

Republic of the Philippines

## Department of Education

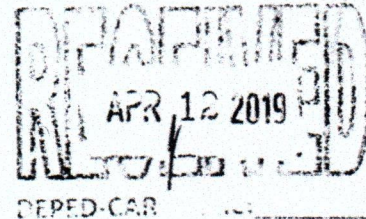
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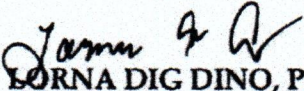
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**Advance copy**

MEMORANDUM  
DM-CI-2019-00-098



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

FROM :   
LORNA DIG DINO, Ph.D.  
Undersecretary

SUBJECT : *Nomination of Participants to the Regional Training Program on Integrating Entrepreneurial Skills in TVET Curriculum of SEAMEO VOCTECH*

DATE : 10 April 2019

The SEAMEO Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) is inviting the Department to nominate two (2) candidates and also seats for a few paying qualified participants to its Regional Training on Integrating Entrepreneurial Skills in TVET Curriculum.

In line with this, we are requesting your office to nominate candidates for this program which will run from June 17- 28, 2019 in Brunei Darussalam.

The sponsoring institution shall shoulder the airfare, accommodation, subsistence allowance and other support services indicated in the enclosed course outline.

The nominees must:

- be 55 years old or below
- must have at least basic background knowledge on the above said course
- must comply with all the requirements and training rules of the course as stipulated in Appendix 1.
- have rendered at least (5) five years of service in government at the time of nomination
- have no pending nomination for scholarship in another program/course
- have already rendered the required service obligation for a scholarship previously enjoyed

Scholarship participants are also required to prepare a COUNTRY PAPER to be presented at the beginning of the training program; please refer to the attached Guidelines for Preparing a Country Paper (Appendix 3) and the Course Outline (course requirements).

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Teacher-applicants should submit their documents to the SGOD-HRD unit of their respective divisions, with the endorsement from their school head.

Each region is advised to send in two (2) nominees. Only shortlisted nominees of each region are instructed to accomplish the online application found on <http://deped.in/SEAMEOVOCTECHTVET> and email pertinent properly labeled documents, in pdf, to [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) with the subject: Region [No.] Nominee for 2019 TVET - [Last Name] on or before **23 April 2019**, to complete their application.

For further inquiries and clarifications, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or through the given email above.

Immediate dissemination of and appropriate action for this memorandum is desired

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

	Republic of the Philippines DEPARTMENT OF EDUCATION CORDILLERA ADMINISTRATIVE REGION Wangal, La Trinidad, Benguet	
<b>To: Schools Division Superintendents</b> All Divisions		April 15, 2019
For information and dissemination.		
		<b>MAY B. ECLAR, Ph.D., CESO V</b> Regional Director
HRDD/cfm/dot		





**Course Outline**  
Regional Training Programme on  
“Integrating Entrepreneurial Skills in TVET Curriculum”

**17 – 28 JUNE 2019 | BRUNEI DARUSSALAM**

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**RATIONALE**

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It is no news that the world has become private sector driven, and economic prosperity in the 21<sup>st</sup> century requires the possession of entrepreneurial skills to function, and meet the demands of industries, due to its continuous change that results from technological advancement and the changing needs of society. This global technological change that leads to competition and the demand for quality personnel with entrepreneurial orientation requires innovation and reinventing in technical and vocational education and training that will significantly favour the youth. If we were to expect the youth to compete on the global stage and meet the globalisation challenges successfully, TVET needs to make significant improvements in terms of maximizing its effectiveness based on specific design of curricula, and put in place and implement effective and quality entrepreneurial skills acquisition training programmes.

Entrepreneurship is a process in which individuals pursue opportunities, fulfil needs and wants, through innovations, together with the attendant risks, (Kitner, 2007). UNESCO-UNEVOC further describes entrepreneurship as an employment strategy that can lead to economic self-sufficiency. Through entrepreneurship education, young people, learn organizational skills, including time management, leadership development and interpersonal skills, all of which are highly transferable skills sought by employers, (UNESCO-UNEVOC, <http://www.unevoc.unesco.org>).

In pursuing the above, UNESCO-UNEVOC has identified fostering youth employment and entrepreneurship as one of its three priority areas for the UNESCO-TVET Strategy for 2016 – 2021, that is aligned with Sustainable Development Goal 4 and the Education 2030 Framework for Action to strengthen TVET systems of Member States, aimed at advancing youth employment, access to decent work, entrepreneurship and lifelong learning opportunities, (UNESCO-UNEVOC, <http://www.unevoc.unesco.org>). This further confirms the important role that TVET plays to a country's economic development.

This two-week training programme aims at strengthening the effectiveness of entrepreneurship development programmes through building the capabilities of participants. It aims at enabling the participants to integrate entrepreneurship acquisition skills amongst their students into their training programmes, by providing them with skills and attitudes in entrepreneurship skills training in TVET that will best meet the SEAMEO-Members economies. Specifically, it envisages participants to be able to facilitate students with the following: clear understanding of entrepreneurship education and how it fits into the broader curriculum and development plan; develop students' own entrepreneurial knowledge, skills and attitudes that are requisite of entrepreneurs; and develop positive attitude towards self-employment.

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**OBJECTIVES**

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At the end of this training programme, the participants should be able to:



## APPENDIX 1

- explain the overview and concept of entrepreneurship;
- understand the major issues, challenges, and future directions on the implementation of entrepreneurial training programmes and practices in TVET SEA-Member countries;
- identify and select pedagogies for teaching entrepreneurship
- explain entrepreneurship education and its importance;
- generate idea and recognise business opportunities;
- develop concept and business plan;
- identify and acquire resources for the business start-up;
- operate the business and utilise resources to achieve the set goals;
- acquire skills to decide on the future prospects of the business;
- reflect and brainstorm on the experiences gained from the "Entrepreneurs' Day"; and
- develop action plans on integrating entrepreneurship skills in units/ programmes taught in their respective institutions.

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### CONTENTS

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#### 1. Overview and Concept of Entrepreneurship

This module will introduce the participants to the following: meaning and importance of enterprise, entrepreneur and entrepreneurship; traits and skills of an entrepreneur; qualities of a successful entrepreneur; functions of an entrepreneur; and difference between entrepreneurs and promoter. Self-employment will also be covered here, along with its advantages and disadvantages.

#### 2. Entrepreneurship Education and Training and Practices in in SEA-Member Countries

The participants will present country reports focusing on the *major issues, challenges, and future directions on the implementation of entrepreneurial training programmes and practices in TVET in their respective countries*. They will be able to describe and learn from the differences and similarities in the practice of teaching entrepreneurship amongst their counterparts in the region. Examples of best practices/strategies to implement entrepreneurship in the curriculum will also be covered here.

#### 3. Selected Pedagogies for Teaching Entrepreneurship

This module will introduce the participants to a number of pedagogies for teaching entrepreneurship. It will also explore the five key frameworks which underpin the development of the entrepreneurial teaching ethos: Blooms taxonomy, Psychological tradition, Kolb's Learning Cycle, Factors for successful learning, and classification of teaching/learning methods), to provide a brief overview of how students learn and how an educator can support learning through the choice of an appropriate instruction method.

#### 4. Entrepreneurship Education: Why is it important?

This module gives the participants the opportunity to reflect on the subject of entrepreneurship education and their own skills, generate ideas through skills mapping, and explore the concept of entrepreneurship education and other key related concepts. The entrepreneurial process will be discussed briefly here: *discovery, concept development, resourcing, actualisation, and harvesting*. (<https://www.managementnote.com/entrepreneurial-process/>; <https://www.slideshare.net/afzaalali14/chapter-2-entrepreneurship-lecture-3>).



## APPENDIX 1

Each of the steps in the entrepreneurial process will be discussed in length, with corresponding workshops, in the succeeding modules.

5. **Generating Ideas and Recognising Opportunities**  
This module is about the *Discovery Phase*, where participants generate ideas, recognise opportunities and study the market. In this module, they will be able to identify customer needs through market research, and identify and evaluate opportunities for business development. An ocular market survey/visit is an important component of this module, as a pre-activity to identifying the target customer and product/service creation. The discovery activity will create amongst the participants the awareness of the basic elements of marketing and the importance of meeting client demands; while enabling them to compare different marketing strategies, as well as develop their individual strategies.
6. **Developing Business Plan**  
This module is about the *Concept Development Phase* that provides opportunity for the participants to develop a business plan, capturing its relevant components. Participants will have a good grasp of the value of branding and the concept of marketing mix. This module will at the same time allow the participants to develop their competencies for efficient financial management literacy – understanding of basics of key financial terms, reading and understanding basic financial statements, analyse financial statement, how to charge a certain product or service, short and long-term budgeting, and cash flow planning and debt management. Also covered here are the different financial instruments and services in order to finance a business; use and advantages of using e-finance.
7. **Developing Product/Service**  
This module is an integral part of the Concept Development Phase that showcases the participants' creativity and innovation, as well as encourage and build team spirit amongst them while working on common ideas, as they develop their products/services, applying the concept, understanding and relevant competencies of entrepreneurship.
8. **Identifying and Acquiring Resources for Business Start-Up**  
This module is about the *Resourcing Phase* which enables the participants to acquire the skills in identifying and acquiring the financial, human and capital resources needed for the business start-up, such as: identifying potential investors; applying for loans, grants and assistance; and identifying personnel to carry out the business activities.
9. **Operating the Business and Utilising Resources**  
This module deals with the *Actualisation Phase* which enables the participants to operate the business and utilise resources to achieve the set goals. Participants will have to decide on the management structure or the hierarchy that is required to carry out the business operations, as well as in order to solve the operational problems when they arise. The aspects of the business' grand opening as well as the day-to-day operations will have to be taken into account here.
10. **Entrepreneurs' Day**  
This module is an important part of the Actualisation Phase which allows the participants to act as individual sellers or "entrepreneurs", and try to run the business, e.g. sell a self-made or self-owned item or service.



## APPENDIX 1

### 11. Critiquing: Exchange of Experiences and Good Practices

This part of the programme will give the participants the opportunity to reflect and brainstorm on the experiences they would have gained from the "Entrepreneurs' Day" activity of the training programme. As they share opinions and critique about how to improve the necessary skills to become better entrepreneur, and how the business will succeed in the future, critical thinking amongst them will be fostered.

### 12. Deciding on the Prospects of the Business

This module is about the *Harvesting Phase* which enables the participants to acquire skill to decide on the future prospects of the business, i.e. its growth and development or discontinuation. Participants should be able to compare the actual against the planned growth, and be able to decide on the stability or the expansion of business operations, i.e. type of business developed during this training programme.

### 13. Action Planning

This session will allow the participants to develop individual action plans on integrating entrepreneurship skills in their relevant units/ programmes.

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## EXPECTED OUTPUTS

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After having completed this training programme, participants are expected to develop action plans on the implementation and integration of entrepreneurship skills into the relevant training programmes in their respective institutions.

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## DELIVERY METHOD

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The medium of instruction for this training programme is English. It will be delivered using a variety of teaching methods and techniques that will elicit the prior knowledge and experiences of the participants on the subject matter. Foremost of these methods are:

- Videos
- Workshops
- Educational Field Trips
- Immersion Activities
- Sharing of experiences
- Lecture and discussions
- Plenary presentation of output and critiquing

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## TARGET PARTICIPANTS

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The participants of this training programme are TVET instructors/teachers, supervisors and curriculum development facilitators. They should have good command of the English language and have basic competence in using computers.



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### COURSE REQUIREMENTS

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1. Each participant is required to submit a country paper. For more information, please refer to the Guidelines for Preparing a Country Paper on **Appendix 3**. The major issues, challenges, and future directions that will be addressed on the implementation and integration of entrepreneurship skills into the relevant training programmes, which incorporate national, institutional and personal experiences.
2. The participants are required to bring curriculum documents relevant to their areas of specialisation and laptop computers.
3. Maximum age of 55, physically and medically fit to travel, and must comply with other requirements stipulated in the Training Nomination Form.
4. They 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.

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### COURSE COORDINATOR

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For further inquiries, please contact the Course Coordinator:

**NOORHAYATI CYNTHIA ABDULLAH**  
Teacher Education Specialist *cum*  
Training & Professional Development Manager (TPM)  
SEAMEO VOCTECH Regional Centre  
Jalan Pasar Baharu, Gadong BE1318  
Brunei Darussalam

Tel No. : +(673) 244 7992 ext 402  
Fax No. : +(673) 244 7955  
Email : [cynthia.noorhaizamdin@voctech.edu.bn](mailto:cynthia.noorhaizamdin@voctech.edu.bn)

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### REFERENCES

UNESCO-UNEVOC. Promoting learning for the world of work: UNESCO's Strategy for Technical and Vocational Education and Training (2016-2021). Retrieved on 15 April 2018, from <http://www.unevoc.unesco.org/go.php?q=UNESCO+TVET+Strategy+2016-2021>

Maigida, J. F. et al. 2013. Entrepreneurial Skills in Technical Vocational Education and Training as A strategic Approach for Achieving Youth Empowerment in Nigeria  
International Journal of Humanities and Social Science Vol. 3 No. 5; March 2013.  
Retrieved on 15 April 2018, from [http://www.ijhssnet.com/journals/Vol\\_3\\_No\\_5\\_March\\_2013/33.pdf](http://www.ijhssnet.com/journals/Vol_3_No_5_March_2013/33.pdf)

Smirti, 2018. Entrepreneurial Process – Fundamentals of entrepreneurship: Management Notes.  
Retrieved on 20 March 2019 from <https://www.managementnote.com/entrepreneurial-process/>;

Ali, Afzaal, 2013. Chapter 2 – Steps in Entrepreneurial Process (Entrepreneurship).



## APPENDIX 1

Retrieved on 20 March 2019 from

<https://www.slideshare.net/afzaalali14/chapter-2-entrepreneurship-lecture-3>

### FUNDING SOURCES AND COURSE 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 two scholarship participants, except from Cambodia, Lao PDR, Myanmar, and Vietnam (CLMV)
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.
3. **FEE-PAYING PARTICIPANT:** A fee-paying participant shoulders all the training and other related expenses. He/she can be nominated by the SEAMEO-member country or can be an individual who wants to attend the training programme.

For more explanation on the classification package, please see Table 1.

Component	Scholarship	Subsidised Scholarship	Fee-paying (BND/USD)	Individual (BND/USD)
Training Fee	SV	SV	RM/I	RM/I
Training Kits	SV	SV	Included in the fee	Included in the fee
Airfare	SV	RM/I	NA	RM/I
Airport courtesies	SV	SV	NA	SV
Accommodation (twin-sharing basis)	SV	SV	NA	Included in the fee
Tea Breaks (AM & PM)	SV	SV	SV	SV
Lunch	SV	SV	Included in the fee	Included in the fee
Allowance / Per Diem	SV	RM/I	RM/I	RM/I
Travel Insurance	SV	RM/I	RM/I	RM/I
Accidental Insurance	SV	SV	NA	Included in the fee
Immigration & Visa Processing	SV	SV	NA	SV
Other social support services	SV	SV	SV	SV

**NOTE:** SV - SEAMEO VOCTECH  
 RM/I - Respective Ministry/Institution  
 NA - Not Applicable



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### SEAMEO VOCTECH PROCEDURES

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1. **Participants are required:**
  - a. Maximum age of 55
  - b. Healthy and fit to travel and attend training overseas.
  - c. Pregnant woman is not advisable to attend training overseas.
  - d. A cover letter signed by your nominating organisation
  - e. Please take note that **Scholarship** alumni who has attended our Regional Training Programmes before at SEAMEO VOCTECH, can only apply again for another course after THREE YEARS from the date of their last attended course.
  
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. **SUBSIDISED AND 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.
  
7. **METHOD OF PAYMENT FOR FEE-PAYING PARTICIPANTS:** 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	- SCBLBNBB



## APPENDIX 1

**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.

8. **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.





# TRAINING NOMINATION FORM

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

## 1. Training Programme

COURSE TITLE

**Regional Training Programme on  
"Integrating Entrepreneurial Skills in TVET Curriculum"**

DATE OF TRAINING  
**17 – 28 June 2019**

VENUE  
**BRUNEI DARUSSALAM**

## 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 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.
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## 3. Professional Information

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





# TRAINING NOMINATION FORM

## \*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

\*CURRENT WORKPLACE FULL ADDRESS

\* BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES

## 4. Dietary Requirements and Medical Restrictions

### DIETARY REQUIREMENTS

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

### MEDICAL RESTRICTIONS / PROBLEMS / ALLERGIES

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

Applicant's Signature

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

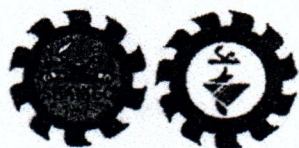
Date

## FOR SEAMEO VOCTECH OFFICE USE:

- Scholarship   
  Subsidised-Scholarship   
  Fee-paying

\*Required field to be completed.





## 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 ICT 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)