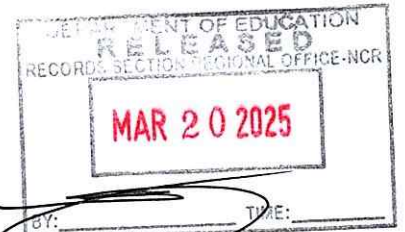




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



March 19, 2025

**REGIONAL MEMORANDUM**

No. 283, s. 2025

**To:** Schools Division Superintendents  
All Others Concerned

**CALL FOR NOMINATIONS FOR THE SEAMEO VOCTECH HYBRID REGIONAL TRAINING PROGRAMME ON INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM**

1. In reference to the attached Memorandum DM-OUHROD-2025-0684, dated 13 March 2025, from Wilfredo E. Cabral, Undersecretary for Human Resource and Organizational Development, and Carmela C. Oracion, Assistant Secretary for Human Resource and Organizational Development (National Educators Academy of the Philippines), this Office informs the field of the above-mentioned subject.
2. The required documents must be accomplished and uploaded (in PDF form) on or before **21 March 2025**, through the Microsoft Form which can be accessed through the link: <https://forms.office.com/r/MyKPS86xj0>. Kindly use official DepEd email accounts in submitting the requirements.
3. For further information and any concerns, please contact Richard D. Vidal, Education Program Specialist II, Regional Scholarship Focal Person, Human Resource Development Division through email [richard.vidal@deped.gov.ph](mailto:richard.vidal@deped.gov.ph).
4. For the full details, please see enclosed Memorandum.
5. Immediate dissemination of this Memorandum is desired.

**JOCELYN DR ANDAYA**

Regional Director, NCR  
concurrent Officer-In-Charge, Office of the  
Assistant Secretary for Operations

Encl. as stated

rdv/hrdd



Address: **6 Misamis Street, Bago Bantay, Quezon City**

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)

Website: <http://www.depedncr.com.ph>



Certificate No. PHP QMS  
24 83 0193

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Republika ng Pilipinas

# Department of Education


OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**

**DM-OUHROD-2025-0684**

FOR : **Undersecretaries**  
**Assistant Secretaries**  
**Bureau and Service Directors**  
**Regional Directors**  
**Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

FROM :   
**WILFREDO E. CABRAL**  
*Undersecretary*  
*Human Resource and Organizational Development*

  
**CARMELA C. ORACION**  
*Assistant Secretary*  
*Human Resource and Organizational Development*  
*(National Educators Academy of the Philippines)*

SUBJECT : **CALL FOR NOMINATIONS FOR THE SEAMEO VOCTECH HYBRID REGIONAL TRAINING PROGRAMME ON INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM**

DATE : 13 March 2025

- The Southeast Asian Ministers of Education Organization Regional Centre for Vocational and Technical Education and Training (SEAMEO VOCTECH) announces its **Call for Nominations** for the **Hybrid Regional Training Programme on Integrating Entrepreneurship and Technopreneurship into the TVET Curriculum**, with course details as follows:

<b>Course Title</b>	<b>Integrating Entrepreneurship and Technopreneurship into the TVET Curriculum</b>
<b>Course Schedule</b>	10 & 14-16 April 2025 (Online) 21-25 April 2025 (Onsite: SEAMEO VOCTECH, Brunei Darussalam)
<b>No. of Slots</b>	<b>Full scholarship for one (1) TVET Instructor</b> from any discipline, with a bachelor's degree in any field



<b>Target Participants</b>	TVET Curriculum Developers/ Teachers/ Trainers/ Instructors from TVET Institutions/ TVET Policymakers
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Has 5 years of experience at the minimum</li> <li>- Proficient in English</li> <li>- Must have adequate computer skills</li> <li>- Able to implement the action plan they will develop</li> </ul> <p><i>Note: Recipients of SEAMEO VOCTECH full scholarships can only reapply for other similar courses three (3) years after their last course.</i></p>
<b>Deadline of Submission</b>	18 March 2025

2. For selection purposes, the National Educators Academy of the Philippines (NEAP) encourages each Central Office Bureau/Service/Office and Regional Office to **nominate at least one (1) qualified participant**.
3. All nominees must meet the qualifications and submit the following:
  - a. Documents specified in the *Checklist of General Eligibility Requirements (Enclosure 1)*
  - b. *Scholarship Clearance (Enclosure 2)*
  - c. *Curriculum Vitae (template from SEAMEO VOCTECH)*
4. The **required documents must be accomplished and uploaded (in PDF form) on or before 18 March 2025**, through the Microsoft Office Form which can be accessed through the link <https://forms.office.com/r/MyKPS86xj0>. Kindly use official DepEd email accounts in submitting the requirements.
5. Please note that applications may be disqualified due to various reasons, such as but not limited to, incomplete requirements, lack of official endorsement/s, sending of application directly to the Secretariat's email, discrepancies in documents, etc.
6. Heads of offices/immediate supervisors of the participants shall make the necessary arrangements to ensure that office operations and classes will not be disrupted.
7. The *Course Outline* is enclosed, for reference. Should you have further questions or concerns, please coordinate with the **NEAP Scholarship Secretariat** through email [scholarships@deped.gov.ph](mailto:scholarships@deped.gov.ph) and/or landline (02) 8715-9919.
8. For dissemination and appropriate action.

**Copy furnished:**

**OFFICE OF THE SECRETARY  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING  
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS  
OFFICE OF THE ASSISTANT SECRETARY FOR EXTERNAL PARTNERSHIPS SERVICE**

[NEAPScholarshipSecretariat/Pereyra/Bedana]



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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 1

## GENERAL ELIGIBILITY REQUIREMENTS/CHECKLIST

<b>Name:</b>	
<b>Scholarship Program:</b>	
<b>Sponsoring Agency/Organization:</b>	
<b>Region/SDO:</b>	
<b>Work Station:</b>	

Remarks (✓, X, others)	Eligibility	Documentary Requirements
	a. Must be a Filipino citizen.	Updated Personal Data Sheet
	b. Must have obtained a very satisfactory (VS) performance rating for two (2) consecutive years.  c. Must present his/her Individual Development Plan (IDP) that is validated by the head of the office.	Latest rated performance rating with approved IDP
	d. Must be holding a permanent item.	Updated Service Record
	f. Must have no master's degree (for those who will apply for a master's degree) and shall have no doctoral degree (for those who will apply for a doctoral degree).  g. Must have no current or pending enrollment in other institutions for graduate or postgraduate degree programs (for degree programs).	Updated Personal Data Sheet
	h. Must be willing to sign a Scholarship Contract and commit to its provisions.	(shall be complied after being officially nominated)
	j. Must have no pending administrative, civil, or criminal case, and must have not been found guilty of any violation involving moral turpitude, corruption, or fraud.	Certificate of no pending administrative/legal charges



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# Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

Enclosure 2

## SCHOLARSHIP CLEARANCE

<b>I. NAME</b>		
<b>II. Position/Designation</b>		
<b>III. Permanent Station</b>		
<b>IV. Has availed any scholarship program</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, fill out sections V-X, as applicable.
<b>V. Scholarship Program</b>	<b>Program Type</b>	<b>Title of the Program</b>
	<input type="checkbox"/> Degree <input type="checkbox"/> Non-Degree	
<b>VI. Scholarship Duration</b>		
<b>VII. Status</b>	<input type="checkbox"/> Completed the course (Submit a copy of Certificate of Completion)	<input type="checkbox"/> Withdrawn from the Course (State the reason below)
<b>VIII. Reason/s for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>Explain further.</i>	
<b>IX. Service Obligation</b>	<b>No. of Months/Yrs Required</b>	<b>No. of Months/Yrs Completed</b>



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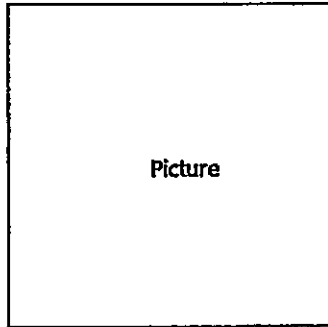
# Department of Education

## NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

<b>X. Reason for Non-Completion</b> (must be supported by attachments)	<input type="checkbox"/> Resignation <input type="checkbox"/> Transfer <input type="checkbox"/> Retirement <input type="checkbox"/> Others  <i>Explain further.</i>
<i>I hereby attest that the information in this form and the supporting documents attached hereto are true and correct</i>	
_____ <b>Name and Signature of the Scholar</b>	_____ <b>Date and Time</b>
<i>This is to certify that the information in this form and the supporting documents attached hereto are true and correct</i>	
_____ <b>Name and Signature of the Recommending Authority</b> (SDO - HRDD)	_____ <b>Date and Time</b>
<b>APPROVED</b>	
_____ <b>Name and Signature of the Recommending Authority</b> (RO-HRDD)	_____ <b>Date and Time</b>

# CURRICULUM VITAE

---



NAME

## CONTACT

**Address:**  
**Country:**  
**Tel:**  
**Email:**

## EDUCATION BACKGROUND

xxx  
xxx  
xxx

---

## DESIGNATION

xxx

---

## EMPLOYMENT HISTORY

xxx  
xxx

---

## ORGANISATION

xx

---

## AREA OF SPECIALISATION

xxx

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## Course Outline

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Hybrid Regional Training Programme on

### ***INTEGRATING ENTREPRENEURSHIP AND TECHNOENTREPRENEURSHIP INTO THE TVET CURRICULUM***

Colombo Plan Staff College (CPSC), Manila, Philippines &  
SEAMEO VOCTECH, Brunei Darussalam

14 - 16 April (Online) | 21 - 25 April 2025 (Onsite)

#### **Rationale**

As economies become increasingly technology-driven, Technical and Vocational Education and Training (TVET) institutions must go beyond traditional skills training to cultivate innovation, adaptability, and entrepreneurial mindsets. The ability to integrate entrepreneurship and technopreneurship into TVET curricula is essential in equipping learners with the skills needed to create business opportunities, leverage technology for innovation, and respond to industry demands in a rapidly evolving world.

To address this need, Colombo Plan Staff College (CPSC) and SEAMEO-VOCTECH are jointly organising a regional training program aimed at equipping TVET curriculum developers, educators, trainers, policymakers, and administrators with the necessary knowledge and tools to foster entrepreneurship and technopreneurship in TVET institutions. The programme will bring together 34 participants from CPSC member countries and SEAMEO-VOCTECH institutions, promoting cross-country collaboration and shared best practices in entrepreneurship-driven TVET education.

#### **Objectives**

By the end of the training, participants will be equipped with practical strategies, curriculum integration frameworks, and institutional action plans that can be implemented in their respective TVET systems. This initiative will contribute to strengthening entrepreneurial education, fostering innovation, and enhancing economic resilience of the SEAMEO and Colombo Plan member countries.

Specifically, this training will enable participants to:

- explain the fundamental principles of entrepreneurship and technopreneurship and their relevance to TVET,

#### ***Course Outline:***

*Hybrid Regional Training Programme on*

***INTEGRATING ENTREPRENEURSHIP AND TECHNOENTREPRENEURSHIP INTO THE TVET CURRICULUM***

***FY 2024 - 2025***



# APPENDIX 1



- develop strategies to integrate these concepts effectively into TVET curricula,
- explore emerging trends and technologies that support business innovation and startups,
- develop and implement entrepreneurial ecosystems within TVET institutions to support new business ventures, and
- formulate action plans for implementation at the institutional and national levels.

## Contents

### **Online: April 14–16, 2025**

#### **Module 1. Introduction to Technopreneurship & Policies for TVET Entrepreneurship**

In this module, participants will be introduced to the core concepts of entrepreneurship and technopreneurship in the TVET sector, emphasising the role of innovation and technology in modern business success. They will analyse government and institutional policies supporting entrepreneurship in TVET and examine case studies from participating countries to gain insights into effective strategies, challenges, and best practices in fostering entrepreneurial initiatives.

#### **Module 2: Technopreneurship Integration in TVET Curricula**

In this module, participants will explore strategies for embedding technopreneurship into TVET courses, focusing on curriculum development for fostering an entrepreneurial mindset. They will examine industry-academia collaboration to enhance skills-based entrepreneurship training and analyse challenges and solutions in implementing technopreneurship within TVET institutions.

#### **Module 3: Emerging Opportunities in Technopreneurship – Market Research & Business Trends**

In this module, participants will examine market dynamics and emerging trends in technopreneurship, emphasising the role of data analytics and AI in market research. They will learn to identify potential start-up ideas within the TVET sector and analyse country presentations on market research and the entrepreneurial landscape, gaining insights into industry opportunities and best practices.

#### **Module 4: Digital Entrepreneurship & Technology Adoption in TVET Startups**

In this module, participants will examine how digital tools drive business growth, focusing on the role of AI, IoT, Blockchain, and Automation in startups. They will analyse strategies for e-commerce, digital marketing, and monetizing online businesses while gaining insights from success stories of digital transformation in TVET entrepreneurship.

#### **Module 5: Formulating a Business Plan & Entrepreneurial Financing**

In this module, participants will delve into the key components of a business plan for technopreneurs, exploring funding sources such as government grants, venture capital, and

*Course Outline:*

*Hybrid Regional Training Programme on*

**INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM**

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# APPENDIX 1



crowdfunding. They will assess financial management strategies to ensure business sustainability and engage in idea pitching and strategic brainstorming to refine their entrepreneurial concepts.

## **Onsite: 21 – 25 April 2025**

### **Module 1: TVET & Entrepreneurship: Global & Regional Perspectives**

This module will allow the participants to explore the current state of entrepreneurship within TVET systems worldwide, highlighting successful models and identifying areas for improvement.

### **Module 2: Technopreneurial Ecosystem within TVET Institutions**

In this module, participants will examine how TVET institutions can foster a technopreneur culture, including the necessary infrastructure, support systems, and partnerships.

### **Module 3: Integration Strategies for Technopreneurship in TVET Curriculum**

This module will delve on the strategies and methodologies for embedding technopreneurship into existing TVET curricula, ensuring alignment with industry needs and technological advancements.

### **Module 4: Developing Modular Content for Entrepreneurship**

This module will introduce the participants to the guidelines for creating flexible, modular content that can be adapted across various disciplines within TVET programmes to teach entrepreneurial skills.

### **Module 5: Assessing & Evaluating Entrepreneurship Skills**

In this module, participants will explore the different methods and tools for assessing students' entrepreneurial competencies, including both formative and summative evaluation techniques.

### **Module 6: Technology-Driven Business Model Development**

In this module, participants will examine insights into how emerging technologies can drive innovative business models, with case studies illustrating successful implementations.

### **Module 7: Technopreneurship and Emerging Technologies: Blockchain, AI & IoT in Business Innovation**

In this module, participants will analyse how cutting-edge technologies such as Blockchain, Artificial Intelligence (AI), and the Internet of Things (IoT) are transforming business landscapes and creating new opportunities for technopreneurs. Through case studies and discussions, they will gain insights into the impact of these technologies on innovation, efficiency, and market expansion in entrepreneurship.

#### *Course Outline:*

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## **Module 8: Risk Management in Startups: Challenges & Solutions / Venture Management, Incubator, Accelerator model, Investment**

In this module, participants will assess the common risks faced by startups, particularly in the tech sector, and explore strategies for effective risk mitigation. They will also examine the support structures available for startups, including incubators and accelerators, while gaining practical guidance on securing funding and investment for business growth.

## **Module 9: Action Plan Development and Presentation: *Design Framework for Integrating Technopreneurship into TVET Curricula***

In this module, participants will analyse the importance of strategic partnerships in technopreneurship, learning how to identify potential partners and develop actionable plans for integrating technopreneurship into TVET curricula. Through interactive discussions and planning exercises, they will gain practical strategies for fostering industry collaboration and strengthening entrepreneurship education.

## **Half-Day FORUM**

This half-day half-discussion forum on the subject will provide an opportunity for local and international participants to learn about the best technopreneurship practices, share success stories, and discuss the footprints and strategies for incorporating technopreneurship in the TVET Curriculum in the presence of experts from Academia, Industry, and technopreneurs.

## **Duration**

The training programme will run for 8 days, divided into two parts: the first part consists of 3 days which will be held virtually from 14 – 16 April 2025, and the second part of 5 days will be held face-to-face, at SEAMEO VOCTECH Regional Centre from 21 – 25 April 2025.

## **Delivery Method**

The medium of instruction for this training programme is English. It will be delivered using a variety of teaching methods and techniques that will elicit the prior knowledge and experiences of the participants on the subject matter. Foremost of these methods are:

- Interactive Lectures
- Hand-on Workshops
- Group activities
- Sharing of experiences
- Half-day Discussion Forum
- Action Plan presentation and critiquing
- Cultural Visit

## **Expected Outputs**

Participants are expected to produce the following outputs:

### *Course Outline:*

*Hybrid Regional Training Programme on*

**INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM**

**FY 2024 - 2025**

# APPENDIX 1



- Curriculum Design Framework for integrating entrepreneurship in TVET institutions.
- Prototype Business Plans & Incubation Models developed by participants.
- Action Plans for implementation in their home country institutions.
- Networking & Collaboration among local and international participants for future initiatives on technopreneurship.

## Target Participants

This training will consist of 40 TVET Curriculum Developers, Teachers / Trainers / Instructors from TVET Institutions, TVET Policy Makers, and Administrators: 22 from CPSC Member countries including the expected Training Supervisor & Coordinator, and 18 from SEAMEO-Member countries)

## Course Requirements

1. Each participant is required to submit a country paper.
2. Each participant **may choose any 1 of the following topics** for your country presentation:

*Digital Skills and E-Commerce Entrepreneurship in TVET– Exploring how online business and fintech startups are reshaping employment.*

*TVET as a Pathway for Self-Employment and Informal Sector Transformation – Discuss how technical education is helping microentrepreneurs formalise businesses.*

*Developing Community-Based Technopreneurship Models– Examine strategies for creating business solutions tailored to local industries and cultural contexts.*

*TVET for Women and Youth Empowerment in Entrepreneurship – Highlights programs designed to foster inclusive economic participation among women and youth through entrepreneurial training*

3. For more information, please refer to the Guidelines for Preparing a Country Paper on the chosen topic, relevant to the integration of entrepreneurship and technopreneurship into the relevant training programmes.
4. Participants are required to bring curriculum documents relevant to their areas of specialisation and laptop computers.

### Course Outline:

*Hybrid Regional Training Programme on*

**INTEGRATING ENTREPRENEURSHIP AND TECHNOPEURSHIP INTO THE TVET CURRICULUM**

**FY 2024 - 2025**

## APPENDIX 1



5. Participants are also requested to bring one (1) pair of sportswear in case of outdoor activity and one (1) pair of national dress of their own country to be used during the fellowship dinner and cultural night.

### Course Coordinator

For further inquiries, please contact the Course Coordinator:

**Ms. NOORHAYATI CYNTHIA ABDULLAH**  
TVET Specialist (Curriculum Development) cum  
Corporate Affairs Manager  
SEAMEO VOCTECH Regional Centre  
Jalan Pasar Baharu, Gadong BE1318  
Brunei Darussalam  
Tel No. +673 2447994 | +673 8667859  
Email: [cynthia.haizamdin@voctech.edu.bn](mailto:cynthia.haizamdin@voctech.edu.bn)

\*

**Course Outline:**  
**Hybrid Regional Training Programme on**  
**INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM**  
**FY 2024 - 2025**

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



## 1. TRAINING PROGRAMME

<b>COURSE/TITLE</b> COLLABORATIVE REGIONAL TRAINING PROGRAMME BETWEEN SEAMEO VOTTECH AND COLOMBO PLAN STAFF COLLEGE (CPSC) ON INTEGRATING ENTREPRENEURSHIP AND TECHNOPRENEURSHIP INTO THE TVET CURRICULUM	<b>DATE</b> 10,14-16 Apr 2025 (Online) & 21-25 Apr 2025 (Onsite – SEAMEO VOTTECH)	<b>VENUE</b> Online & Onsite – SEAMEO VOTTECH, Brunei Darussalam
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## 2. PERSONAL INFORMATION

<b>TITLE</b> <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.	<b>NAME</b> Click or tap here to enter text.	<b>IDENTIFICATION CARD NO.</b> Click or tap here to enter text.
<b>GENDER</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>MARITAL STATUS</b> <input type="checkbox"/> Married <input type="checkbox"/> Single	<b>DATE OF BIRTH (DD-MM-YYYY)</b> Click or tap here to enter text.
		<b>NATIONALITY</b> Click or tap here to enter text.
		<b>COUNTRY</b> Click or tap here to enter text.
<b>MOBILE NUMBER (+Country Code-Mobile No.)</b> Click or tap here to enter text.		<b>EMAIL ADDRESS (Primary/Personal Email Address)</b> Click or tap here to enter text.

## 3. ORGANISATION INFORMATION

<b>JOB POSITION</b> Click or tap here to enter text.	<b>DEPARTMENT</b> Click or tap here to enter text.	<b>ORGANISATION NAME</b> Click or tap here to enter text.
<b>ORGANISATION ADDRESS</b> Click or tap here to enter text.		<b>BUSINESS PHONE NO. (+Country Code-Phone No.)</b> Click or tap here to enter text.

## 4. EDUCATIONAL, WORKING & KNOWLEDGE BACKGROUND

<b>HIGHEST QUALIFICATION</b> <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Master Degree <input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Diploma <input type="checkbox"/> Certificate <input type="checkbox"/> Click or tap here to enter text.	<b>FIELD OF EXPERTISE (Education, Administration, Engineering, ICT, etc.)</b> Click or tap here to enter text.
<b>WORKING EXPERIENCE</b>	
a. Working experience in TVET	Tick in appropriate box: <input type="checkbox"/> Yes <input type="checkbox"/> No
	If YES, how many year(s) Click or tap here to enter text.

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



b. Working experience in industry or related fields  Yes  No

TEACHING, LANGUAGE AND IT SKILLS COMPETENCIES	Tick in appropriate box		
	Excellent	Good	Poor
a. Your competence in the general field of TVET teaching with pedagogical background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Your competence in the course offered or related field	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Your competence in conducting innovative teaching and learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Your english language proficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. IT knowledge and skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PROFESSIONAL DEVELOPMENT**

a. Have you ever attended any Regional Training Programme(s) offered by SEAMEO VOTTECH as one of the Scholarship recipient?  Yes  No

b. If YES, please indicate the course titled and year of participation

**5. OTHERS**

**FLIGHT ARRANGEMENTS (Departing from Home Country to the training venue Country)**  
Departure Airport (City / Country)

**DIETARY RESTRICTIONS**

**FOOD ALLERGIES, IF ANY**

**6. EMERGENCY CONTACT**

<b>NAME</b> <input type="text" value="Click or tap here to enter text."/>	<b>RELATION</b> <input type="text" value="Click or tap here to enter text."/>	<b>MOBILE NUMBER</b> (+Country Code-Mobile No.) <input type="text" value="Click or tap here to enter text."/>
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**7. NOTE:**

a. **Registration.** The registration to the course should be submitted to your own respective Ministry / Organisation. Your Ministry / Organisation then submit the selected nominee(s) to SEAMEO VOTTECH. Any direct submission to SEAMEO VOTTECH will not be entertained.

b. **Requirements.** Participant who is nominated to attend the course must be:

1. An existing trainer with basic technical expertise in the respective trade area
2. Age - Should have a minimum of years of service remaining.
3. Good command in English and IT skills
4. Experience related to the training offered at least three years or more.
5. Healthy and fit to travel to attend any training outside home country.

# REGIONAL TRAINING PROGRAMME NOMINATION FORM



- c. **Procedures.** Any Scholarship recipient who has attended Regional Training Programme offered by SEAMEO VOCTECH will only be eligible to apply again for similar course **THREE YEARS** after the date of last attended course.
- d. **Travel documents.** Participants are required to submit a copy of scanned passport details to SEAMEO VOCTECH when training is outside home country (outbound). *Please check the validity of the travel document has to be one year before the commence of the training.* Kindly submit and upload your picture and scan passport details on next page together with this form

**Please insert your picture below:**

**For International participants, please insert your scanned passport details below:**