build a core group of TVET teachers/trainers considered as change agents who will improve the TVET delivery in the trade area of Automotive Engineering.

**Automotive Engineering** is the third of the second round of skills upgrading training programme that will be conducted for FY 2018-2019, and will be held from 17 – 28 September, 2018, at the Institute of Technical Education (ITE), Singapore. Meant for technical and vocational teachers and trainers, this training programme is aimed at upgrading their technical/vocational skills, while at the same time mastering the pedagogical skills to train the technical/vocational subjects, thus becoming **Master Trainers**.

This skills upgrading training programme aims to achieve the following objectives: (1) to enhance technical/vocational and pedagogical skills of master trainers in the area of Automotive Engineering, and (2) to enhance technical/vocational and pedagogical skills of other instructors and trainers by conducting Post-Training Sharing Workshop (PSW) by the master trainers in their home countries. The conduct of 5-day Post-Training Sharing Workshop by the Master Trainers to their peers (3 times the number of participants attending the training in Singapore) in the participants' home country is a mandatory requirement for attending this programme. Please see **THE SCENARIO OF TRAINING PROGRAMME** for more details.

### **OBJECTIVES**

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Specifically, at the end this training programme, the participants should be able to:

1. explain the Powertrain Management Systems;
2. assemble and rebuild engine;
3. explain and apply the functions of brake systems;
4. explain and apply the principles of wheel alignment;
5. perform steering and suspension-related functions;
6. explain and apply the construction and operating principles of common rail diesel system;
7. explain and operate EURO 6 Emission Control Systems;

8. explain and operate the different types of electric/hybrid drive systems and vehicles;  
and
9. explain, apply the principles and interpret the data of the Central Body Electrics.

## **CONTENTS**

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### **1. Powertrain Management Systems**

This module introduces the participants to the Powertrain Management Systems. Learning contents to be covered will include Engine and Driveline Management and Stability Control System.

### **2. Engine Rebuilding and Assembling**

This module covers all activities relevant to the effective and efficient engine rebuilding and assembling. Content details under Engine Rebuilding include Disassembly; Cylinder Head Repair – Camshafts, Variable Valve Timing Mechanism, Valve Assembly; and Engine Block – Piston Assembly, Crankshaft, and Lubrication System.

With Engine Assembling, the following content details are covered: Cylinder Head, Engine Block, and Functional Test. An important component of this module is the Study Visit to Automotive Hub, where participants will have the opportunity to physically see and observe activities involving Multi-level Set-up, Multi-brand capabilities and Self-contained Hub business model.

### **3. Chassis and Brake Systems**

This module consists of the following: i) **Brake Systems** - Anti-Lock Brake Systems: Brake Dynamic Test and Interpreting Test Results; ii) **Wheel Alignment** – Wheel Alignment Principles, Pre-Alignment Set-up, and Operation of Wheel Alignment Equipment; and iii) **Steering and Suspension** – Electric Power Steering, Active Suspension, Suspension Dynamic Test, and Interpreting Results. This module will allow the participants for a Study Visit to Vehicle Inspection Centre, where they can physically observe actual Test Sequence and Equipment Layout.

### **4. Common Rail Diesel System**

Covered in this module are the following: Construction and Operating Principles, and Components Layout and Location.

### **5. EURO 6 Emission Control Systems**

This module introduces the participants to the following: Gasoline Engines, Diesel engines, and Test Methodology.

### **6. Types of Electric/Hybrid Drive Systems and Vehicles**

This module covers the following topics: Types of Hybrid Drive Systems – Series, Parallel and Series-Parallel. Also covered in this module are aspects of Electric Vehicles – its Characteristics & Performance, Comparison between Hybrid & Electric Systems, Advantages & Disadvantages of Hybrid & Electric Vehicles, and Diagnostic Methodology. Part of this module

is the Study Visit to Vehicle Pre-delivery Centre, where participants will see for themselves Pre-delivery Inspection and Quality Control activities.

#### **7. Central Body Electrics**

In this module, participants will be introduced and have the opportunity to understand the aspects of Central Body Electrics, particularly in the following: Architecture, Construction Features, Operating Principles, Test Equipment, and Interpret Data.

#### **8. Present Individual Learning Portfolio**

At the end of the two-week training programme, participants will have the opportunity to present their individual learning portfolios capturing all of the contents and activities covered during the training.

### **DURATION**

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The workshop to be held in ITE College West, Singapore, will run for 10 days, from 17 - 28 September 2018. **The Master Trainers who attend this training programme in Singapore must conduct a one-week Post-training Sharing Workshop that takes in their home countries scheduled between October 2018 – March 2019.** Monitoring will be carried out by ITEES and SEAMEO VOCTECH personnel to the Post Training Programmes.

### **DELIVERY METHODS**

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The medium of instruction of training in ITE Singapore is English, while the Post-training Sharing Workshop in the member countries can be in the national language/s. For Post-training Sharing Workshops that are shortlisted by ITEES for on-site observation and evaluation, an interpreter should be engaged by member countries to facilitate the observation and evaluation. The training approach will be mainly hands-on or practical lead by experience trainers in the technical areas in ITE workshops. Likewise, the Post-training Sharing Workshop will be using similar approaches.

### **EXPECTED OUTPUT**

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After undergoing this training programme, the participants are expected to develop an action plan and to organise a 5-day post-training sharing workshop in their respective countries. The number of participants of the post-training sharing workshop should be at least three times the number of participants in ITE Singapore. Detail of the workshop as reflected in Table 1 below

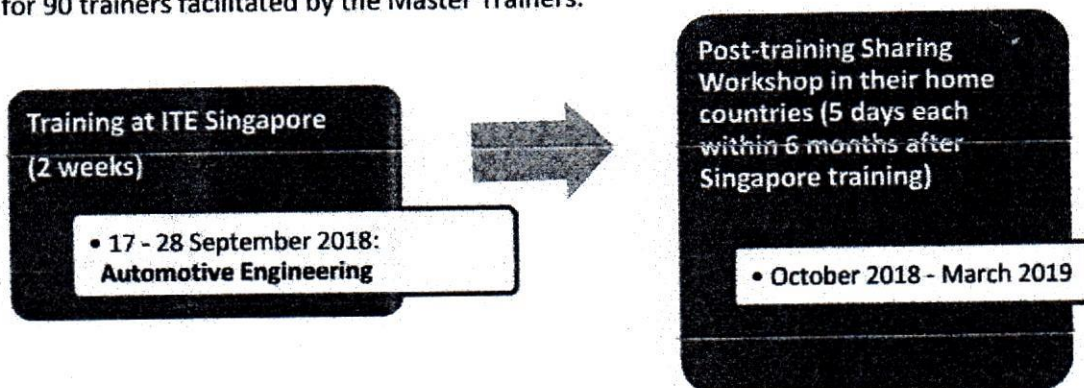
**Table 1** is the breakdown of the total number of participants trained by the Master Trainers which is three (3) times the number of participants attending the training in Singapore.

Topic of Training	Training for Master Trainers in Singapore*		Post training Sharing workshop in SEAMEO member countries
	Type of participant	# of participant	Minimum # of participant
Automotive Engineering	Scholarship	30	90
	Subsidised		

\*Every instructor should only be nominated for one (1) programme. Participants of the Post-Training Sharing Workshops should not include instructors who have gone through any of the three programmes.

### SCENARIO OF TRAINING PROGRAMME

The training programme consists of two phases: (1) training programme for 30 TVET master teachers in Singapore and (2) Post-Training Sharing Workshop in the participants' home countries for 90 trainers facilitated by the Master Trainers.



**Figure 1.** Training Design

*Note: the proportion of theory and practical is about 30:70. Authentic teaching-learning and assessment approaches are embedded in the 2-week training.*

### FUNDING SOURCES AND FEE

The sources of fund for the pedagogical and technical training programme will be SEAMEO VOCTECH Regional Centre, TEMASEK Foundation, and the Governments/Institutions of the participating countries.

**Table 2.** The breakdown of the sources of funding for training in Singapore.

Component	Scholarship (Max 19 pax)	Subsidised (Min 11 pax)
Administrative Fee	SEAMEO VOCTECH	Ministry/Institution
Airfare	SEAMEO VOCTECH	Ministry/Institution
Travel Insurance	SEAMEO VOCTECH	SEAMEO VOCTECH
Local Transport	TEMASEK	TEMASEK
Accommodation	TEMASEK	TEMASEK
Allowance (About SG\$20/day/pax)	TEMASEK	TEMASEK

**Table 3.** The breakdown of the sources of funding for Post-Training Sharing Workshop to be conducted in the home countries Master Trainers. This workshop should be scheduled between October 2018 – March 2019.

Component	Master Trainers	Participants	Consultant/Expert from JTEES Singapore
Training Fee	-	-	-
Airfare (if any)	Ministry/Institution	Ministry/Institution	TEMASEK
Workshop	Ministry/Institution	Ministry/Institution	-
Local Transport	Ministry/Institution	Ministry/Institution	Ministry/Institution
Accommodation	Ministry/Institution	Ministry/Institution	TEMASEK
Allowance (if any)	Ministry/Institution	Ministry/Institution	TEMASEK
Travel Insurance (if any)	Ministry/Institution	Ministry/Institution	TEMASEK

The administrative fee for a Local participant (Brunei Darussalam) is BN\$1,500.00 and an International participant is US\$1,500.00.

#### TARGET PARTICIPANTS

The participants of this course are the programme heads and highly committed and motivated teachers/instructors/trainers of **Automotive Engineering** who have the capability to conduct post-training sharing workshop to their colleagues. They must have a good command in English, basic IT skills (MS Words, PowerPoint and Excel) and will still be active in teaching profession in the next 5 years.

#### PROCEDURES AND REQUIREMENTS

1. Participants are required:
  - a. A cover letter signed by your nominating organisation
  - b. Has remains working duration of at least five years.
  - c. Healthy and fit to travel and attend training overseas.
  - d. Pregnant woman is not advisable to attend training overseas.
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 your own wifi-enabled laptop/notebook computer.



6. **REGISTRATION:** For subsidised participants the 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:

- I. 30 days before the training period: 70% refundable
- II. 15 days before the training period: 50 % refundable

SEAMEO VOCTECH account number and address details:


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 - SCBLBNBB

**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. **CERTIFICATE:** Compliance with the requirements of attendance, participation, and submission of course requirements must be observed to be awarded with the Certificate of Completion.
8. All participants of Scholarship/Subsidised recipients are provided with the same level of facilities and share similar responsibilities.
9. Any inquiries, please contact:  
Training & Professional Development Division  
SEAMEO VOCTECH Regional Centre  
Jalan Pasar Baharu, Gadong BE1318  
Brunei Darussalam

Tel No. : +673-244-7992  
Fax No. : +673-244-7955  
Email Address : [mimi.jaafar@voctech.edu.bn](mailto:mimi.jaafar@voctech.edu.bn) or [training@voctech.edu.bn](mailto:training@voctech.edu.bn)

 <b>SEAMEO VOTTECH</b>	<b>TRAINING NOMINATION FORM</b>
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(Note: Kindly read the instructions and requirements provided in the form and/or attachment. Thank you.)

### 1. Training Programme

COURSE TITLE  
**SEAMEO VOTTECH-TEMASEK FOUNDATION-ITEES**  
**Technical Skills Upgrading Programme for TVET Teachers & Trainers in Southeast**  
**Asia on "AUTOMOTIVE ENGINEERING"**

DATE OF TRAINING <b>17 – 28 SEPTEMBER 2018</b>	VENUE <b>ITE College West, Singapore</b>
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### 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 <small>(As it appears on your passport)</small>	*NAME TO APPEAR ON NAME TAG		
GENDER	MARITAL STATUS	DATE OF BIRTH <small>(DD-MMM-YYYY)</small>	*IDENTIFICATION CARD NO. <small>(National ID/SSS/KTP/MyKad)</small>	RELIGION
NATIONALITY	PASSPORT NUMBER	*PASSPORT DETAILS		PLACE OF ISSUE
		DATE OF ISSUE <small>(DD-MMM-YYYY)</small>	DATE OF EXPIRY <small>(DD-MMM-YYYY)</small>	
*MOBILE NO. <small>(Country Code+Mobile No.)</small>		*E-MAIL ADDRESS <small>(Office or Personal E-mail Address)</small>		

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 VOTTECH?

- 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  
WORK-RELATED EXPERIENCE  
Year/s

### ORGANISATION NAME & FULL ADDRESS

(Dept/Div/Unit/Faculty + Ministry/Institution + Street Name & Number + Municipality City + Province + Zip Code, Country)

### \* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

## 4. Statement of Purpose

Please answer the following question as precisely as possible. Please bear in mind that all Scholarship participants will be selected essentially based on the information stated here.

\*WHY WOULD YOU LIKE TO PARTICIPATE IN THIS TRAINING? TELL US WHAT MOTIVATES YOU AND THE REASONS TO APPLY FOR THIS TRAINING (maximum 1800 characters). \*

## 5. Dietary Requirements and Medical Restrictions

### DIETARY REQUIREMENTS

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

### MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES

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

### FOR SEAMEO VOCTECH OFFICE USE:

Scholarship

Subsidised

**ESSAY QUESTIONS**  
(Use a separate sheet, if necessary)

Name of Applicant : \_\_\_\_\_

1. Briefly discuss your work functions.

2. Why do you want to be part of the program?

3. How can your school benefit from your attendance to the program?

4. What initiatives can you implement to promote awareness and/or appreciation of early childhood education?

5. Cite examples wherein you applied the lessons you gained from a training/conference/scholarship to your school.