



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

SGOD-2023- 225

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

Subject : **APPLICATION FOR MALAYSIA TECHNICAL COOPERATION PROGRAMME (MTCP) OF THE INSTITUTE OF TEACHER EDUCATION INTERNATIONAL LANGUAGES CAMPUS (IPPGKBA)**

Date : June 2, 2023

This is in reference to Regional Memorandum HRDD-2023-134 dated May 31, 2023 signed by Allan G. Farnazo, Director IV, re: Call for Application for Malaysian Technical Cooperation Programme (MTCP) of the Institute of Teacher Education International Languages Campus (IPGKBA).

The deadline for submission of the application form is on July 3, 2023.

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

For information and dissemination.

MELANIE P. ESTACIO

OIC-Schools Division Superintendent

For and in the absence of the SDS:

NORELIZA A. MISAL
Accountant III

DepEd Schools Division of Digos City

RECORDS SECTION

RELEASED
27-106006

DATE: JUN 05 2023 TIME: 11:20am

BY:

Enclosed: As stated
SGOD/rbd





Republic of the Philippines
Department of Education
 DAVAO REGION

DepEd Schools Division of Davao Region
 RECORDS SECTION
 RECEIVED
 DATE: 01 JUL 2023
 BY: *[Signature]*
 103006
 3:3

Office of the Regional Director

REGIONAL MEMORANDUM

HRDD-2023-134

To : Schools Division Superintendents

Subject: APPLICATION FOR MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCP) OF THE INSTITUTE OF TEACHER EDUCATION INTERNATIONAL LANGUAGES CAMPUS (IPGKBA)

Date : May 31, 2023

This has reference to the request letter from the Department of Foreign Affairs on the short-term course offered by the Malaysian Technical Cooperation Programme (MTCP) in the Institute of Teacher Education International Languages Campus (IPGKBA) entitled: Innovative Pedagogy in 21st Century for Language Teachers. The deadline for submission of the application forms is on 03 July 2023. Attached is the letter dated May 23, 2023 with scholarship program fliers and application forms for reference and information.

For immediate dissemination.

[Signature]
ALLAN G. FARRAZO
 Director IV

Enclosed: As Stated.

ROHS/mtb

DEPARTMENT OF EDUCATION DAVAO REGION
 RECORDS SECTION
RELEASED
 BY: *[Signature]* 19716
 Date: *[Signature]* June 01, 2023



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-177-2023

Date: 23 May 2023

MR. ALLAN G. FARNAZO
REGIONAL DIRECTOR
Department of Education Region XI
F. Torres St., Davao City
region11@deped.gov.ph



Dear Director Farnazo,


The Malaysian Technical Cooperation Programme (MTCP) through the Consulate General of Malaysia in Davao City has conveyed to this office that the *Institute of Teacher Education International Languages Campus (IPGKBA)* will be conducting a short-term course which may be of interest to your personnel. MTCP has requested us to disseminate the course information to relevant government agencies.

One of the courses is entitled "*Innovative Pedagogy in 21st Century for Language Teachers*" to be conducted from 04-13 September 2023. The deadline for submission of the application forms is by 03 July 2023 (copy of the course information with the online link to the application form is enclosed for reference).

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.

Your kind and prompt reply will be greatly appreciated.

Sincerely,


ERIC R. AQUINO
OFFICER-IN-CHARGE



**MALAYSIAN
TECHNICAL
COOPERATION
PROGRAMME (MTCP)
2023**



**INNOVATIVE PEDAGOGY
IN 21ST CENTURY
FOR LANGUAGE TEACHERS**

**4 - 13 SEPTEMBER 2023
0800 - 1800 (GMT +8)**

*Only successful applicants will be notified.

***APPLICATION DEADLINE:
03 JULY 2023**

TARGET REGION: ASIA

ORGANISED BY:
1. THE INSTITUTE OF TEACHER EDUCATION,
2. INTERNATIONAL LANGUAGES CAMPUS,
MINISTRY OF EDUCATION, MALAYSIA
(@IPGK3A)

BACKGROUND

The Malaysian Technical Cooperation Programme (MTCP) was initiated at the First Commonwealth Heads of Government Meeting (CHOGM) for Asia Pacific Region held in Sydney in February 1976. It was officially launched on 7th September 1980 at the 2nd CHOGM in New Delhi, India to signify Malaysia's commitment to South-South Cooperation, in particular 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, halal 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: <https://mtcp.kln.gov.my/> and MTCP Official Facebook Page: <https://www.facebook.com/MTCPMalaysia>.

**OBJECTIVES OF THE
MTCP**

- To share development experiences with other developing 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 (TCDC)

**FELLOWSHIP /
SCHOLARSHIP**

Participants will receive support from the Government of Malaysia including:

Accommodation

Participants will be accommodated at a hotel / hostel within the vicinity of the training institute. Participants are strictly not allowed to bring any family members during the course.

Daily Allowance

Participants will be provided with a daily allowance of RM85.00.

Meals

Meals will be provided throughout the duration of the course.

Air Fares

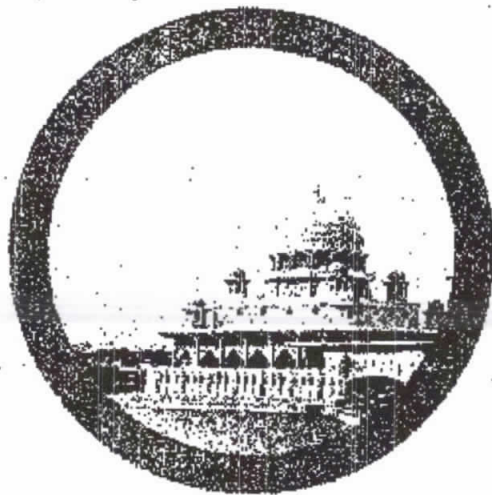
A return flight ticket from the capital city of the recipient country to Kuala Lumpur on economy class is provided for participants.

Course Fees

All course fees are borne by the Government of Malaysia.

Dress Code

Participants are required to dress in formal or office attire throughout the class sessions as well as during official visits to Government Ministries/ Agencies.



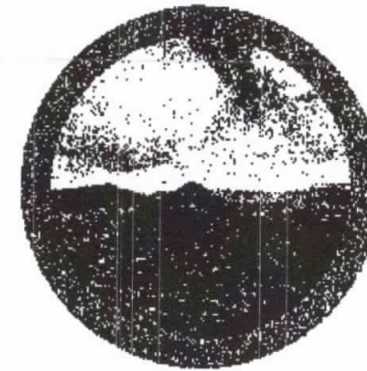
BACKGROUND OF THE COURSE

This course is designed to provide participants with the opportunities in developing innovative and creative methods in teaching and learning language. The course will also include an exploration into planning, designing and assessing lessons in language teaching based on the current pedagogy and best practices. The course will utilise a project-based approach in training.

OBJECTIVES OF THE COURSE

At the end of the Course, participants will be able to:

- Enhance the understanding of the concepts of innovation and creativity in teaching and learning languages.
- Plan and design activities which contain elements of innovation and creativity.
- Examine current pedagogy and classroom practices on the impact they have on learners.



COURSE CONTENT

This course covers topics with the following themes:

- Creativity and Innovation
- 21st Century Pedagogy
- Project-Based Learning
- Classroom-Based Assessment
- Reflective Practice

COURSE METHODOLOGY

- Lectures
- Discussion
- Video viewing/Critique
- Workshops
- Task-based and hands-on activities
- Presentations
- Showcase

CRITERIA OF APPLICANTS

This course is intended for primary and secondary school teachers who have a minimum of 5 years working experience and competent in the English language which is essential for them to communicate and engage in the course effectively. Preferably, participants should be between 26 to 50 years of age. Educators at university or institute of higher learning could also be considered for this course.

Incomplete and/or unendorsed forms will not be considered.

Closing Date of Application:
03 JULY 2023

APPLICATION FORM:

<https://bit.ly/3ALgLXw>
or

[https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_\(PHYSICAL_COURSE\).pdf](https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_(PHYSICAL_COURSE).pdf)



VISA AND VACCINATION

All participants must enter Malaysia with Visa With Reference (VWR). Participants for the programme will receive a copy of the approval letter from the Institute of Teacher Education International Languages Campus Kuala Lumpur. Participants are required to obtain the VWR stamping from the nearest Malaysian Embassy/ High Commission. Participants are required to be vaccinated for Covid-19 prior to arriving in Malaysia. Participants from countries listed in <https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/> are required to take mandatory vaccination for Yellow Fever at least ten (10) days prior to their departure to Malaysia. Yellow Fever vaccination certificate is required upon landing in Malaysia.



APPLICATION AND ENQUIRIES

Applications should be made using the prescribed MTCP forms available through

[https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_\(PHYSICAL_COURSE\).pdf](https://mtcp.kln.gov.my/mtcpforms/MTCP2023_APPLICATION_FORM_(PHYSICAL_COURSE).pdf).

MTCP application forms can also be obtained from the nearest Malaysian Embassy / High Commission in MTCP recipient countries. Submitted application forms must be accompanied by the following documents:

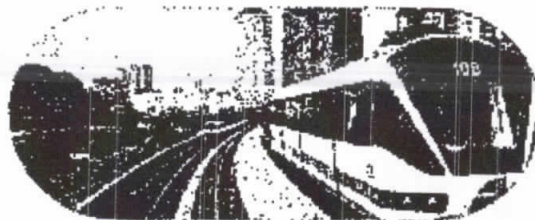
- Copy of Passport (all pages and coloured)
- Passport sized photo (3.5cm x 5cm) (White background)
- Medical Report

All application forms must be written legibly or typewritten, duly completed and endorsed by the Ministry of Foreign Affairs of their respective countries and should be submitted only through the diplomatic channel via Malaysian Embassy/ High Commission of Malaysia.

Successful candidates will be duly notified by the Institute of Teacher Education International Languages Campus (ITEPKBA) one (1) month before the commencement of the course.

CODE OF CONDUCT

- Participants shall conduct themselves at all times in a manner compatible with their responsibilities as MTCP participants and abide by the laws, rules and regulations as may be stipulated by the host government in respect of this course.
- The course is held entirely face-to-face.
- Participants must adhere to the schedule by filling up the attendance form each time the course session takes place.
- Participants are required to maintain order and adhere to a proper dress code during the sessions.
- Participants must follow all the given instructions and complete each assignment/ task given for each session.
- If the participant fails to complete the total allocated course hours, the course certificate will not be issued.



FOR FURTHER ENQUIRY

Address:

Course Coordinator of MTCP
Institute of Teacher Education,
International Languages Campus,
Lembah Pantai
59200, Kuala Lumpur,
MALAYSIA

Telephone:

+603-22847525/ 2284 / 7543/
+603-22848515 (Ext.176)

Contact Person for Enquiry:

Name: Dr. Munirah / Ms. Iffah
Email: mtcp@ipgkba.ipgm.edu.my

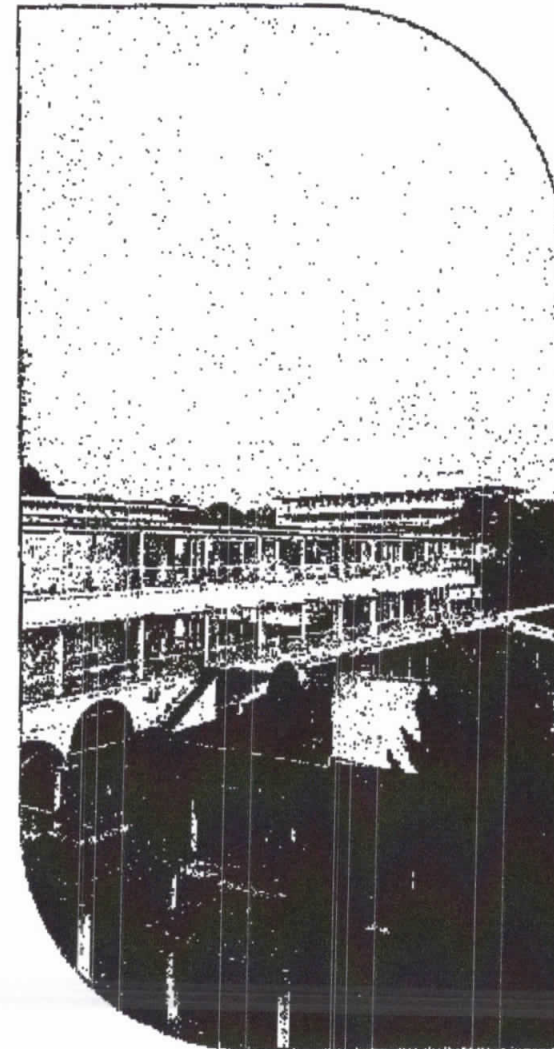
Prepared by:

MTCP Secretariat
Institute of Teacher Education
International Languages Campus
Kuala Lumpur

MTCP Secretariat
International Cooperation and
Development Division
Ministry of Foreign Affairs Malaysia

Useful Links:

<https://www.imi.gov.my/index.php/en/main-services/visa/visa-requirement-by-country/>
<https://www.imi.gov.my/index.php/en/visa-with-reference/>





Please affix
passport
size
photograph

APPLICATION FORM

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCPP)

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	:	<table border="1"> <tr> <td><input type="checkbox"/></td> <td>YES</td> </tr> <tr> <td><input type="checkbox"/></td> <td>NO</td> </tr> </table>	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
<input type="checkbox"/>	YES					
<input type="checkbox"/>	NO					

Title of Course:	Date of Course:
------------------	-----------------

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.:	Religion:			
Type of Passport: (Diplomatic/Official/Regular)				
Expiry Date:				

2. CONTACT DETAILS

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

1

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

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

Please continue on supplementary pages if necessary

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

Name of Programme:

Organiser:

Year:

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

Name of Course:

Name of Training Institute:

Year:

6. ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening					
Speaking					
Writing					
Reading					

Mother tongue : _____

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.

7. MEDICAL REPORT

Name of Applicant:			
Age:	Gender:	Height: cm	Weight: kg
Blood Pressure:			
Blood Group: <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> AB <input type="checkbox"/> O <input type="checkbox"/> Other ()			
Any history of surgery?		Is the person examined physically and mentally able to carry out intensive training away from home?	
a) Is the person free of infectious diseases (AIDS, tuberculosis, trachoma, skin diseases, COVID - 19, etc.)? b) Please attach the vaccine certificate as proof that you have completed the COVID vaccination.		Does the person examined have any condition or defect (including teeth) which might require treatment during the course?	
List any abnormalities indicated in the chest X ray:		Pregnancy Test:	
I certify that the applicant is medically fit to undertake a course in Malaysia.			
Name of Physician	:	_____	
Address of Clinic (printed)	:	_____ _____	
Telephone (printed)	:	_____	
Email	:	_____	Date: _____
Signature of Physician	:	_____	Seal of Clinic: _____

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.

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 in Malaysia;
- c) I will be personally liable for all medical expenses due to pre-existing conditions/illnesses incurred during my stay in Malaysia after my admission to any Malaysian government hospitals/clinics, and also other than those covered under the Group Personal Accident Insurance. (All successful participants are covered under Group Personal Accident. The Group Personal Accident does not cover any pre-existing conditions/illnesses or any outpatient medical/dental treatment. Participants are personally liable for medical expenses beyond what is covered by the insurance policy. As the coverage is limited, participants are advised to make their own arrangements to obtain adequate medical insurance coverage for their stay in Malaysia; and
- d) For pregnant female applicants only: I am _____ months pregnant and am/am not certified by a qualified doctor to be medically fit and in good health to travel and attend the training in Malaysia

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;
- e) return to my home country upon completion of the training; and
- f) 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 and I will be liable to depart from Malaysia at my own expense.

Date

Signature of applicant

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.

9. 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 20 _____

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.

10. TO BE COMPLETED BY THE NOMINATING GOVERNMENT

Reasons for applicant's selection

The post which the applicant will be required to fill upon satisfactory completion of training

Relevance of the course to applicant's job

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.

11. 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, there is no reason to suppose that the applicant is other than fit to undertake the journey to Malaysia and to remain in Malaysia for the duration of training;
- c) Should the nominee seek medical consultation/treatment for his/her pre-existing conditions/illnesses during his/her period of stay in Malaysia, he/she would be personally liable for all medical expenses incurred, other than those covered under the Group Personal Accident Insurance; and
- d) 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 MINISTRY OF FOREIGN AFFAIRS

Name

Email Address

(Ministry's 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 Ministry of Foreign Affairs or the National Focal Point for Technical Assistance in your country. Forms which are incomplete or not endorsed will not be accepted