



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2023- 161

To: : Assistant Schools Division Superintendent
Division Chiefs
Public Schools District Supervisors
Education Program Supervisors
Public School Heads
Public School Teachers

Subject : **INFORMATION ON THE ONLINE COURSES TO ENHANCE TVET PERSONNEL SKILLS AND INSTRUCTIONAL COMPETENCIES FOR QUALITY EDUCATION**

Date : May 4, 2023

This is in reference to Regional Memorandum HRDD-2023-088 dated April 28, 2023 signed by Roy T. Enriquez, Chief Administrative Officer, Officer-In-Charge, re: Information on the Online Courses to Enhance TVET Personnel Skills and Instructional Competencies for Quality Education.

The Malaysian Technical Cooperation Programme (MTCP) emphasizes the development of the human resources through provision of training in various areas which is essential for a country's development. For more information, access the Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>.

All other details of the said activity are found in the enclosures for ready reference.

For the information and guidance.

Melanie P. Estacio
MELANIE P. ESTACIO
SIC-Schools Division Superintendent
Jan 04/23
DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: MAY 08 2023 TIME: 11:45 AM
BY: *[Signature]*

Enclosed: As stated
SGOD/rbd



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depddigoscity.org | digos.city@deped.gov.ph

RECORDS

23-18505



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2023-088

To : Assistant Regional Director
Schools Division Superintendents

Subject: INFORMATION ON THE ONLINE COURSES TO ENHANCE TVET
PERSONNEL SKILLS AND INSTRUCTIONAL COMPETENCIES
FOR QUALITY EDUCATION

Date : April 28, 2023

Schools Division of Digos City
RECORDS SECTION

RECEIVED 101352
02 MAY 2023 TIME: 10:44
BY: _____

The Malaysian Technical Cooperation Programme (MTCP) through the Consulate General of Malaysia in Davao City, and the Universiti Tun Hussein Onn Malaysia (UTHM) will be conducting short-term online courses entitled "Enhancing Tvet Personnel Professional Skills and Instructional Competencies for Quality Education", which is scheduled on July 10-14, 2023.

In view of the foregoing, the MTCP emphasizes the development of the human resources through the provision of training in various areas which is essential for a country's development. For more information, access the Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>.

Attached are the following for reference:

1. Basic communication from the Department of Foreign Affairs
2. MTCP 2023 Brochure
3. Application Forms

Along this vein, the targeted participants are the educator, lecturer, teacher, and instructor from TVET institutions, colleges, and schools. The following pre-requisites will be considered: must have a good command of spoken and written English, the ability to use online platform; zoom, google meet, and MS Team, and the ability to work independently and in groups. The deadline for submission of the application forms is on June 10, 2023. The application forms received by the Malaysian Consulate General will be transmitted to the Ministry of Foreign Affairs of Malaysia, before the deadline.

Immediate dissemination of this Memorandum is desired.

DEPARTMENT OF EDUCATION ROXI
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO Authority of the Regional Director:
Director IV

[Signature]
ROY T. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge

Enclosed: As Stated. | By: _____

ROHI/nrb

Date: May 2, 2023
Time: 18505



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

ISO 9001:2015 - Certified



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

DFAMIN-126-2023
Date: 24 April 2023

Mr. Allan G. Farnazo
Regional Director
Department of Education Region XI
F. Torres St., Davao City
region11@deped.gov.ph

27 APR 2023
d 7:19

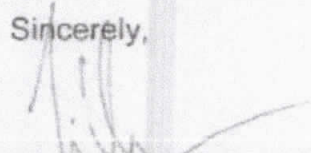
Dear Director Farnazo,

The Malaysian Technical Cooperation Programme (MTCP) through the Consulate General of Malaysia in Davao City has conveyed to this office that *Universiti Tun Hussein Onn Malaysia (UTHM)* will be conducting short-term online courses which may be of interest to your personnel. MTCP has requested us to disseminate the course information to relevant government agencies.

One of the online courses is entitled "Enhancing Tvet Personnel Professional Skills and Instructional Competencies for Quality Education" to be conducted from 10-14 July 2023. The deadline for submission of the application forms is by 10 June 2023. As soon as we receive the application forms, we shall transmit these to the Malaysian Consulate General for onward transmission to the Ministry of Foreign Affairs of Malaysia before the deadline. Copy of the course information with the online link to the application form is enclosed for reference.

Your kind and prompt reply will be greatly appreciated.

Sincerely,


Renato Pedro O. Villa
Assistant Secretary



DTY 06/2023

The Consulate General of Malaysia in Davao City presents its compliments to the Department of Foreign Affairs (DFA) - Mindanao and has the honour to inform the latter that the UNIVERSITI TEKNOLOGI MALAYSIA (UTM) will be conducting an online course entitled "*Enhancing Tvet Personnel Professional Skills and Instructional Competencies for Quality Education*" from 10 to 14 July 2023 under the auspices of the Malaysian Technical Cooperation Programme (MTCP).

In this regard, the Consulate General has further the honour to seek DFA-Mindanao's kind assistance to disseminate the course information to the relevant government department and agency in the Philippines. The deadline for submission of the application forms is by **10 June 2023**. Henceforth, DFA - Mindanao is invited to nominate two (2) candidates from the Philippines for further transmission to Putrajaya, Malaysia before the aforementioned closing date.

The Consulate General of Malaysia avails itself of this opportunity to renew to the Department of Foreign Affairs - Mindanao the assurances of its highest consideration.

DEPARTMENT OF FOREIGN AFFAIRS - MINDANAO
DAVAO CITY

11 April 2023





MTCP 2023

MALAYSIAN TECHNICAL COOPERATION PROGRAMME

ENHANCING TVET PERSONNEL PROFESSIONAL SKILLS AND INSTRUCTIONAL COMPETENCIES FOR QUALITY EDUCATION

Date: 10th – 14th July 2023
Time: 1100-1800 (GMT+8)
Online Platform

Organised by:



Scan QR code to apply.



APPLY HERE

APPLICATION CLOSING DATE:

10TH JUNE 2023

www.ppba.uthm.edu.my



PPBAUTHM

ABOUT MTCP

The Malaysian Technical Cooperation Programme (MTCP) was officially launched on 7 September 1980 at the Commonwealth Heads of State Meeting in New Delhi, India, to signify Malaysia's commitment to South-South Cooperation, in particular, the Technical Cooperation among Developing Countries (TCDC).

The MTCP emphasises the development of human resources through the provision of training in various areas which is essential for a country's development. These areas include diplomacy and diplomatic practices, economy, good governance, education, tourism, environment, social development, rural industry, safety and security as well as technology, among others. As of 31st December 2022, 37,055 participants from 144 recipient countries have benefited from the various programmes offered under the MTCP.

For more information at MTCP Official Portal: <http://mtcp.kln.gov.my/> and MTCP Officials Facebook Page: <https://www.facebook.com/MTCPMalaysia>

OBJECTIVES OF THE MTCP

- To share the development experience with other countries;
- To strengthen bilateral relations between Malaysia and other developing countries;
- To promote South-South Cooperation (SSC); and
- To promote Technical Cooperation among Developing Countries.

ABOUT UTHM

Universiti Tun Hussein Onn Malaysia (UTHM) is a public university located in Batu Pahat, Johor Malaysia. It was formerly known as Institut Teknologi Tun Hussein Onn (ITTHO) and Kolej Universiti Teknologi Tun Hussein Onn Malaysia (KUITTHO). UTHM is committed to generate and disseminate knowledge in order to meet the needs of the industry and the community and to nurture creative and innovative human capital, based on the tauhidic paradigm.

Centre for Continuous Learning and APEL (PPBA) is a lifelong learning provider in UTHM. PPBA provides various opportunities of lifelong learning and professional development programmes for local, national and international community.

Among the programmes offered include short-term courses, long-term courses and part-time master programmes.

For more information, kindly refer to our website: <https://www.uthm.edu.my/410/>

COURSE BACKGROUND

This program focuses on the continuous professional development and competency of Technical Vocational Education Training (TVET) personnel, essential role in adapting IR 4.0 elements especially in digital teaching component focusing on pedagogical knowledge and skills based on various innovative technologies, work environment, knowledge and learning materials. This training module emphasizes on the TVET concept focusing on the competency of TVET personnel for them to apply their knowledge at TVET institutions. The design of the module is based on the needs of instructional delivery towards IR 4.0. The course optimizes the curriculum development approach, didactic learning, teaching methodology, learning activities, and action-oriented learning resources.

Target participants for this program are teachers, instructors and lecturers from various levels of skill and performance background at TVET institutions. After completing the training series, participants are expected to be able to transfer their knowledge to the respective organization's members (multipliers). Participants must complete three modules comprising: The Concept of Curriculum Development for IR4.0 Work Process, Action-Oriented in TVET Learning, Teaching Disruption and Employment and Professional Development Training for TVET Educators. This training series is designed to deliver critical concepts and skills related to the topics in each training module, focusing on changes due to the technological revolution, Industry 4.0, and digitalization. Self-learning and innovative teaching methods will be the primary approaches for the training. Align with SDG4: Quality Education based on 4.3 target is by 2030, is to equal access for all women and men will be achieved and affordable for quality technical, vocational, and tertiary education, including university. Therefore, it is imperative that TVET teaching personnel are qualified and acquire a variety of skills to expand TVET at their institutions that provide programs in line with workplace demands to achieve the SDG 8 in focusing future employment for decent work and economic growth.

COURSE OBJECTIVES

- To design the concept of curriculum development and delivery with industry collaboration on new abilities, talents, and work procedures.
- To apply cutting-edge technological and pedagogical techniques and instruction especially independent learning and digital TVET.
- To develop institutions in-service training modules in their own organizations' design, planning and delivery.

OUTPUT/DELIVERABLES

- Concept mapping in curriculum design of IR4.0 Work Process
- Framework of instruction strategies based on Action-Oriented Teaching
- Country plan for multipliers training program

TARGETED PARTICIPANTS

- The participants should be nominated by their TVET institution having the following prerequisites:
- Educator, lecturer, teacher, and instructor from TVET institutions: colleges/ schools.
 - Have a good command of spoken and written English
 - Ability to use online platform: zoom, google meet, Microsoft team
 - Ability to work independently and in groups

COURSE CONTENT

- The Concept of Curriculum Development For IR4.0 Work Process
- Action-oriented In TVET Learning and Teaching
- Disruption and Employment, Professional Development Training for TVET Educators

TRAINING METHODOLOGY

An integrated teaching and learning methodology which includes interactive online activities, discussions, simulation exercise and group work on assignment and case study. This course will be fully conducted in English.

MONITORING AND EVALUATION METHOD

- Presentation: 20%
- Participation in online class: 50%
- Assignments and Report: 30%

EXPECTED OUTCOME

At the end of the course, the participants should be able to:

- Design the concept of curriculum development in IR4.0 work process
- Create the innovative teaching and learning strategy based on action-oriented approach
- Enhance the competency in professional knowledge and skills for TVET personnel

APPLICATION GUIDELINES

- The course fees are fully sponsored by the Government of Malaysia.
- Applications should be made using the prescribed MTCF forms available at https://mtrd.kln.gov.my/itcdoms/MTCF2023_APPLICATION_FORM_ONLINE_COURSE_ID#
- MTCF application forms can also be obtained from the nearest Malaysian Embassy/High Commission in recipient countries.
- All application forms must be completed and endorsed by the Ministry of Foreign Affairs or National Focal/Aid Coordinator Agency in the respective countries and submitted ONLY through the diplomatic channel via the Embassy/High Commission of Malaysia.
- Only successful applicants will receive the Official Invitation notification one (1) week from the course date, by the Training Institute via email.

APPLICATION CLOSING DATE: 10 JUNE 2023

COURSE COORDINATORS

- Assoc. Prof. Ts Dr Mimi Mohafyza binti Mohamad
- Assoc. Prof. Ir. Dr. Saliza Azlina binti Othman
- Mrs. Noraziah binti Wahab

CONTACT

- CENTRE FOR CONTINUOUS LEARNING AND APEL**
Universiti Tun Hussein Onn Malaysia
86400 Parit Raja, Batu Pahat, Johor, Malaysia
- Phone Number : (607) -- 4538587/7914
 - Email : ppba@uthm.edu.my, frdausz@uthm.edu.my & noraziatw@uthm.edu.my
 - Website : <https://ppba.uthm.edu.my>



MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP)

Please affix
passport
size
photograph

APPLICATION FORM (ONLINE) 2023

Please type in capital letters using only English Language.
Do not leave any space blank. Use "NIL" or "N/A" where
applicable

FOR OFFICIAL USE ONLY

Reference no	:	_____
Received	:	_____
Checked	:	_____
Recommendation: by Mission	:	<input type="checkbox"/> YES <input type="checkbox"/> NO

Title of Course:	Date of Course:
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1. PERSONAL DETAILS

Family Name (surname):	Date of birth: Day Month Year
First Name:	Citizenship:
Other Names:	Gender:
City and country of birth:	Marital status:
Passport No.: Type of Passport: (Diplomatic/Official/Regular) Expiry Date:	Religion:

2. CONTACT DETAILS

Mailing Address:	Office Address:
Mobile: Country Area Number	Home: Country Area Number
Office: Country Area Number	Fax: Country Area Number
Email:	
Person to be contacted in case of emergency:	
Family Name: Relation: Mobile Number: Address: Email:	Office Name: Position: Mobile Number: Address: Email:

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

3. EDUCATION

Name of institution and place of study	Major/Field of study	Years	Degree

4. EMPLOYMENT RECORD

A. Present or most recent post	B. Previous post
Employer:	Employer:
Years of service (from – to):	Years of service (from – to):
Title of your post/position:	Title of your post/position:
Type of organization: Government / Semi Government / Private / NGO	Type of organization: Government / Semi Government / Private / NGO

Please describe briefly your work including your responsibility.

*Please continue on supplementary pages if necessary

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

5. REASONS FOR APPLYING THIS COURSE

Have you participated in any training programme in Malaysia before? YES/NO

Name of Programme:

Organizer:

Year:

Have you participated in any MTCP training programme in Malaysia before? YES/NO

Name of Course:

Name of Training Institute:

Year:

Please state briefly the reasons for applying to this course and how you hope to benefit from the course.

6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					
Mother tongue : _____					

7. APPLICANT'S DECLARATION

I _____ of _____
Name of applicant Representing Country

Declare that:

- a) All information provided is true, complete and accurate to the best of my belief and knowledge, and that I have not willfully suppressed any material facts;
- b) I am medically fit and free from any medical problems which may impair my ability to attend and complete the training; and
- c) I grant my portrait right license to MTCP, which is to allow MTCP to shoot photographs and/or videos of my participation to the MTCP and utilize them for the public relation materials of MTCP where and when necessary.

Upon successful selection for the training award, I undertake to:

- a) carry out instructions and abide by such terms and conditions as may be stipulated by the nominating and host governments in respect of this training course;
- b) abide by the rules and regulations of the training institution in which I undertake to study in or be trained under;
- c) submit/present any report which may be required;
- d) refrain from engaging in political activities and any form of employment for profit or gain; and
- e) discontinue the course should I be found guilty of misconduct or be medically unfit.

I fully understand that if I fail to comply with the terms and conditions of the training award, and/or any of the above declarations are found to be untrue, the award will be terminated with immediate effect.

Date

Signature of applicant

3. TO: GOVERNMENT OF MALAYSIA

LETTER OF INDEMNITY

I _____, Passport Number: _____ having an address at _____, hereby declare that I shall be personally liable for and shall indemnify the Government of Malaysia and _____ against all liabilities, claims, losses, demands, actions, suits, proceedings, costs or expenses; in part/total, whatsoever arising under the laws of Malaysia or common law which may be made or taken against the Government of Malaysia and/or _____ or incurred or become payable by the Government of Malaysia and/or _____ in respect of any medical illness, personal injury (whether fatal or otherwise), or the death of any person, by reason of my carelessness, negligence, omission or default, in the course of my training with _____ which is appointed by the Government of Malaysia. Dated this ___ day ___ of 2023.

Signature of applicant)
Name of applicant)
Date)

In the presence of
Signature of Witness)
Name of Witness)
Designation of Witness)
I/C or Passport No.)

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.

D. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

OFFICIAL DECLARATION BY THE NOMINATING AGENCY

On behalf of the Government of _____ I _____
Country Name of Official

Certify that:

- a) I have examined the educational, professional or other certificates quoted by the applicant in this form and I am satisfied that they are authentic and relate to the applicant;
- b) The applicant is medically fit and free from infectious disease and that, having regard to his/her physical and mental history; and
- c) The applicant has attained a level of proficiency in both spoken and written English to enable him/her to follow the course of study/training for which he/she is being nominated.

I nominate (Dr/Mr./Mrs./Ms.*) _____ holding Passport No.: _____ for the training course.

Name and Designation

Signature and Official Stamp

Name and Organization

_____-_____-_____
Country code Area code Office tel no.

Email address

_____-_____-_____
Country code Area code Office tel no.

ENDORSEMENT BY THE NATIONAL FOCAL POINT FOR BURGE OF TECHNICAL COOPERATION

Name

Email Address
 (Official Stamp)

Designation

Name of Organization

Signature

_____-_____-_____
Country code Area code Office tel no.

_____-_____-_____
Country code Area code Office tel no.

NOTE: This application form should be duly completed and endorsed by the national focal point for technical cooperation in your country. Forms that are incomplete or not endorsed will not be accepted.