



Undersecretary for Curriculum and Instruction

MEMORANDUM
DM-CI-2020-00 012

TO : Minister of Ministry of Basic, Higher and Technical Education, BARMM
Regional Directors
School Division Superintendents
Heads of Public Elementary and Secondary Schools
All Others Concerned

FROM : DIOSDADO M. SAN ANTONIO
Undersecretary for Curriculum and Instruction

SUBJECT : SEAMEO QITEP Scholarship Programmes

DATE : 17 January 2020

Reproduction No. 691 s. 2020

NICOLAS T. CAPULONG, PhD, CESO V
Director III
OIC, Office of the Regional Director
and Concurrent OIC, OSDS

The Southeast Asian Ministers of Education Organization (SEAMEO) Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics announces its regular courses for SEAMEO Member Countries for Fiscal Year 2020. The five regular courses listed in the table are designed for Primary School Teacher, Junior High School Mathematics Teacher, and Senior High School Mathematics Teacher/Vocational School, School Principal, and Supervisors.

No.	Title	Course Schedule	Specification of Participant	Number of Participant	Application Deadline
1	Course on Southeast Asia Realistic Mathematics Education	6-19 March 2020 5 March: Arrival 20 March: Departure	Junior High School Mathematics Teachers	1	24 January 2020
2	Course on Joyful Learning in Mathematics Education	3-16 April 2020 2 April: Arrival 17 April: Departure	Primary School Teachers	1	6 March 2020
3	Course on Developing Lesson Study in Mathematics Education	16 - 29 July 2020 15 July: Arrival 30 July: Departure	Senior High School/ Vocational Mathematics Teachers	1	5 June 2020
4	Course on Integrating ICT in Mathematics Education	28 August - 10 September 2020 27 August: Arrival 11 September: Departure	Junior High School Mathematics Teachers	1	17 July 2020
5	Course on STEM for Mathematics Learning	9-22 October 2020 8 October: Arrival 23 October: Departure	Primary School Teachers	1	28 August 2020

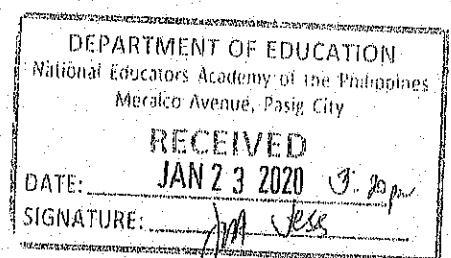
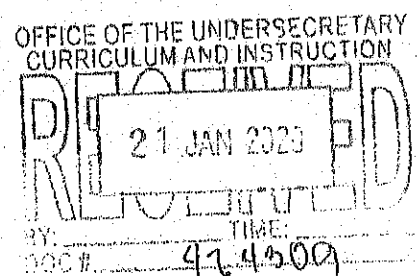
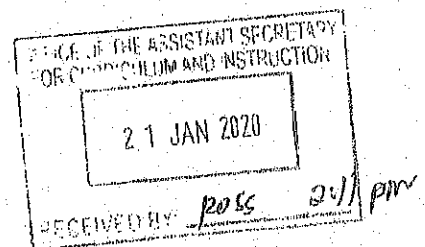
NEAP/PDDM/egm

The general information, 2020 Course Description, Application Form, and the guide in filling out the SPD (Official Trip Form) are enclosed in this memorandum.

All required documents (Annex A) must be submitted via email at scholarships@deped.gov.ph on or before the deadline.

For further inquiries and clarification, you may contact the DepEd Scholarship Secretariat at (02) 633-9455 or thru email at scholarships@deped.gov.ph.

Immediate dissemination of and appropriate action for this memorandum is desired.



ANNEX A
LIST OF REQUIREMENTS

Qualification	Documentary Requirements
a. Filipino citizen	1. Updated Personal Data Sheet
b. Must be 50 years old below	2. Endorsements from the head of office
c. Must have rendered at least five (5) years of service in the government (DepEd) at the time of nomination	a. endorsement from school principal/ division chief
d. Must hold a permanent appointment at the organization nominating him/her	b. endorsement from the Schools Division Office through the Office of the SDS
e. Must have no pending administrative and/or criminal case	c. Nomination Letter from the Regional/Bureau Director or his/her duly authorized representative (thru the Regional HRDD Chiefs)
f. Must have a college degree and/or sufficient demonstrated ability and experience related /relevant to the course he/she is applying for	
g. Must have a good command of the English language (spoken and written)	
h. Must have professional development needs aligned with the KRAs of the organization	
i. Must have outstanding accomplishments related/leading to the program applying for	
j. Must have no pending nomination for scholarship in another program/course or have already rendered the required service obligation for a scholarship previously enjoyed	
k. Physically and mentally fit	
l. Not an expectant mother	



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Mathematics
Jl. Kaliurang Km. 6 Sambisari, Condongcatur, Depok, Sleman, Yogyakarta, Indonesia.
Phone: +62274889955, Fax: +62274887222, Email: secretariat@qitepinmath.org
Website: www.qitepinmath.org



General Information

Regular Courses

Fiscal Year 2020

A. Participant Requirements

1. Mathematics teachers and classroom teachers (primary school);
2. No more than 50 years old;
3. Minimum of 3 years teaching experience;
4. Proficient in English (proven by a scan of original certificate) with the minimum score of 450 for TOEFL or 5 for IELTS;
5. Excellent in health condition for two-week course (proven by a scan of original medical certificate issued by hospital/doctor); and
6. Not be currently pregnant during the course (female participant).

B. Rights and Obligation

1. Course materials
All participants will be given course materials and stationery under terms and condition applied by the Centre.
2. Accommodation and Food
The centre will provide all participants with twin sharing rooms, meals, and snacks during the course.
3. Transportation and Reimbursement
The Centre will refund economy airfare (from the capital city or the nearest International Airport from participant's school to Yogyakarta and vice versa) with the maximum prices as follows.

Country	Maximum Ticket Price (USD)	Country	Maximum Ticket Price (USD)
Brunei Darussalam	417	Philippines	477
Cambodia	735	Singapore	182
Lao PDR	642	Thailand	428
Malaysia	143	Timor Leste	610
Myanmar	676	Vietnam	748

For reimbursement purposes, please submit the following documents:

- roundtrip tickets;
 - invoice of the ticket payment (the Centre has the right to check ticket authenticity);
 - boarding passes, airport tax;
 - nomination letter/official endorsement from participant's institution/government; and
 - official trip form (attached).
4. All participants are expected to:
 - bring laptop;
 - bring casual outfit for daily exercise; and
 - prepare specifically needed medicine in case of emergency.

C. Arrival and Departure

Participants are expected to arrive at Yogyakarta one (1) day before the course starts and to depart one (1) day after the course ends. The centre will provide pick up service from Adisutjipto International Airport to the Centre and vice versa.

D. Passport and Visa

The centre will send a Letter of Acceptance (LoA) to help expediting the visa on arrival (participants from Timor Leste).

E. Inquiries

SEAMEO Regional Centre for QITEP in Mathematics

Jalan Kaliurang Km. 6, Sambisari, Condongcatur, Depok, Sleman, Yogyakarta, Indonesia, 55283

Phone : +62274 889955

Whatsapp : +62811 2577 072

LINE : seameo qitepinmath

Facebook : seameo qitepinmathematics



Course Description

1. Course on Southeast Asia Realistic Mathematics Education

Realistic Mathematics Education (RME) was first introduced and developed by Freudenthal Institute in the Netherlands. There are two important points in RME: (1) mathematics must be connected to real life, and (2) the idea of mathematics as human activity is emphasized.

SEAQIM has designed a Southeast Asia Realistic Mathematics Education (SEA-RME) Course which is based on the regional culture, nature, and characteristics of Southeast Asia. This course gives teachers the opportunity to work collaboratively, celebrate diversity, and brings these experiences to their mathematics classrooms.

2. Course on Joyful Learning in Mathematics Education

Learning should be something joyful because it is a perpetual growth process and self-reflection. Mathematics teachers are expected to develop ideas to motivate students by joyful activities, such as discovering, exploring, constructing, designing, setting strategy, and solving problems that are wrapped in mathematics games, puzzles, and hands-on activities.

Course on Joyful Learning in Mathematics Education provides mathematics teachers a different perspective in teaching mathematics. Teachers are introduced to various joyful activities to promote meaningful learning. These activities will help students to achieve higher order thinking skills (HOTS).

3. Course on Developing Lesson Study in Mathematics Education

Lesson Study is a well-known approach originated from Japan for improving teaching and learning process in classroom. It is an effective model for teachers to join their activities to improve their teaching. This approach emphasizes the improvement of students' mathematical thinking which involves three steps namely Plan-Do-See.

In this course, participants will have opportunity to conduct lesson study in school collaboratively by practising the plan-do-see steps.

- Plan: participants and facilitators work collaboratively to develop lesson plan;
- Do: a model teacher implements the lesson plan in a real classroom while others (teachers, headmaster, and facilitators) observes the lesson; and
- See: the teacher and observers conduct lesson evaluation and reflection.

4. Course on Integrating ICT in Mathematics Education

The ability of utilizing and developing information, communication, and technology (ICT) applications to display texts, pictures, sounds, graphics, animations, and videos will allow teachers to create interactive materials for students. Learning mathematics may also be adapted to suit each students' speed of understanding. It is expected that ICT in mathematics education has the capacity to increase the quality of people's life.

5. Course on STEM for Mathematics Learning

Science, Technology, Engineering, and Mathematics (STEM) has been major topic of discussion in the field of education, due to it being the most esteemed fields in order to respond to the demand of 21st century. STEM education will be an important knowledge for teachers in order to educate future high-quality workforce. However, there is considerable lack of STEM program offered by educational institution in Indonesia.

We propose to use this course to answer this shortage, especially for mathematics teacher. In this course, the topic concern STEM for mathematics learning perspective; how teachers can implement STEM approach in their mathematics classroom despite the content and assessment suggested by the curriculum, which often times still compartmentalize each subject. STEM approach is an innovative and novel way of teaching mathematics, which is important in order to keep mathematics learning meaningful and joyful.



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Application form
(name of the Course)

Photo 3x4 cm

Name	:	
Sex (male/female)	:	
Date and Place of Birth	:	
Designation	:	
Home Address	:	
Mobile / Whatsapp Number	:	
Email	:	
Institution	:	
Address	:	
Phone Number	:	
Email	:	
Contact in case of emergency	:	
Name	:	
Relationship	:	
Mobile / Whatsapp Number	:	
Email	:	

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OFFICIAL TRIP FORM

Definition:

Official Trip Form is a legal document of the SEAMEO Regional Centre for QITEP in Mathematics required for proofing your official trip cost.

How to Fill:

1. Write down the name of your superior below.

NAME (INCLUDING TITLE) :

EMPLOYEE ID NUMBER (IF ANY) :

INSTITUTION :

2. Your superior is requested to sign on the space where the "✓" symbol is written, then put your institution stamp on it.
3. Do not write anything on the Official Trip Form except the signature and stamp mentioned in point 2.
4. Submit three (3) sheets of originally signed and stamped Official Trip Form upon your arrival.

	I Berangkat dari : (Tempat kedudukan) Ke : Pada Tanggal : V
II Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
IV Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
V Tiba di (Tempat kedudukan) Pada tanggal Pejabat Pembuat Komitmen, Agus Limbang Wardani, M.Cs. NIP 198308052015041002	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanakan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Agus Limbang Wardani, M.Cs. NIP 198308052015041002
VI Catatan Lain-lain	
VI PERHATIAN: PPK yang menerbitkan SPD, pegawai yang melakukan perjalanan dinas, para pejabat yang mengesahkan tanggal berangkat/tiba, serta bendahara pengeluaran bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara apabila negara menderita rugi akibat kesalahan, kelalaian, kealpaannya.	

	I Berangkat dari : (Tempat kedudukan) Ke : Pada Tanggal : v
II Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
III Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
IV Tiba di : Pada Tanggal :	Berangkat dari : Ke : Pada tanggal :
V Tiba di (Tempat kedudukan) Pada tanggal Pejabat Pembuat Komitmen, Agus Limbang Wardani, M.Cs. NIP 198308052015041002	Telah diperiksa, dengan keterangan bahwa perjalanan tersebut benar-benar dilaksanakan semata-mata untuk kepentingan jabatan dalam waktu yang sesingkat-singkatnya. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, Agus Limbang Wardani, M.Cs. NIP 198308052015041002
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Berangkat dari :
Ke :
Pada tanggal :

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II Tiba di :
Pada Tanggal :Berangkat dari :
Ke :
Pada tanggal :III Tiba di :
Pada Tanggal :Berangkat dari :
Ke :
Pada tanggal :IV Tiba di :
Pada Tanggal :Berangkat dari :
Ke :
Pada tanggal :V Tiba di :
(Tempat kedudukan)
Pada tanggal :

Pejabat Pembuat Komitmen,

Agus Limbang Wardani, M.Cs.
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Pejabat Pembuat Komitmen,Agus Limbang Wardani, M.Cs.
NIP 198308052015041002

VI Catatan Lain-lain

VI PERHATIAN:

PPK yang menerbitkan SPD, pegawai yang melakukan perjalanan dinas, para pejabat yang mengesahkan tanggal berangkat/tiba, serta bendahara pengeluaran bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara apabila negara menderita rugi akibat kesalahan, kelalaian, kealpaannya.

Tentative Schedule
Regular Course on Integrating ICT in Mathematics Education for Junior High School Mathematics Teachers
28 August – 17 September 2020

No	Week 1	Fri: 28 Aug	Sat: 29 Aug	Mon: 31 Aug	Tue: 1 Sept	Wed: 2 Sept	Thu: 3 Sept
1	09.00 – 09.45 (GMT + 7)	Opening Ceremony Committee					
2	09.45 – 10.30 (GMT + 7)	Course Orientation Bungkus Dias	Technological Pedagogical Content Knowledge Dr. Gogot Suharwoto	Concepts and Principles of Integrating ICT in Mathematics Classroom Prof. Yaya S. Kusumah	Hypothetical Learning Trajectory Wisnuningtyas W	Building Manipulative- Interactive Media with Application: GeoGebra Prof. Zsolt Lavicza	Game for Mathematics Teaching Ummy Salmah
3	10.30 – 11.15 (GMT + 7)	Pre-test Bungkus Dias					Designing Action plan Uki Rahmawati
4	11.15 – 12.00 (GMT + 7)	Friday Prayer					
Break							
5	13.00 – 13.45 (GMT + 7)	Introduction to SEAMEO Dr. Sumardyono	Technological Pedagogical Content Knowledge Dr. Gogot Suharwoto	Calculator for Mathematics Exploration Prof. Barry Kissane	Hypothetical Learning Trajectory Wisnuningtyas W	Game for Mathematics Teaching Ummy Salmah	Exploring Three- Dimensional Space with Application: Cabri 3D Prof. Lew Hee Chan
6	13.45 – 14.30 (GMT + 7)	Current Issues and Trends in Mathematics Education Dr. Farida Nurhasanah	Concepts and Principles of Integrating ICT in Mathematics Classroom Prof. Yaya S. Kusumah		Building Manipulative- Interactive Media with Application: GeoGebra Prof. Zsolt Lavicza	Writing report Uki Rahmawati	
7	14.30 – 15.15 (GMT + 7)						
Break							
8	15.30 – 16.15 (GMT + 7)	Current Issues and Trends in Mathematics Education Dr. Farida Nurhasanah		Calculator for Mathematics Exploration Prof. Barry Kissane			

No	Week 2	Fri 4 Sept	Sat 5 Sept	Mon 7 Sept	Tue 8 Sept	Wed 9 Sept	Thu 10 Sept				
1	09.00 – 09.45 (GMT + 7)	-	-	-	-	-	-				
2	09.45 – 10.30 (GMT + 7)	Exploring Three-Dimensional Space with Application: Cabri 3D Prof. Lew Hee Chan	Building Digital Activity with Application: Desmos IGA Rusassmita	Learning Management System: Pastitta Ayu L	Robot Programming and Coding: Wahid Yunianto	STEM Activities for Junior High School Prof. Zsolt Lavicza	Computational Thinking Prof. Iwan Pranoto				
3	10.30 – 11.15 (GMT + 7)		Digital Math Environment Wahid Yunianto								
4	11.15 – 12.00 (GMT + 7)	Friday Prayer	Break								
	12.00 – 13.00 (GMT + 7)										
5	13.00 – 13.45 (GMT + 7)	Building Digital Activity with Application: Desmos IGA Rusassmita	Digital Math Environment Wahid Yunianto	Robot Programming and Coding Wahid Yunianto	STEM Activities for Junior High School Prof. Zsolt Lavicza	Computational Thinking Prof. Iwan Pranoto	Designing Action plan Uki Rahmawati				
6	13.45 – 14.30 (GMT + 7)										
7	14.30 ~ 15.15 (GMT + 7)										
8	15.15 – 16.00 (GMT + 7)	-	-	-	-	-	-				

No	Week-3	Fri-11 Sept	Sat-12 Sept	Mon-14 Sept	Tue-15 Sept	Wed-16 Sept	Thu-17 Sept
1	09.00 – 09.45 (GMT + 7)						Post-test Bungkus Dias Prasetyo
2	09.45 – 10.30 (GMT + 7)	Assessment in Mathematics Learning Using ICT Dr. Gogot Suharwoto					Writing Report Uki Rahmawati
3	10.30 – 11.15 (GMT + 7)		Designing Learning Media Using ICT TEAM	Developing Lesson Plan TEAM	Peer Teaching TEAM	Real Teaching TEAM	Designing Action plan Uki Rahmawati
4	11.15 – 12.00 (GMT + 7)	Friday Prayer					Closing Ceremony Committee
	12.00 – 13.00 (GMT + 7)						
5	13.00 – 13.45 (GMT + 7)	Assessment in Mathematics Learning Using ICT Dr. Gogot Suharwoto	Designing Learning Media Using ICT TEAM				
6	13.45 – 14.30 (GMT + 7)		Developing Lesson Plan TEAM	Developing Lesson Plan TEAM	Reflection TEAM	Reflection TEAM	
7	14.30 – 15.15 (GMT + 7)	Designing Learning Media Using ICT TEAM				Writing Report Uki Rahmawati	
8	15.15 – 16.00 (GMT + 7)						

COURSE TITLE

Application of (NAME of NOMINEE)

Region: _____

Submitted on (DATE and TIME)

1. Email Addresses:	
2. Training Course:	
3. Contact Numbers:	
4. Designation/Position:	
5. Work Station (School/Office Unit):	
6. School Division Office:	
7. Religion:	
8. Age:	
9. Number of Years in DepEd	
10. Work Experience/s Related to Teaching (Indicate the highlights and duration.)	
11. Outstanding Accomplishments (Max of 5)	
12. Educational Attainment (Indicate School, Program, Specialization, and Title of Thesis/Dissertation, if any.)	
13. What challenges had you experienced as a teacher? What did you learn from them?	
14. What initiatives do you plan to implement so your school/office will benefit from this program?	
15. How did you hear about this scholarship opportunity?	