



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

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2024-796

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

Subject : DISSEMINATION OF JOB OPENINGS IN SEAMEO STEM-ED, BANGKOK, THAILAND

Date : December 3, 2024

This is in reference to Regional Memorandum AD-2024-221 dated November 29, 2024, signed by Allan G. Farnazo, Director IV, re: **Dissemination of Job Openings in SEAMEO STEM-ED, Bangkok Thailand.**

Pursuant to OM-OASOPS No. 2024-A1858 issued by Atty. Revsee A. Escobedo, Undersecretary for Operations, relative to the Job Openings in the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Center for Science, Technology, and Mathematics Education (STEM-ED), Bangkok, Thailand. The deadline for application is on November 29, 2024. See attached files for further details regarding the job openings.

For information and widest dissemination.

For and in the absence of the  
Schools Division Superintendent

**MARIA GENEVIEVE T. FRANCISQUETE, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge

DepEd Schools Division of Digos City

RECORDS SECTION

**RELEASED**

DATE: DEC 04 2024 TIME: 11:00 AM

BY: [Signature]

Enclosed: As stated.  
SGOD/jsa



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170  
| (082)553-8375



Republic of the Philippines  
**Department of Education**  
 DAVAO REGION

Schools Division of Digos City  
 RECORDS SECTION

RECEIVED

02 DEC 2024

12240

78006

9:57

November 29, 2024

REGIONAL MEMORANDUM  
 AD-2024-221

DISSEMINATION OF JOB OPENINGS IN SEAMEO STEM-ED,  
 BANGKOK, THAILAND

To: Assistant Regional Director  
 Schools Division Superintendents  
 Chiefs of Functional Divisions  
 All Others Concerned

1. Herewith is Memorandum OM-OASOPS No. 2024-A1858 dated November 27, 2024 from Atty. Revsee A. Escobedo, Undersecretary for Operations, relative to the Job Openings in the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Center for Science, Technology, and Mathematics Education (STEM-ED), Bangkok, Thailand. The deadline for application is on November 29, 2024. See attached files for further details regarding the job openings.
2. For information and widest dissemination.

DEPARTMENT OF EDUCATION - DAVAO REGION  
 RECORDS SECTION  
**RELEASED**

By: *[Signature]*  
 Date: Dec. 02 2024  
 42679

ALLAN G. FARNAZO  
 Director

*[Signature]*

Encl.: As stated  
 ROA9/kgpf



Address: F. Torres St., Davao City (8000)  
 Telephone Nos.: (082) 291-1665; (082) 221-6147  
 Email Address: region11@deped.gov.ph  
 Website: www.depedroxi.ph





Republika ng Pilipinas  
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS

**MEMORANDUM**

OM-OASOPS No. 2024-A1858

RECEIVED  
By: C 42617  
Date: 11-24-24 Time: 9:02

TO : **ALL REGIONAL DIRECTORS  
ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

FROM : **ATTY. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

*MALCOLM S. GARMA*  
Assistant Secretary for **OASOPS FIELD OPERATIONS**

SUBJECT : **JOB OPENINGS IN SEAMEO STEM-ED, BANGKOK, THAILAND**

DATE : November 27, 2024

This Office respectfully endorses the attached memorandum from Georgina Ann H. Yang, Assistant Secretary, Office of the Secretary, dated November 25, 2024, regarding the job openings in the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Center for Science, Technology, and Mathematics Education (STEM-ED), Bangkok, Thailand, as described below:

1. **Program Manager:** Leads the design and management of SEAMEO STEM-ED programs, focusing on impactful and resource-efficient STEM initiatives.
2. **Project Officer:** Supports project operations to align with SEAMEOS's mission of advancing 21<sup>st</sup> century skills for educators and students.

The deadline for application is on November 29, 2024. Kindly see attached file for further details regarding the job openings.

For further queries and concerns, kindly directly communicate with the SEAMEO STEM-ED Secretariat through email at [secretariat@seameo-stemed.org](mailto:secretariat@seameo-stemed.org).

For wide dissemination and appropriate action.

Copy furnished:  
**OFFICE OF THE SECRETARY**  
Department of Education



Room 503, Mabini Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
Telephone Nos.: (02) 8633-7242  
Email Address: [asec\\_ops@deped.gov.ph](mailto:asec_ops@deped.gov.ph) | Website: [www.deped.gov.ph](http://www.deped.gov.ph)

Doc. Ref. Code	OM-OASOPS	Rev	01
Effectivity	09.09.24	Page	of 1





Republic of the Philippines  
Department of Education  
**OFFICE OF THE SECRETARY**  
**INTERNATIONAL COOPERATION OFFICE**

CO-EPS No. 15-227s. 2024

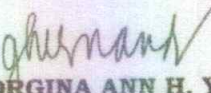
ICO-S-DM-1171-111924

**MEMORANDUM**

FOR : **ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

**DR. GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**CILETTE LIBORO CO**  
Assistant Secretary for Public Affairs Service

FROM :   
**GEORGINA ANN H. YANG**  
Assistant Secretary

SUBJECT : **JOB ANNOUNCEMENT ON THE PROGRAMME MANAGER  
AND PROJECT OFFICER SEAMEO STEM-ED, BANGKOK,  
THAILAND**

DATE : **November 25, 2024**

This has reference to the job announcement of the Southeast Asian Ministers of Education Organization (SEAMEO) Regional Center for Science, Technology, and Mathematics (STEM) Education (STEM-ED) regarding the two career opportunities namely 1) Program Manager and 2) Project Officer. These key positions will support our mission to advance STEM education in the Southeast Asia region. The Program Manager and Project Officer roles require individuals with a strong background in project management, facilitation, and a commitment to advancing SEAMEO's programs and activities. Candidates should demonstrate expertise in planning, coordination, and monitoring of educational programs.

Please find the position overview as follows:

- **Program Manager:** Leads the design and management of SEAMEO STEM-ED programs, focusing on impactful and resource-efficient STEM initiatives.
- **Project Officer:** Supports project operations to align with SEAMEO's mission of advancing 21<sup>st</sup> century skills for educators and students.

Detailed job descriptions and the Job Application Form for both positions are enclosed for reference. We highly appreciate your assistance in promoting these opportunities. The application deadline is 29 November 2024.



G/F Alonzo Bldg. DepEd Complex, Meralco Avenue, Pasig City  
Telephone Nos.: OD (02) 86367563; ICO (02) 86376463;  
Local Partnerships (02) 83688637; (02) 83688639

Email Addresses: [ico@deped.gov.ph](mailto:ico@deped.gov.ph) & [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph)  
Telephone No.: (02) 6332120

**Clear Statement of Request and Recommended Action:**

To support the objective of this activity, the International Cooperation Office (ICO) respectfully requests the support of the Operations Strand, and the Curriculum and Teaching strand to disseminate the information to relevant stakeholders. We also humbly request the Public Affairs Service (PAS) to disseminate the information by recommending an advisory for the SEAMEO STEM-ED Job Announcement to help them reach suitable candidates for the position.

For further information, please feel free to contact [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org). We would appreciate your kind support and cooperation regarding this matter.

Thank you very much.

***Attachments:***

*Letter from SEAMEO*

*Duties and Responsibilities of the Program Manager*

*Duties and Responsibilities of the Project Officer*

*Application Guidelines and Job Application Form*



G/F Alonzo Bldg. DepEd Complex, Merako Avenue, Pasig City

Telephone Nos.: OD (02) 86367563; ICO (02)86376463;

Local Partnerships (02) 83688637; (02) 83688639

Email Addresses: [ico@deped.gov.ph](mailto:ico@deped.gov.ph) & [externalpartnerships@deped.gov.ph](mailto:externalpartnerships@deped.gov.ph)

Telephone No.: (02) 6332120

Page 2 of 2



Ref: 0144.24

11 November 2024

Ms Georgina Ann Hernandez Yang  
Assistant Secretary for International  
and Government Affairs  
Department of Education  
Ground floor, Rizal Building  
DepEd Complex, Meralco Avenue  
Pasig City, Manila 1600  
Philippines

Dear Ms Hernandez Yang,

**Job Announcement: Programme Manager and Project Officer  
SEAMEO STEM-ED, Bangkok, Thailand**

SEAMEO STEM-ED is pleased to announce two career opportunities namely: Programme Manager and Project Officer. These key positions will support our mission to advance STEM education in the Southeast Asia region.

We kindly request your assistance in sharing these job vacancies within your network to help us reach suitable candidates. The Programme Manager and Project Officer roles require individuals with a strong background in project management, facilitation, and a commitment to advancing SEAMEO's programmes and activities. Candidates should demonstrate expertise in planning, coordination, and monitoring of educational programmes.

Please find the position overview as follows:

**Programme Manager:** Leads the design and management of SEAMEO STEM-ED programmes, focusing on impactful and resource-efficient STEM initiatives.

**Project Officer:** Supports project operations to align with SEAMEO's mission of advancing 21st-century skills for educators and students.

Detailed job descriptions and the Job Application Form for both positions are enclosed for your reference. We highly appreciate your assistance in promoting these opportunities. The application deadline is 29 November 2024.

For further information, please feel free to contact us at [secretariat@seameo-stemed.org](mailto:secretariat@seameo-stemed.org).

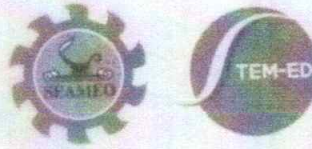
Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Dr. Kritsachai Somsaman'.

Dr Kritsachai Somsaman  
Centre Director

- Encl: 1) Duties and Responsibilities of the Programme Manager  
2) Duties and Responsibilities of the Project Officer  
3) Job Application Form

SEAMEO STEM-ED | Natural Science Bldg.,  
11<sup>th</sup> Floor, 928 Sukhumvit Rd., Phra Khanong, Khlong Toei, Bangkok 10110, Thailand  
Email: [secretariat@seameo-stemed.org](mailto:secretariat@seameo-stemed.org)



## Job Vacancy

### **Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)**

**SEAMEO STEM-ED** is a regional inter-governmental organization among governments of Southeast Asian countries, hosted by the Government of Thailand, with a mission to uplift the capacity and capabilities in STEM education in Southeast Asia. Through partnerships with our region-wide networks, including SEAMEO member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in Southeast Asia.

To accommodate upcoming regional STEM education projects in SEAMEO Member Countries, SEAMEO STEM-ED is inviting candidates to fill the position below.

<b>Position:</b>	Programme Manager
<b>Duty Station:</b>	Bangkok, Thailand
<b>Category and Grade:</b>	Professional Category, P-2
<b>Duration of Contract:</b>	3 Years, Renewable
<b>Application Deadline:</b>	29 November 2024

### Position Summary

Working under the guidance by the Programme Director, the incumbent will be required to support lead the design, development, implementation, management, and documentation of programmes and activities with attention to maximizing impact and efficient resource use. In addition, the programme manager will assist the Center Director and the Programme Director in other assignments related to the programme management of the SEAMEO STEM-ED.

The responsibilities of the Programme Manager will include short-term and long-range planning for strengthening STEM education in the area of capacity building of educators in STEM Education, innovative STEM learning resources sharing, and future skills education model development. The incumbent will be leading programme activities throughout all phases of the programmes including design, fundraising, proposal development, programme management, stakeholder engagement, partnership building, monitoring and evaluation, reporting, and policy advocacy.

He/She would be expected to represent the SEAMEO STEM-ED at professional meetings and conferences; to prepare analyses, reports, and internal plans for programmes and activities; and to contribute to the SEAMEO-wide coordination of scholarly activities for STEM Education capacity building and policy advocacy.



## **Major Duties and Responsibilities**

### **Programme Planning**

- Exercise appropriate scientific judgment to ensure careful use of evidence in programme development and design, integrity and consistency in the utilisation of funds as well as in managing the grant-making process without conflicts-of-interest, and with balance among appropriate sub-fields and institutions and ensuring participation of qualified educators, institutions, agencies, and organizations.
- Preparing implementation plans for STEM Education Capacity Building, STEM Learning Resources Sharing, Future STEM Skills Development Model, and Policy Advocacy implementation plan
- Manage effective STEM Education Capacity Building, STEM Learning Resources Sharing, Future STEM Skills Development Model, and Policy Advocacy, with attention to the role of the partners and ensuring participation of diverse groups especially with SEAMEO Regional Centres related to STEM education
- Provide expertise, evaluation, and advice for programme replications in Thailand and in the region, including international programmes, and cross-centre programmes.

### **Stakeholder Engagement**

- Mobilise resources and foster partnerships with multi-sector stakeholders including policy makers in basic and higher education, awareness building agencies, non-formal an informal education centres, science education centers, universities, training agencies, certifying bodies, and employers to support the programme
- Co-ordinate with multi-level stakeholders from senior management to junior administrative levels, manage their expectations, engage them and manage changes
- Establish and develop links among relevant stakeholders in order to engage them in the entire programme implementation process

### **Programme Execution and Team Building**

- Determine and manage programme risks
- Manage the programme to meet the budget, goals, timeframe, and expected impact
- Co-ordinate and foster teamwork
- Manage the team to implement the project with high levels of integrity and transparency in using or granting funds
- Build a team culture of respect and participation for members and partners regardless of age, gender identity, race, religion, social or economic status or any other factors





- Manage the programme team's performance of delegated responsibilities
- Establish a team norm of continuous improvement
- Advise or assist the programme team with resolution of problems
- Establish mechanisms to ensure regular dialogue with team members, donors, partners, or contractors to promote problem solving, team collaboration, and risk sharing.

#### **Representation, Communication and Leadership**

- Report on STEM Education Capacity Building, STEM Learning Resources Sharing, Future STEM Skills Development Model, and Policy Advocacy to senior leaders and government leaders
- Work with communication team on the communication planning and executing via different strategies based on varied target audience.
- Coordinate with the evaluation of STEM Education Capacity Building, STEM Learning Resources Sharing, Future STEM Skills Development Model and the presentation of the result and impact to the relevant stakeholder and policy makers
- Identify sources of funding for STEM Education Capacity Building, STEM Learning Resources Sharing, and Future STEM Skills Development Model, assisting in the proposal development process
- Represent the Programme, and Centre within the STEM Education community; with other SEAMEO regional centres; with other agencies and organizations; and with the public, accurately reflecting SEAMEO STEM-ED policy and positions.
- Create and maintain linkages to other SEAMEO units and other agencies in pursuit of the overall SEAMEO STEM-ED mission.
- Participate in staff and committee meetings, represent the Programme in cross-centre activities and programmes, and participate in meetings of the professional communities supporting STEM education.
- Pursue affirmative action and Equal Employment Opportunity goals.
- Contribute ideas for improving the quality of policies and SEAMEO STEM-ED's performance of its mission.
- Pursue and/or be responsive to assignments on special projects and temporary functional teams across the Centre to solve problems, improve staff communication, and effect coordination for special programmes.



**Qualifications and Experiences:**

- A Master's degree in Education, STEM fields (Science, Technology, Engineering, Mathematics), development, public management, or a related discipline.
- At least ten years of proven track record of developing and implementing successful STEM education programs.
- A minimum three years of supervisory experience.
- Strong passion for strengthening STEM education in the region.
- Proficiency in educational technologies and platforms.
- Knowledge of current trends and best practices in STEM education.
- Experience with budgeting, resource allocation, and timeline management.
- Collaborative mindset with strong interpersonal skills.
- Highly competent with proven experience in coordinating and collaborating with varied levels of educational partners and stakeholders in the field of STEM education development.
- Excellent written and verbal communication skills in English.
- Ability to present and communicate complex concepts to diverse audiences, including students, educators, and stakeholders.
- Experience in managing grants and reporting on their progress and impact.
- Demonstrated leadership abilities and experience managing a team.
- Ability to analyse data and make data-driven decisions.
- Innovative thinker with the ability to solve complex problems.
- Commitment to professional development and staying current with advancements in STEM education
- The candidate should be from one of SEAMEO's Member Countries.

**APPLICATION GUIDELINES**

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

**Deadline for applications for the position: Friday, 29 November 2024 at 16:30 hours Bangkok time.**

**Contact: [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)**



## Job Vacancy

### **Southeast Asian Minister of Education Organization Regional Centre for STEM Education (SEAMEO STEM-ED)**

**SEAMEO STEM-ED** is a regional inter-governmental organization among governments of Southeast Asian countries, hosted by the Government of Thailand, with a mission to uplift the capacity and capabilities in STEM education in Southeast Asia. Through partnerships with our region-wide networks, including SEAMEO member and affiliate countries, public and private institutions, and non-profit educational influencers, SEAMEO STEM-ED affirms our commitment to the advancement of STEM education in Southeast Asia.

To accommodate upcoming regional STEM education projects in SEAMEO Member Countries, SEAMEO STEM-ED is inviting candidates to fill the position below.

<b>Position:</b>	Project Officer
<b>Duty Station:</b>	Bangkok, Thailand
<b>Category and Grade:</b>	Professional Category, P-1
<b>Duration of Contract:</b>	3 Years, Renewable
<b>Application Deadline:</b>	29 November 2024

### Position Summary

SEAMEO STEM-ED is committed to developing programmes that enhance the competencies of educators and students, focusing on future skills essential for the 21st-century workforce. For educators, the Centre offers professional development in diverse STEM education approaches and the effective use of advanced technologies in teaching. This empowers teachers to inspire and prepare students for the challenges of the modern world. For students, SEAMEO STEM-ED implements programmes aligned with emerging STEM careers, fostering innovation, creativity, and technological proficiency.

These initiatives aim to prepare learners to excel in a dynamic, technology-driven global economy. Working under the guidance by the Programme Manager, the incumbent will be responsible for daily operations and activities in the assigned project(s). He/She will plan all project activities to align with master project plan and objectives. In addition, the Project Officer will assist the Center Director and the Programme Director in other assignments related to the programme management of the SEAMEO STEM-ED.



### **Duties and Responsibilities**

Under the supervision of Programme Manager, the Project Officer shall perform the following tasks:

#### **Project Planning and Fundraising**

- Assist in conducting literature reviews related to project interventions leading to the highest impact and desired outcomes in alignment with the Centre's vision and missions and the donor/s social investment objectives
- Assist in developing project's/program's long-term/short term operational plans, targets, and feasible key milestones which identify activities, tasks within the planned timeline and budget.
- Help identify sources of funds for projects, assist in the proposal development and bidding processes, incorporating inputs from relevant stakeholders which will address the STEM education development needs in the region.
- Assist in the development of the project sustainability plans

#### **Stakeholders' engagement**

- Work closely with multi-sector stakeholders including relevant education agencies from Southeast Asia which include both central and regional offices as well as schools, universities, training agencies, certifying bodies, and employers to support the projects and manage their expectations to meet project goals.
- Coordinate and manage stakeholder expectations while engage them in support of the projects.
- Assist in the preparation of resource person and subgrant agreements and collect reports required for payment and grant disbursements.
- Assist in maintaining linkages with other SEAMEO entities and other agencies in pursuit of the overall SEAMEO STEM-ED missions.

#### **Programme Execution**

- Implement the assigned projects to meet the budget, goals, timeframe, and expected outputs and outcomes.
- Prepare all the administrative paper work to support the execution of the project including budget and expense approval, reimbursement, trip advance, etc.
- Determine potential risks to the project and plan proper mitigation measures to cope with them.
- Arrange meeting to collaborate and monitor project progress as well as to share and exchange information to ensure all activities are on progress
- Analyse, synthesise, and consolidate information/research/studies to support assigned projects.



### **Communications and representation**

- Work with SEAMEO STEM-ED Knowledge Management/Communication team on communication plans and execution via different strategies based on varied target audiences.
- Help collect data from beneficiaries and stakeholders in order to efficiently monitor the project progress and results on a timely basis.
- Assist in writing reports on project progress and results to SEAMEO STEM-ED management team, donors, the Ministry of Education, and related stakeholders.
- Participate in staff and government board meetings, as well as those organised by SEAMEO secretariat offices, regional centres, or professional communities that support STEM education.
- Assist the Centre Director and the Programme Director in other assignments related to the project and activities of SEAMEO STEM-ED.

### **Qualifications and Experiences:**

- A Master's degree in Education, STEM fields (Science, Technology, Engineering, Mathematics), development, public management, or a related discipline.
- At least five years of proven track record of developing and implementing successful STEM education programs.
- Strong passion for strengthening STEM education in the region.
- Proficiency in educational technologies and platforms.
- Knowledge of current trends and best practices in STEM education.
- Experience with project planning, execution, and monitoring.
- Collaborative mindset with strong interpersonal skills.
- Highly competent with proven experience in coordinating and collaborating with varied levels of educational partners and stakeholders in the field of STEM education development.
- Excellent written and verbal communication skills in English.
- Experience with project development, planning, execution, and monitoring.
- Experience in managing grants and reporting on their progress and impact.
- Ability to troubleshoot issues and develop practical solutions.
- Analytical mindset with the ability to assess program effectiveness and make improvements.
- Commitment to ongoing learning and professional growth in STEM education practices
- The candidate should be from one of SEAMEO's Member Countries.



#### **APPLICATION GUIDELINES**

Interested candidates are invited to write an Introduction Letter, explaining why you want to work for SEAMEO STEM-ED and why you are qualified for the position, and send your current resume and a completed application form to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)

SEAMEO STEM-ED reserves the rights to respond only to the applicants in whom the Centre has further interest.

Deadline for applications for the position: Friday, 29 November 2024 at 16:30 hours Bangkok time.

Contact: [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org)

SEAMEO STEM-ED  
11<sup>th</sup> Floor, Natural and  
Environment Building, Science  
Center for Education 928  
Sukhumvit Road, Khlong Toei,  
Bangkok 10110, Thailand  
Email: secretariat@seameo-stemed.org

## APPLICATION FORM

STEM-ED/AF/GEN  
(revised 4 Jan 2024)

Photo is  
required

1. Application for (indicate post) \_\_\_\_\_
2. Name: Dr, Mr, Mrs, Miss \_\_\_\_\_  
(First Name) (Middle Name) (Family Name)  
Name in Thai \_\_\_\_\_
3. Home Address \_\_\_\_\_  
email \_\_\_\_\_ Tel. \_\_\_\_\_ Mobile \_\_\_\_\_
4. Office Address \_\_\_\_\_  
Tel. \_\_\_\_\_ email \_\_\_\_\_
5. Mailing Address  Home  Office  Other (Specify) \_\_\_\_\_
6. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Age \_\_\_\_ Weight \_\_\_\_ k.g. Height \_\_\_\_ c.m.  
(date/month/year)
7. Place of Birth \_\_\_\_\_  
(city) (country)
8. Nationality \_\_\_\_\_
9. Marital Status  Single  Married  Separated  Divorced  Widower
10. Dependents

Name	Relation	Date of Birth	Occupation





13. Employment Experience: starting with your most recent post, list in reverse order every employment/position you have had (use additional sheets if necessary).

13.1 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

Exact title of your post \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

Monthly salary \_\_\_\_\_ Bonus \_\_\_\_\_

Other incomes \_\_\_\_\_

Name and post of immediate supervisor \_\_\_\_\_

Number and type of employees supervised by you \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of your duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13.2 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

Exact title of your post \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

Monthly salary \_\_\_\_\_ Bonus \_\_\_\_\_

Other incomes \_\_\_\_\_

Name and post of immediate supervisor \_\_\_\_\_

Number and type of employees supervised by you \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of your duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13.3 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

Exact title of your post \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

Monthly salary \_\_\_\_\_ Bonus \_\_\_\_\_

Other incomes \_\_\_\_\_

Name and post of immediate supervisor \_\_\_\_\_

Number and type of employees supervised by you \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of your duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13.4 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_

Exact title of your post \_\_\_\_\_

Date from \_\_\_\_\_ to \_\_\_\_\_

Monthly salary \_\_\_\_\_ Bonus \_\_\_\_\_

Other incomes \_\_\_\_\_

Name and post of immediate supervisor \_\_\_\_\_

Number and type of employees supervised by you \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Description of your duties \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13.5 Name and address of employer \_\_\_\_\_  
\_\_\_\_\_ Tel. \_\_\_\_\_  
Exact title of your post \_\_\_\_\_  
Date from \_\_\_\_\_ to \_\_\_\_\_  
Monthly salary \_\_\_\_\_ Bonus \_\_\_\_\_  
Other incomes \_\_\_\_\_  
Name and post of immediate supervisor \_\_\_\_\_  
Number and type of employees supervised by you \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
Description of your duties \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Your expected monthly salary \_\_\_\_\_

15. Travel or residence aboard (indicate city, country, date, duration and purpose)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. Any other pertinent information regarding your experiences (such as being officers of student associations, clubs, attending national/international seminars/conferences).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

17. Indicate your abilities other than professional by checking a tick (  ) on one of the following boxes:

a. Computer     Yes             No (please indicate application software used)

b. Driving        Yes             No

c. Other (e.g. office equipment, taking photographs)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

18. List any significant publications you have written

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19. Have you ever received any scholarships/professional awards?  
If so, please indicate the name of the scholarship/award, its nature and the foundation/government from which it was received.

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20. Reference (three persons other than relatives who are well acquainted to you and qualified to judge you ability, knowledge, background, personality, etc.)

Name and Position (if any)	Full Address and Telephone No.	Business or Occupation

\*\* Please indicate from where you heard of this post vacancy.

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I solemnly declare that the above information is true and correct.

Date \_\_\_\_\_ Signature \_\_\_\_\_

After completing the Application Form, please e-mail to [HR@seameo-stemed.org](mailto:HR@seameo-stemed.org);