



Administrative Note

Dear Participants,

We look forward to welcoming you at the 4th SEAMEO Polytechnic Network Meeting: Agreement and Implementation for the 3rd Batch of SEA-TVET Internship Exchange on 18-19 October 2018 at PSU Convention Hall, Pangasinan State University, Pangasinan, Philippines.

Further information related to the logistics of the event can be found below. Should you have any questions, please do not hesitate to contact the organizing team with details as provided at the end of this document.

Preparations Prior to the Meeting

Please submit the complete Confirmation Form to **Mr. Michael P. Arquillano**, Pangasinan State University (PSU) Staff, via email: psutvetinternational@gmail.com and cc to tvet@seameo.org on or before **October 5, 2018**.

Meeting Documents

It can be downloaded via SEA-TVET Website at
(To be provided to the confirmed participants)

Meeting Venue

The meeting will be held at **PSU Convention Hall, Pangasinan State University, Philippines**

Contact Person : **Dr. Sally A. Jarin**

Address : Lingayen, Pangasinan, Philippines

Contact No : +63 917-703-7821 / +63 933-855-7748

Email : sallyjarin@yahoo.com

Accommodation

Hotel reservation has been made by PSU for all participants, who made earlier reservations, with corporate price at **MC Hotel, Lingayen, Pangasinan, Philippines**. Please indicate your preferred room type in the attached "Confirmation Form".

Payment for your hotel accommodation can be made during your check-in date at the MC Hotel. PSU staff will be available to provide assistance. The hotel accepts cash payment in PESO only. Credit card or online payment is not available. Any additional costs incurred (i.e. laundry charges, telephone calls or other requested service) are the responsibility of the participants.

Money Exchange

It is suggested to exchange Rupiah or Baht at the NAIA FOREX. If not, please bring US dollars only. Outside NAIA airport, there are no money changers for rupiah to dollar or Baht to Peso or dollars. Money changers in the province only accept dollars to peso.

Travel To and From the Airport

For Arrival:

PSU provides all participants a free transportation service from airport-hotel-airport and between MC Hotel Lingayen and PSU Convention Hall on the meeting day. Please fill in your flight details in the attached "Confirmation Form"

Below is the airport that PSU provides a transportation service:

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| <ol style="list-style-type: none">1. Ninoy Aquino International Airport (NAIA), Manila
(5 to 6 hours from NAIA Airport to PSU-Pangasinan)
Terminal 1
Terminal 2
Terminal 3 |
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PSU buses that will be fetching the participants at the airport will be parked in Terminal 3. Buses are not allowed in Terminal 1 and Terminal 2. PSU staff wearing PSU shirt with PSU banner will be at the arrival area waiting for the participants to assist them and transport them to MC Hotel in Pangasinan. The same buses will transport the participants back to NAIA airport for their departure.

NOTE: PSU buses are AVAILABLE at the following schedule ONLY.

Schedule of Pick-up:

DATE :	October 17, 2018
TIME :	9:00 AM – 12 Noon 4:00 PM – 7:00 PM

While waiting for the arrival of other participants, the PSU coaster is available to bring participants to McDonalds or Resorts World for coffee break.

Participants arriving on October 16, 2018 and planning to stay in Manila are advised to find their own hotel near the NAIA airport Terminal 3. SEA-TVET students in the previous batch stayed at Green Sun Hotel (20minutes away from airport) or Favila Hotel (dormitory type). Participants should advise PSU of their hotel bookings so that the van knows where to pick them up going to Terminal 3 where they will be joining other participants for the travel to Pangasinan on October 17, 2018 at 12:00 noon.

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| <ol style="list-style-type: none">2. Diosdado Macapagal International Airport (Clark Airport)
(2 to 3 hours from Clark Airport to PSU-Pangasinan)
Pampanga, Philippines |
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Participants who would be arriving through the Clark International Airport in Angeles, Pampanga, which is only 2 ½ hours away from the University, are advised to be there on October 17, 2018 between 6:00AM to 8:00AM or 1:00PM to 3:00PM. A coaster will be waiting to pick you up.

On the way to Pangasinan, the bus can make a full stop for your meals or coffee at the NLEX Petron area where all fast food, restaurants and coffee shops are available.

For Departure:

For departure, all participants will be requested to check out on 19 Oct and depart from Pangasinan at 7.30 and travel to Manila in the morning.

Participants will be divided into 2 Groups:

Group 1: Visiting Tarlac Agricultural University at 09.30-10.30 hrs, then proceed to Ninoy Aquino International Airport, Manila. This group will arrive the airport at around 17.00 hrs. Please ensure that your flight schedule is after 19.00 hrs on 19 Oct or on 20 Oct. Please confirm the visit to TAU in the Confirmation Form.

Group 2: Going to Ninoy Aquino International Airport, Manila. This group will arrive the airport at around 12.30 hrs. Please ensure that your flight schedule is after 15.00 hrs on 19 Oct or on 20 Oct.

For the participants who will depart on 20 Oct, we recommend you to find the hotel nearby the airport by your own arrangement (booking.com or others).

Meals

On the meeting day (October 18, 2018), PSU will host 1 lunch and 2 snacks only. Breakfast is included in the hotel accommodation.

Dinner hosted by the local government on 18 Oct is to be confirmed.

Certificate of Participation

The participants shall receive a copy of certificate of participation issued by SEAMEO Secretariat on October 18, 2018 at the meeting avenue. We reserve the right to rely on the list of participants updated as of **October 5**. Those who are not on the mentioned list but attend the meeting, will receive an e-Certificate via e-mail after the meeting within two weeks.

Contact Details

For further clarifications or emergency, please contact:

<p>DR. SALLY A. JARIN Director, Local & International Linkages Pangasinan State University Lingayen, Pangasinan, Philippines Contact No: +63 917-703-7821 / +63 933-855-7748 E-mail : sallyjarin@yahoo.com Responsive countries: <i>Indonesia</i></p>	<p>MR. JOHN KRISNER CEREZO Staff, International Office Pangasinan State University Lingayen, Pangasinan, Philippines Contact No.:+63-916-501-1704 FB account:Rolly John Krisner Cerezo Responsive countries: <i>Thailand</i></p>
<p>DR. NOVA E. ARQUILLANO Associate Professor III Pangasinan State University Lingayen, Pangasinan, Philippines Contact No.: +63 936-994-1248 E-mail: lizarqui1207@gmail.com Responsive countries: <i>Indonesia</i></p>	<p>MS. VANESSA M. CELESTINO Staff, International Office Pangasinan State University Lingayen, Pangasinan, Philippines Contact No.: +63 920-565-6695 E-mail address: celestinovamn16@gmail.com Responsive countries: <i>Malaysia and Vietnam</i></p>
<p>DR. CHRISTIAN THOM F. TABISOLA Planning Coordinator Pangasinan State University Lingayen, Pangasinan, Philippines Tel: +63 998-971-7327 E-mail: christianthomtabisola@gmail.com Responsive countries: <i>Philippines</i></p>	