



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OF

NEGROS ORIENTAL

Traversing the Paths to Educational Excellence

March 14, 2017




Division Memorandum

No. 127, s. 2017

**INTERESTED PARTICIPANTS FOR THE REGULAR COURSES of SEAMEO
Regional Center for QITEP in Mathematics for Fiscal Year 2017**

To : Chiefs, CID & SGOD
Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Elementary & Secondary School Heads
All Others Concerned

1. Attached is DepEd Memorandum (DM-CI 2017-0036) dated February 8, 2017 from the Undersecretary Dina S. Ocampo re: Nomination of Participants for the Regular Courses of SEAMEO Regional Centre for QITEP in Mathematics for Fiscal Year 2017.
2. Interested participants who pass the qualifications stipulated in the General Information sheet also enclosed in this memorandum may contact this office for proper endorsement and recommendation.
3. Widest dissemination of this memorandum is desired.


SALUSTIANO T. JIMENEZ, CESO VI
OIC- Assistant Regional Director
Concurrent Schools Division Superintendent
3/16/17 9

RELEASED	
CONTROL NO.	629
RELEASED BY:	<i>[Signature]</i>
DATE RELEASED:	63-10-17



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NEGROS ISLAND REGION
West City Elementary School Campus
Dumaguete City 6206



cc: 3/13/17 kg

MEMORANDUM

TO : Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : *[Signature]* GILBERT T. SADSAD
Director III
OIC Regional Director

SUBJECT: Nomination of Participants for the Regular Courses of
SEAMEO Regional Centre for QITEP in Mathematics for
Fiscal Year 2017

DATE : March 8, 2017

1. Attached is a Memorandum from USec Dina S. Ocampo re: *Nomination of Participants for the Regular Courses of SEAMEO Regional Centre for QITEP in Mathematics for Fiscal Year 2017*, which is self-explanatory.
2. Names of Division nominees should be submitted to the Human Resource Development Division through depednircares@gmail.com at least two weeks prior to the indicated Application Deadlines.
3. Widest dissemination of this Memorandum is desired.

HRDD/rmv

DepEd-NIR Office, West City Elementary School Campus, Dumaguete City, 6200

TEL: (035) 422 6227 / E-MAIL: depednir@gmail.com

FB: [facebook.com/depednir](https://www.facebook.com/depednir) / WEB: depednir.weebly.com



Republic of the Philippines
Department of Education
DepEd Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 633-7202/(87-4)146 Fax: (632) 631-5057
E-mail: dira@deped.gov.ph Website: www.deped.gov.ph

DepEd
Department of Education

Memorandum for Circulation and Submission

MEMORANDUM
DM-CI-2017-00184

TO : Regional Directors
Schools Division Superintendents
Heads of Public Elementary and Secondary Schools

FROM : *[Signature]*
DIRECTOR, OCCAMPO
Under Secretary

SUBJECT : Nomination of Participants for the Regular Courses of SEAMCO
Regional Centre for QITEP in Mathematics for Fiscal Year 2017

DATE : 8 February 2017

The Southeast Asian Ministers of Education Organization (SEAMCO) Regional Centre for Quality Improvement of Teachers and Education Personnel (QITEP) in Mathematics announces its regular courses for SEAMCO Member Countries for Fiscal Year 2017. 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.

No.	Course Title	Course Schedule	Specification of Participant	Number of Participant	Application Deadline
1	Regular Course on Utilization and Development of IT-based Learning	30 March - 12 April 2017 29 March: Arrival 13 April: Departure	Senior High School Mathematics Teachers	1	6 March 2017
2	Regular Course on Teacher-made Teaching Aid	26 April - 9 May 2017 25 April: Arrival 10 May: Departure	Junior High School Mathematics Teachers	1	2 April 2017
3	Regular Course on Developing Lesson Study in Mathematics Education	2-15 August 2017 1 August: Arrival 16 August: Departure	Senior High School Mathematics Teachers	1	9 July 2017

4	Regular Course on Southeast Asia Realistic Mathematics Education	6-19 September 2017 5 September: Arrival 20 September: Departure	Primary School Teachers	1	13 August 2017
5	Regular Course on Joyful Learning in Mathematics Education	4-17 October 2017 3 October: Arrival 18 October: Departure	Junior High School Teachers	1	10 September 2017

Nomination:

The regions are requested to nominate participants who must:

1. Be proficient in English (proven by a copy of original certificate) with a minimum score of 450 for TOEFL or 5 for IELTS
2. Be excellent in health condition for two-week course (proven by a scan of original medical certificate issued by hospital/doctor)
3. Not be currently pregnant during the course (female participant)
4. Not be more than 50 years old.

The general information, course description (2017 Course Description), participant's biodata, and the guide in filling out the SPD (Official Trip Form) are enclosed in this memorandum.

All other required documents must be submitted via email at nsap.pdd@deped.gov.ph a week earlier than the stated deadlines across courses.

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

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

Annex A: General Information
B: 2017 Course Description
C: Participant's Biodata Form
D: Guide in filling out the SPD (Official Trip Form)



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Mathematics
 Jl. Kallurang Km. 6 Sambutan, Condongkatun, Depok, Sleman, Yogyakarta, Indonesia
 Phone: +6271487222, Fax: +6271487222, Email: secretariat@qitepmath.org
 Website: www.qitepmath.org



General Information
SEAMEO Regional Centre for QITEP in Mathematics Regular Courses
Fiscal Year 2017

I. Participants Requirements:

- Proficient in English (proven by a copy scan of original certificate) with the minimum score of 450 for TOEFL or 5 for IELTS.
- Excellent in health conditional for two-week course (proven by a scan of original medical certificate issued by hospital/doctor).
- Should not be currently pregnant during the course (female participant).
- Should not be more than 50 years old.

II. Rights & Obligation

1. Course Materials

All participants are given course materials and stationery under conditions applied by the Centre.

2. Accommodation and Food

- The Centre will provide twin sharing rooms for participants.
- Meals and snacks are provided
- Allowance & Reimbursement:

The Centre will refund economy class air-ticket from capital city or nearest International Airport from participant's office/ school/ work station to Yogyakarta and vice versa. For the reimbursement purpose, please submit the following documents:

- the roundtrip ticket
- the invoice of the ticket payments; the Centre has the right to check the ticket authenticity with the following maximum ticket price:

Country	Max Ticket Price (USD)	Country	Max Ticket Price (USD)
Brunei	\$ 919	Philippines	\$ 1150
Cambodia	\$ 1627	Singapore	\$ 403
Lao PDR	\$ 1420	Thailand	\$ 823
Malaysia	\$ 585	Timor Leste	\$ 648
Myanmar	\$ 1053	Vietnam	\$ 1235

3. All participants are expected to:

- Bring laptop.
- Bring traditional costume for Understanding SEAMEO Countries Culture Performance.
- Bring casual outfit for daily exercise.
- Prepare specifically needed medicine in case of emergency.

III. Arrival

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

IV. Understanding Southeast Asia Culture

Participants are expected to give a cultural presentation (e.g dance drama, and the like) that represents their culture. They should come prepared with the supporting items (such as costumes, musical instruments, etc.) The Centre does not pay nor provide for the items.

V. Passport and Visa

The Centre will send a letter of acceptance to help expediting the visa on arrival (participants from Timor Leste only).

VI. Inquiries

SEAMEO Regional Centre for QITEP in Mathematics
 Jl. Kallurang Km. 6 Sambutan, Condongkatun, Depok, Sleman, Yogyakarta, Indonesia 55281
 Phone : +6271 4889955
 Web : www.qitepmath.org
 Email : secretariat@qitepmath.org

Should you need more information kindly contact:

Mr. Subianto
 Phone : +6281328109606
 Email : hajape_hjp@yahoo.co.id



Southeast Asian Ministers of Education Organization (SEAMEO)
Regional Centre for Quality Improvement of Teachers
and Education Personnel (QITEP) in Mathematics
Jl. Kiliwang Km. 6 Sanak, Cendegugur, Depok, Jawa Barat, Indonesia
Phone: +6221-489935, Fax: +6217487212, Email: seameo@qitepmaths.org
Website: www.qitepmaths.org



SEAMEO Regional Centre for QITEP in MATHEMATICS

2017 COURSE DESCRIPTION

A. Joyful Mathematics Learning

Students tend to be unmotivated and scared of mathematics. To overcome this problem Joyful Mathematics Learning is needed. Mathematics teachers are expected to develop ideas to motivate students by using interesting joyful activities, such as discovering, exploring, constructing, designing, setting strategy, and solving problems wrapped in mathematics games, puzzles, and hands on activities. Joyful student-centred learning experiences can improve student's motivation, interest, creativity, initiative, inspiration, independence, and spirit of learning.

With this in mind, SEACIM has developed an array of strategies based on joyful learning to encourage and enable teachers to develop creative ideas that can motivate students to learn mathematics. In maintaining the most up-to-date knowledge on joyful learning, the Centre regularly collaborates with experts in the field.

The Centre's expertise helps to provide mathematics teachers with different perspectives in teaching mathematics. Educators who have previously worked with SEACIM have been introduced to various joyful learning activities to promote meaningful learning and created action plans on how to best implement joyful learning in their classes. These activities help students to achieve higher order thinking skills.

B. Teacher-Made Teaching Aids

Mathematics is seen as an abstract subject by some people. Certain mediums, such as mathematics teaching aids, are needed in mathematics education to bridge mathematics concepts that are abstract to students, in order to be more easily understood. Therefore, teaching aids are an important tool for mathematics education. Teaching aids can be developed in various forms and media and can be used to:

1. Make concepts more easily understood;
2. Strengthen acquired concepts; and
3. Motivate students;

Teachers should be able to create teaching aids, especially from simple materials. SEACIM over the past 5 years has been working with educators to develop their capacity in designing, creating and implementing teaching aids for their specific learning contexts. This experience has made the Centre an expert on the current issues and psychology of teaching aids and the design of learning models incorporating teaching aids to support student activities.

SEACIM's work on differentiated instruction stresses that instructional approaches should vary and be adapted to take into account the diverse individual needs and learning abilities of every student in the classroom. The Centre does this by helping mathematics educators to improve their ability in designing mathematics teaching and learning materials that are suited to individual student needs. SEACIM brings both theoretical and practical strategies together to offer teachers and other educational personnel the tools they need to better serve their students.

C. IT-based Mathematics Learning Media

Information and Communications Technology has become an integral and accepted part of everyday life for many people. With the world moving rapidly into digital media and information, the role of ICT in education is becoming more and more important and this importance will continue to grow and develop in the 21st century. It is expected that ICT in education has the capacity to increase the quality of people's life by enhancing teaching and learning activities.

The ability of IT applications to display texts, pictures, sounds, graphics, animations, and videos will allow teachers to create interactive and joyful learning materials for students. Learning may also be adapted to suit each students' speed of understanding, and learning can take place anytime and anywhere.

Given that multimedia applications give positive effects toward education, SEACIM has worked extensively to develop strategies to utilize IT-based mathematics learning media.

This knowledge includes how to use various IT-based teaching materials for mathematics, using hand-held devices applications for mathematics teaching and enhancing the competence of educators in selecting, using and creating IT based mathematics teaching and learning materials

D. Lesson Study in Mathematics Education

Lesson Study originated in Japan in the last quarter of 19th century and is now a world-wide known approach for teacher-led action research in the classroom. It is also used for curriculum development and implementation, developing innovative teaching approaches, as well as facilitating teachers' professional development. It is an effective model for teachers to actively join in with activities which improve their teaching.

The Lesson Study activity incorporates three steps. The first step begins with developing a lesson plan in which a group of teachers pose, analyse, and solve problems from students' perspectives. In the second step, a model teacher implements the lesson while other teachers observe the lesson. The third step is reflection of the lesson. Japanese teachers' experiences show that they can improve the quality of mathematics teaching and learning by implementing lesson study. These three steps are usually termed as Plan-Do-See.

SEAQIM works with educators to apply the Lesson Study process in schools, by guiding them through the plan-do-see steps.

Plan: Participants and facilitators work collaboratively to develop the lesson plan;

Do: A model teacher implements the lesson plan in a real classroom while others (teachers, the headmaster, and facilitators) observe the lesson; and

See: The teacher and observers conduct a lesson evaluation and reflection.

Lesson Study is beneficial for mathematics teachers as it encourages mathematics teachers to be more professional and innovative and to become learning researchers. With the knowledge and experience SEAQIM has in Lesson Study, the Centre is able to provide teachers the opportunity to understand the Lesson Study process in mathematics education and a chance to implement and participate in guided lesson study activities.

E. Realistic Mathematics Education (RME)

A curriculum based on Realistic Mathematics Education (RME) uses real context as both a route into mathematics and also as a means of developing students' understanding. Through

this approach, students are led to reinvent the mathematics for themselves and gradually, over time, to use increasingly sophisticated methods.

RME encourages students to understand a context which is used not only to illustrate the applicability and relevance of mathematics in real world situations, but also as a source for the learning of mathematics itself. Students should be able to engage the context in a way which makes sense to them. However the way a student in America or England relates a mathematical concept to their everyday life may be very different to how a student in Indonesia does.

In response to this, SEAQIM designed a RME inspired programme, the Southeast Asia Realistic Mathematics Education (SEA-RME) which was developed based on the regional culture, nature, and characteristics of the Southeast Asia nation and society. This expertise allows SEAQIM to collaborate with

PARTICIPANT'S BIODATA

SEAMEO REGIONAL CENTRE FOR QTEP IN MATHEMATICS

ID NUMBER:
(to be filled by the centre)

photo
30 mm x 40 mm

COURSE TITLE
COURSE DATE

* Please write in capital letters

1. NAME OF PARTICIPANT

TITLE (Mr/Ms/Ms/Ms/Ms)

2. BIRTHDAY ID NUMBER

3. NATIONALITY

4. SEX

5. DATE OF BIRTH

6. PLACE OF BIRTH

7. AGE

8. POSITION/DESIGNATION

9. DEPARTMENT/INSTITUTION

10. AUTHORIZED BY (essential)

11. OFFICE ADDRESS

Office/School Name

No. & Street

Town

City/Province

State/Region

Country

Zip Code

Telephone No.

Fax No.

E-mail

Website

12. HOME ADDRESS

No. & Street

Town

City/Province

State/Region

Country

Zip Code

Telephone No.

Mobile / Whatsapp Number

E-mail / facebook

13. CONTACT IN CASE OF EMERGENCY

Name

Relationship

Address

Telephone No.

Mobile No.

Email

14. ARRIVAL DATE IN KODAKUMANTA AND FLIGHT DETAILS

Arrival Date

Flight Details

Participant signature over name

Lembar 1
 Petunjuk: Isilah dengan benar dan jujur
 Nama SPD : _____
 Tanggal SPD : _____

I Tanda di Pada Tanggal : : : :	Berangkat dari : Ke : Pada tanggal : : : :
II Tanda di Pada Tanggal : : : :	Berangkat dari : Ke : Pada tanggal : : : :
III Tanda di Pada Tanggal : : : :	Berangkat dari : Ke : Pada tanggal : : : :
IV Tanda di Pada Tanggal : : : :	Berangkat dari : Ke : Pada tanggal : : : :
V Tanda di (Tanda keabsahan) Pada tanggal : : : :	Tanda di atas, dengan keterangan bahwa pejabat tersebut benar-benar melaksanakan tugasnya untuk kepentingan jabatan dalam waktu yang ditetapkan. a.n. Kuasa Pengguna Anggaran Pejabat Pembuat Komitmen, : : : :
VI Catatan Lain-lain : : : :	Dr. Wahid NIP 1961112196111001

VII
 PERNYATAAN:
 Saya yang menandatangani SPD, pejabat yang melakukan perjalanan dinas, para pejabat yang melaksanakan tugas
 perjalanan, serta bendahara keuangan bertanggung jawab berdasarkan peraturan-peraturan Keuangan Negara
 apabila negara menderita rugi akibat kesalahan, kelalaian, kecurangan.



Southeast Asian Ministers of Education Organization (SEAMEO)
 Regional Centre for Quality Improvement of Teachers
 and Education Personnel (QITEP) in Mathematics
 Jl. Kalibang Km. 6 Surabaya, Candiagar, Depok, Shema, Yogyakarta, Indonesia
 Phone: +62274 889967, Fax: +62274 887222, Email: secretariat@qitepmath.org
 Website: www.qitepmath.org



The guide in filling out the SPD (official trip form)

1. SPD (official trip form) is an administration requirement for QITEP in Mathematics to be used as a legal document showing the agreement between QITEP in Math and the participant's/delegate's institution to have an official trip. This is used for the purpose of reimbursing the official trip cost of the participant/delegate.
2. The head or other official of the participant's institution is to sign in the space where the 'V' symbol is written. The signature is stamped (if there is an official stamp). We need the three (3) sheets of SPD which are originally signed and stamped.
3. Please do not write anything on the SPD except the stamped signatures and mentioned in point 2.
4. The name and position of the official signing the forms should be written in the separate paper
5. The example of the signed document is herewith attached for your reference.



I Tela d Pada Tanggal :	
II Tela d Pada Tanggal :	Berangkat dari : Ke : Pada Tanggal :
III Tela d Pada Tanggal :	Berangkat dari : Ke : Pada Tanggal :
IV Tela d Pada Tanggal :	Berangkat dari : Ke : Pada Tanggal :
V Tela d Pada Tanggal :	Tela d Pada Tanggal : Ke : Pada Tanggal : a.n. Kepala Pengantar Pengantar Pemerintah Kabupaten
VI Tela d Pada Tanggal :	Dr. Waryud KIP 0861112198111001
VII Tela d Pada Tanggal :	PEMBANTUAN

Surat yang menerangkan SKD, pegawai yang melakukan perjalanan dinas, para pejabat yang mewakili kepala dinas, serta bendahara perjalanan bertanggung jawab berdasarkan peraturan-peraturan keuangan kabupaten Bantul yang menerbitkan surat tersebut, setelah selesai melakukan perjalanan.