

# Kagawaran ng Edukasyon

**REHIYON V - BIKOL** 

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

23 May 2025

DIVISION MEMORANDUM No. 460, s. 2025

# CALL FOR NOMINATION FOR THE SEAMEO VOCTECH HYBRID REGIONAL TRAINING PROGRAMME ON ICT EMPOWERED 21st CENTURY SKILLS FOR TVET

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors/In-Charge of the Districts
Secondary/Elementary School Heads
All Others Concerned

- 1. In reference to Regional Memorandum No. 00648 s. 2025 "Call for Nominations for the SEAMEO Hybrid Regional Training Programme on ICT Empowered 21st Century Skills for TVET", this office encourages interested and qualified individuals to submit the following requirements to the Schools Governance Operations Division-Human Resource Development Section on or before May 26, 2025.
  - Personal Data Sheet
  - b. Endorsement from Immediate Head
  - c. Proof of Outstanding Accomplishments (certificate, photo of plaque/medal/trophy/manuscript, etc.) duly certified by true and correct by the applicant's immediate head
  - d. Rated IPCRF for the past two years with approved IDP
  - e. Curriculum Vitae
  - f. Medical Certificate
  - g. Updated Service Record
  - h. Certificate of no pending administrative/legal charges
  - i. Photocopy of Passport
- The Division Personnel Development Committee shall evaluate the documents on May 27, 2025, and recommend to the OIC-Schools Division Superintendent the qualified nominees.
- Details of the scholarship program is found in the copy of the Regional Memorandum No. 00648 s. 2025 for reference.
- Immediate dissemination and compliance of the Memorandum is desired.

By Authority of the OIC- Schools Division Superintender

FLOREN P. CLAVO

Senior Education Program Specialist
Officer-in Charge

De JED MATATAG





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San Roque, Virac, Catandvanes

052-8114063



catanduanos@deped.gov.ph

www.depedroveatanduanes.com / www.catanduanes.deped.gov.pl



# Republic of the Philippines Department of Education REGION V - BICOL



22 May 2025

REGIONAL MEMORANDUM No. 0648 s. 2025

# CALL FOR NOMINATIONS FOR THE SEAMEO VOCTECH HYBRID REGIONAL TRAINING PROGRAMME ON ICT EMPOWERED 21st CENTURY SKILLS FOR TVET

To

Assistant Regional Director

Schools Division Superintendents

All Others Concerned

1. The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its Call for Nominations for the Hybrid Regional Training Programme on ICT Empowered 21st Century Skills for TVET, with course details as follows:

Course Title	ICT Empowered 21st Century Skills for TVET		
Course Schedule	24-26 June 2025 (Online) 21-26 June 2025 (Onsite: SEAMEO VOCTECH, Brunei Darussalam)		
No. of Slots	Full scholarship for one (1) TVET Instructor from any discipline, with a bachelor's degree in any field		
Target Participants	Lecturer/ Teachers/ Trainers/ TVET Leaders(not limited to those with IT background)		
Qualifications	Has 5 years of experience at the minimum Proficient in English Must have adequate computer skills Able to implement the action plan they will develop  Note: Recipients of SEAMEO VOCTECH full scholarships can only reapply for other similar courses three (3) years after their last course.		
Deadline of Submission to the Regional Office	27 May 2025		







Address: Regional Center Site, Rawis, Legazpi City, 4500 Telephone Nos.: 0969 516 9555 Email Address: region5@deped.gov.ph Website: https://region5.deped.gov.ph/



- 2. For selection purposes, each SDO is enjoined to nominate one (1) qualified participant. All nominees must meet the admission criteria qualifications and submit the documentary requirements as listed in Enclosure 1.
- 3. Soft copies of the documents shall be emailed to <a href="https://www.deped.gov.ph">https://www.deped.gov.ph</a> on or before the deadline. Late and incomplete documents shall not be accepted.
- Documents shall be submitted in clear PDF format using the official DepEd email account.
- 5. Shortlisted nominees shall be notified by the Regional Office through a memorandum.
- 6. Enclosed are the General Eligibility Requirements/Checklist, Scholarship Requirements, Curriculum Vitae (template from SEAMEO VOCTECH) and Course Outline for reference.
- Immediate dissemination of and strict compliance with this Memorandum is desired.

GILBERT T. SADSAI Regional Director

Encls: As stated
To be indicated in the Perpetual Index
under the following subjects:
SCHOLARSHIP
SEAMEO VOCTECH
PROFESSIONAL GROWTH

HRDD/rth/mde 05/22/25

# **ENCLOSURE 1: SCHOLARSHIP REQUIREMENTS**

# Personal Data Sheet (CSC form no. 212, rev. 2017)

You may download this form at hit.ly/PDS-Rev-2017 File name format: (Last name) PDS

### 2. SEAMEO QITEP Application Form

You may download these forms at <a href="http://tinyurl.com/yxc72rhz">http://tinyurl.com/yxc72rhz</a> File name format: (Last name)\_VOCTECHAppForm

# 3. Endorsement from Immediate Supervisor

File name format: (Last name)\_ImmSup

#### Endorsement from the Schools Division Office through the Office of the SDS

File name format: (Last name)\_EndoSDS

# Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs) File name format: (Last name)\_EndoRO

 Proof of Outstanding Accomplishments (certificate, photo of plaque/medal/trophy, manuscript, etc.) DULY CERTIFIED TRUE AND CORRECT BY THE APPLICANT'S IMMEDIATE SUPERVISOR.
 File name format: (Last name)\_Proof

# 7. Rated IPCRF for the past two years with approved IDP

File name format: (Last name)\_IPCRF

#### 8. Curriculum Vitae

File name: (Last name)\_CV

#### 9. Medical Certificate

File name format: (Last name)\_MedCert

#### Updated Service Record

File name format: (Last name)\_Service Record

# 11. Certificate of no pending administrative/legal charges

File name format: (Last name)\_Cert\_Admin

# 12. Scholarship Clearance Form

You may download these forms at <a href="https://doi.org/10.100/journal-color: blue-name">https://doi.org/10.100/journal-color: blue-name</a> format: (Last name)\_Clearance

## 13. Photocopy of Passport

File name format: (Last name)\_Passport

## **ENCLOSURE 2: GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST**

### Eligibility

- a. Must be a Filipino citizen.
- b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.
- c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.
- d. Must be holding a permanent Item.
- e. Must be physically, mentally, and, psychologically fit.
- f. Must have no master's degree(for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).
- g. Must have no current or pending enrollment in other institutions for graduate post-graduate degree programs (for degree programs).
- h. Must be willing to sign a Scholarship Contract and commit to its provision.
- Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.

CURRICULUM VITAE **Picture** NAME **EDUCATION BACKGROUND** CONTACT Address: XXX Country: XXX Tel: Email: XXX **EMPLOYMENT HISTORY** DESIGNATION XXX XXX **ORGANISATION** AREA OF SPECIALISATION XX

XXX



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# SEAMEO VOCTECH

Southeast Asian Ministers of Education Organisation Regional Centre for Technical and Vocational Education and Training

Our ref: SV/T/RTP-2425/05 [07]

07 May 2025

HIS EXCELLENCY JUAN EDGARDO 'SONNY' ANGARA Secretary of Education President of SEAMEO Council Department of Education DepEd Complex, Meralco Avenue Pasig City, Manila 1603 Republic of the Philippines

Your Excellency,

OFFERING FULL SCHOLARSHIPS, SUBSIDISED AND FEE-PAYING SCHOLARSHIP(S) FOR PARTICIPATION IN SEAMEO VOCTECH HYBRID REGIONAL TRAINING PROGRAMME ON ICT-EMPOWERED 21<sup>5T</sup> CENTURY SKILLS FOR TVET

24 – 26 June (Online) & 21 – 26 July 2025 (Onsite – SEAMEO VOCTECH, Brunei Darussalam)

Warm greetings from SEAMEO VOCTECH Regional Centre for Technical and Vocational Education and Training, Brunei Darussalam!

We are pleased to inform Your Excellency that the SEAMEO VOCTECH Regional Centre will be conducting the Regional Training Programme on ICT-EMPOWERED 21<sup>ST</sup> CENTURY SKILLS FOR TVET on 24 – 26 JUNE 2025 (Online) & 21 – 26 JULY 2025 (Onsite – SEAMEO VOCTECH, Brunei Darussalam). This programme aims to facilitate the participants particularly within the ASEAN region to integrate the 21st Century Skills in their teaching and learning environment with the help of selected ICT tools. It provides the participants with balance theoretical foundation as well as a practical framework and hands-on, on the use of ICT that support the 21st century skills implementation in their classes.

This training programme is offered with three funding options: Full Scholarship, Subsidised and Fee-Paying. SEAMEO VOCTECH is pleased to offer one (1) Full Scholarship to a TVET instructor from any discipline, with a bachelor's degree in any field. For other interested Ministries, Institutions and Industries whose nature of business is relevant to the above training, SEAMEO VOCTECH is also offering a Subsidised and Fee-paying participation to enroll in this programme.



Jalan Pasar Baharu, Gadong BE1318, Brunei Darussalam Tel: +673-244-7992 | Email: info@voctech.edu.bn | Web: www.voctech.org

For more explanation on the classification package, please see the table below.

COMPONENT	FULL SCHOLARSHIP	SUBSIDISED	FEE-PAYING
Training Fee US\$550.00		SEAMEO VOCTECH	
Airfare  Accommodation (twin-sharing room)  Daily Allowance	SEAMEO VOCTECH	Respective Ministry/ Institution	Respective Ministry/ Institution
Travel Insurance Immigration & Visa Processing Transportation (Airport, Hotel, Training Venue) Lunch & Refreshments (AM & PM)		SEAMEO VOCTECH	SEAMEO VOCTECH

In this regard, SEAMEO VOCTECH Regional Centre would like to seek Your Excellency's kind support and assistance in socialising this information to the relevant stakeholders and to nominate qualified participants as per the following requirements:

- 1. The target participants for this training programme are for lecturers, teachers, trainers, and leaders in TVET, not limited to those with IT background.
- 2. They should have a minimum of 5 years of service remaining.
- Any Full Scholarship alumnus who has attended our Regional Training Programmes before
  at SEAMEO VOCTECH can only apply again for a similar course THREE YEARS after the date
  of their last attended course.
- The participant should be proficient in English as the course will be conducted and communicated in English.
- 5. They should have adequate computer skills.
- They should have the capacity to carry out the action plans that they will develop.

Enclosed are the Course details (Appendix 1), Nomination Form and CV Template to be completed by the nominee(s). It would be highly appreciated if the completed forms could reach us by or before 06 June 2025. For further enquiries and information, please contact Dr. Ir. Muhammad Ikhwan Jambak, MEng (Course Coordinator) at <a href="mailto:ikhwan.jambak@voctech.edu.bn">ikhwan.jambak@voctech.edu.bn</a> or Nur Haidatul Fatinah (Training Officer) at <a href="mailto:naircauki@voctech.edu.bn">naircauki@voctech.edu.bn</a>.

Thank you very much for Your Excellency's kind assistance and support of this programme and we look forward to receiving Your Excellency's nominations soon.

"Inclusive TVET for a Green and Digital Future"

Yours sincerely,

[ HAJI NORJEMEE BIN JENEK ]

Director

cc: Dr Suharto T Mangudadatu, Director General,
Technical Education and Skills Development Authority (TESDA)
(SEAMEO VOCTECH Governing Board Member)
E-mail: addgpp@tesda.gov.ph; ico@deped.gov.ph; odg@tesda.gov.ph



# Course Outline

# Hybrid Regional Training Programme on ICT-EMPOWERED 21<sup>ST</sup> CENTURY SKILLS FOR TVET

24 - 26 June 2025 (Online) & 21 - 26 July 2025 (Onsite - SEAMEO VOCTECH)

#### Rationale

As the world becomes increasingly digitized with a digitally driven economy and education systems, the Technical and Vocational Education and Training (TVET) sector, must also undergo their fundamental transformation. The integration of the Information and Communication Technology (ICT) with 21st-century skill acquisition in TVET curriculum is no longer optional but a requirement. The international economy of today demands employees who can be very adaptive, digitally literate, problem-solving in collaboration, creative, and possess critical thinking abilities (UNESCO, 2023; World Economic Forum, 2019).

Research-based frameworks such as the 21st Century Learning Design (21CLD) model provide formalized methods of incorporating these vital skills into teaching and learning practices (Microsoft, 2023). Educators can create learner-focused environments to promote deep learning and application purposes of skills using appropriate digital resources and shared workspaces (Microsoft, 2023).

This course is designed to facilitate the participants particularly within the ASEAN region to integrate the 21<sup>st</sup> Century Skills in their teaching and learning environment with the help of selected ICT tools. It provides the participants with balance theoretical foundation as well as a practical framework and hands-on, on the use of ICT that support the 21<sup>st</sup> century skills implementation in their classes. It also gives a strong ground for the educators who prepare for globally recognised competency certification, such as the Microsoft Certified Educator 62-193 exam.

# Objectives

By the end of this training, participants will be able to:

- Identify and describe key dimensions of 21st-century learning design and their relevance to TVET curriculum and instruction
- Analyze existing TVET lesson plans and evaluate them using established 21st-century learning design criteria

Course Outline: Tittle

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- Develop and adapt instructional activities that incorporate 21st-century skills through the effective use of ICT
- Apply hands-on strategies using digital tools to support the integration of collaborative, reflective, and learner-centred pedagogies
- Reflect on and assess the impact of ICT-enabled 21st-century skill integration on learner engagement, achievement, and workforce readiness

# Contents

## Module 1: Understanding 21st Century Skills and Global Frameworks

This module introduces participants to the core definitions, rationale, and global frameworks surrounding 21st-century skills. It includes analysis of UNESCO and OECD skills frameworks as well as the ASEAN digital transformation framework that relevant to TVET. The module also highlights the importance of embedding these skills—such as collaboration, communication, problem solving, self-regulation, and ICT use—into TVET curricula to enhance learner employability and industry relevance. Participants will explore how these competencies support academic success and align TVET with the changing needs of modern workplaces.

#### Module 2: Understanding 21st Century Learning Design Frameworks and Rubrics

In this module, the participants will explore a research-based 21st-century learning design frameworks and their pedagogical foundations. There are six essential rubrics—collaboration, proficient communication, knowledge construction, self-directed learning, real-world problem-solving, and the use of ICT for learning—that help educators analyse and redesign learning activities. Participants will use structured decision-making tools to evaluate to what degree these competencies are embedded in their lesson plans and teaching practices.

#### **Module 3: Designing Lessons with 21CLD Dimensions**

This module guides participants through the practical application of 21st-century learning design principles. Building on the previous module, participants will co-design lesson plans that consciously incorporate key 21st-century skills and ICT. Through collaborative design workshops and peer review, they will hone instructional strategies to meet consistency with learning outcomes, relevance to the real world, and active student engagement.

#### Module 4: Practical Overview of ICT Tools for 21st Century Learning

This module gives participants an overview of a variety of digital tools and platforms utilized to facilitate 21st-century learning. Participants will gain hands-on experience with ICT applications

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APPENDINT



commonly used for collaborative work, formative assessment, communication, project-based learning, and personalized instruction.

## Module 5: Embedding Collaboration and Skilled Communication in TVET

This hands-on module guides participants through creating learning activities aligned with the Collaboration and Skilled Communication rubrics using collaborative platforms and content creation tools.

## Module 6: Embedding Knowledge Construction and Self-Regulation in TVET

In this module, the participants practice designing learning experiences where students construct knowledge across disciplines and manage their own learning through planning and reflection. The participants will be guided on using digital tools to research organization, group documentation, and facilitative self-monitoring. Participants will look at actual strategies to get students to learn more about how they learn, monitor their own work, and move forward with improvement. This encompasses the use of tools to establishing learning goals, collaborative online spaces, and structured feedback to facilitate students in planning, monitoring, and reflecting their learning.

#### Module 7: Real-World Problem Solving and Innovation

In this module, the participants will be guided to design a project that solve real-world issues in their students' surroundings. The module is creativity, innovation, and critical thinking-focused, encouraging participants to guide students through structured problem-solving exercises. ICT tools will be used in inquiry, prototyping, and communicating solutions to engage students at a deeper level and enhance workplace skills.

#### Final Output: Developing and presenting an action plan

Participant(s) from each country will develop an action plan on how they integrate the 21stcentury skills with the use of ICT tools in their teaching system and presenting in front of other participants.

#### Duration

The training programme will run for 9 days, divided into two parts: the first part consists of 3 days which will be held virtually from 24 – 26 June 2025, and the second part of 6 days will be held face-to-face, at SEAMEO VOCTECH Regional Centre from 21 – 26 July 2025.

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# **Delivery Method**

The medium of instruction for this programme is English. For the online session, the course content will be delivered through online presentation synchronously with lectures and demonstrations. Participants are also expected to participate by sharing presentation screens and interacting in online activities. Selected participants are also required to present their country report online. The Face-to-face sessions will focus on the lectures, demonstrations and hands-on, discussions, assignments, and group discussion/project

# **Expected Outcomes**

- Participants will gain a comprehensive understanding of 21st-century skills and how to evaluate and integrate them into their teaching practices.
- Participants will develop proficiency in using ICT tools that help them in designing and integrating the 21st-century skills into their teaching practices.

# **Target Participants**

This training programme is designed for lecturers, teachers, trainers, and leaders in Technical and Vocational Education and Training (TVET). Additionally, it is ideal for educators, instructional designers, and technology enthusiasts who are interested in implementing the blended learning and integrating the 21<sup>st</sup> Century Skills into their teaching practices. Participants who preparing themselves for the Microsoft Certified Educator (MCE) certification and Microsoft Advanced Educator badge will greatly benefit from this programme.

#### **Course Requirements**

Participants are required to submit all assignments given and present the output of their group project in this training programme. Participants must also submit a country report paper that describe the practices currently being undertaken by their respective institutions or countries in integrating 21st Century Skills and the ICT into their teaching and learning practice. Participants should bring along a laptop computer with at least WINDOWS 10 installed. A temporary access to the Microsoft 365 Copilot Office will be provided during the training.

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### References

ASEAN Secretariat. (2020). ASEAN Declaration on Human Resources Development for the Changing World of Work. <a href="https://asean.org/wp-content/uploads/2020/06/ASEAN-Declaration-on-Human Resources-Development-for-the-Changing-World-of-Work.pdf">https://asean.org/wp-content/uploads/2020/06/ASEAN-Declaration-on-Human Resources-Development-for-the-Changing-World-of-Work.pdf</a>

ASEAN Secretariat. (2021). ASEAN digital masterplan 2025. <a href="https://asean.org/wp-content/uploads/2021/09/ASEAN-Digital-Masterplan-EDITED.pdf">https://asean.org/wp-content/uploads/2021/09/ASEAN-Digital-Masterplan-EDITED.pdf</a>

Joynes, C., Rossignoli, S., & Amonoo-Kuofi, E. F. (2019). 21st Century Skills: Evidence of Issues in Definition, Demand and Delivery for Development Contexts. Brighton, UK: Institute of Development Studies.

https://assets.publishing.service.gov.uk/media/5d71187ce5274a097c07b985/21st\_century.pdf Microsoft. (2023). 21st Century Learning Design (21CLD) for Educators.

https://learn.microsoft.com/en-us/training/paths/21st-century-learning-design/

UNESCO. (2023). Enhancing TVET through digital transformation in developing countries. <a href="https://unesdoc.unesco.org/ark%3A/48223/pf0000385988">https://unesdoc.unesco.org/ark%3A/48223/pf0000385988</a>

UNESCO-UNEVOC. (n.d.). TVET in a Digital World. https://unevoc.unesco.org/home/ICT%2Bin%2BTVET

World Economic Forum. (2019). ASEAN Youth: Technology, Skills and the Future of Work. <a href="https://www3.weforum.org/docs/WEF">https://www3.weforum.org/docs/WEF</a> ASEAN Youth Survey 2019 Report.pdf

Van Laar, E., et al. (2017). The relation between 21st-century skills and digital skills: A systematic literature review. Computers in Human Behavior, 72, 577–588.

## **Course Coordinators**

For further inquiries, please contact the Course Coordinator:

Dr. Ir. Muhammad Ikhwan Jambak, MEng TVET Specialist (ICT) SEAMEO VOCTECH Regional Centre, Jalan Pasar Baharu, Gadong BE 1318

Brunei Darussalam Tel No. : +(673) 244 7992 Fax No. : +(673) 244 7955

Email.: ikhwan.jambak@voctech.edu.bn

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# REGIONAL TRAINING PROGRAMME NOMINATION FORM

1. TRAINING PROGRAMME



COURSE TITLED			DATE VENUE		
REGIONAL TRAINING PROGRAMME ON ICT- EMPOWERED 21 <sup>ST</sup> CENTURY SKILLS FOR TVET		24 – 26 JUN (Online) & 21- 2025 (Ons SEAMEO VO	26 JULY ite –	Online & Onsite – SEAMEO VOCTECH, Brunei Darussalam	
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☐ Bachelor D	Degree Cick on to	There to extent text			
	WORKING EXPER	ENCE	Tick in appropr	ate box	If YES, how many year(s)
	experience in TVET				Click or tap here to enter text
b. Working	experience in Industr	or related fields	☐ Yes [	] No	That is beach and but
BF-TPD	(06) Revision No	ate: 01-08-2023 o.: (00)			FORMS 21001:2018 Page 1 of 3

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



1	TEACHING, LANGUAGE AND IT SKILLS COMPETENCIES		Tick in appropriate box			
		Excellent	Good	Poor		
a.	Your competence in the general field of TVET teaching with pedagogical background					
b.	Your competence in the course offered or related field					
C.	Your competence in conducting innovative teaching and learning					
d.	Your english language proficiency					
e.	IT knowledge and skills					

PROFESSIONAL DEVELOPMENT			
a.	Have you ever attended any Regional Training Programme(s) offered by SEAMEO VOCTECH as one of the Scholarship recipient?	Yes	No
b.	If YES, please indicate the course titled and year of participation.  Gless of tup letter to saturated.		

5. OTHERS	· 图	COLUMN TO A STATE OF THE PARTY
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DIETARY RESTRICTIONS	] [	
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6. EMERGENCY CONTACT		
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## 7. NOTE:

- Registration. The registration to the course should be submitted to your own respective Ministry / Organisation.
   Your Ministry / Organisation then submit the selected nominee(s) to SEAMEO VOCTECH. Any direct submission to SEAMEO VOCTECH will not be entertained.
- b. Requirements. Participant who is nominated to attend the course must be:
  - 1. An existing trainer with basic technical expertise in the respective trade area
  - 2. Age Should have a minimum of years of service remaining.
  - 3. Good command in English and IT skills
  - 4. Experience related to the training offered at least three years or more.
  - 5. Healthy and fit to travel to attend any training outside home country.

BF-TPD (06)

Revision Date: 01-08-2023

Revision No.: (00)

BUSINESS FORMS

ISO 9001:2015, ISO 21001:2018

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# REGIONAL TRAINING PROGRAMME NOMINATION FORM



- c. Procedures. Any Scholarship recipient who has attended Regional Training Programme offered by SEAMEO VOCTECH will only be eligible to apply again for similar course <u>THREE YEARS</u> after the date of last attended course.
- d. Travel documents. Participants are required to submit a copy of scanned passport details to SEAMEO VOCTECH when training is outside home country (outbound). Please check the validity of the travel document has to be one year before the commence of the training. Kindly submit and upload your picture and scan passport details on next page together with this form

Please insert your picture below:

For International participants, please insert your scanned passport details below:

**BF-TPD (06)** 

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